



**Canyons Education Association
Canyons School District
2024-2025**



Canyons Education Association Negotiations Team

Mitchell Atencio	Teacher – Corner Canyon High
Rebecca Allen	Teacher – Albion Middle School
Julie Beane	Teacher - Jordan High
Natalie Day	Teacher - Quail Hollow Elementary
Ahna Paton Bruno	Teacher – East Midvale Elementary (Alternate)
Kathy Smith	Teacher - Altara Elementary
Kirah Zeilinger	Jordan UniServ Consultant

Canyons School District Board of Education Negotiations Team

Dr. Rick Robins	Superintendent
Stephen Dimond	Human Resources Director
Charles Evans	Director of External Affairs
Daniel Harper	Director of Legal Services
McKay Robinson	Assistant Superintendent
Leon Wilcox	Business Administrator

Canyons School District Board of Education

Amber Shill	District 2 - President
Andrew Edtl	District 4 – Vice President
Amanda Oaks	District 6 – Vice President
Kristine Millerberg	District 1
Nancy Tingey	District 3
Karen Pederson	District 5
Holly Neibaur	District 7

**Proposed Ground Rules
2024-2025**

In keeping with its belief that established ground rules assist the cooperative and productive progress of negotiations, CEA proposes the following:

1. The parties will schedule bargaining sessions on a regular basis as long as good-faith negotiations are continuing.
2. The District will pay the cost of substitute teachers during negotiations.
3. Prior to the first meeting, arrangements for locations of future sessions will mutually be agreed upon by the Canyons Education Association and Canyons School District.

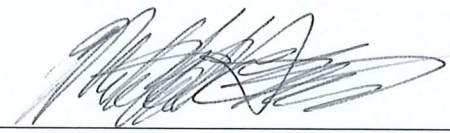
4. When the District and CEA reach consensus on issues, they shall be written and signed by both parties as tentative agreements.
5. All agreements, if any, reached during negotiations shall be considered tentative until final agreement has been reached on the entire package. Tentative agreements will be signed and dated.
6. The complete negotiations package must be ratified by the CEA membership and formally approved by the Board of Education in order to be considered a final agreement. The provisions of such agreements shall not be released to the public until they have been so ratified, at which time a joint release of information will be prepared.
7. CEA and the Board of Education will regularly communicate with their membership regarding the negotiations process. When an agreement is reached, the provisions of the agreements will be released in separate but simultaneous communications by CEA and the Board (i.e., CEA to members of CEA and the Board of Education to all licensed employees). **Any public release of information during negotiations will be done jointly.**
8. All efforts will be made to bargain in good faith. However, if impasse is declared, a joint public release of information is no longer required and the procedures outlined in Canyons District Policy 410.0/420.0 Scope of Negotiations shall be followed.
9. Minutes may be taken by either or both parties. However, minutes are working notes for the teams' purposes only and not an official record of negotiations sessions.
10. Negotiated agreements will be posted online within ten (10) working days of the ratification of the Board of Education.
11. If any member of either negotiations team is unable to attend in-person, the individual may participate virtually, i.e., via Zoom or by phone, provided they do not record any portion of the negotiations meeting.



For Canyons School District

4/18/24

Date

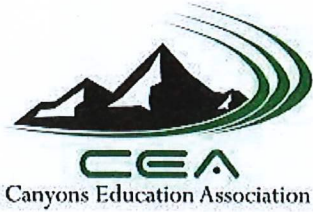


For Canyons Education Association

04/18/24

Date

Financial Compensation



**Negotiations
Contract Year 2024-25**

Proposal

CEA proposes a 2.403% COLA to be applied to the licensed salary schedule for the 2024-2025 year (setting increment 1 to \$61,610).

Rationale

By increasing the COLA, this helps attract new educators and allows educators to remain employees of the district.

CEA believes having educators living within the district boundaries is beneficial and helps build community strength. To keep pace with the cost of living within Canyons School District boundaries, we believe a COLA is necessary.

Although the inflation index from March 2023-March 2024 is 3.48%, CEA recognizes that finances are in high demand for Canyons. We also acknowledge that the TSSA and ESA increase this year; employees will receive education enhancements; employees will receive their increment; and tier 2 hybrid employees will receive 0.7% in their 401(k) during 2024 negotiations. As a result, we request a 2.403% COLA.

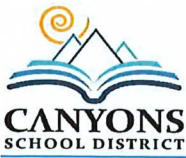
**Tentative Agreement Between
Canyons School District &
Canyons Education Association**

For Canyons School District

Date

For Canyons Education Association

Date



Licensed Salary Schedule-Hourly Rate

(2024-2025)

Inservice Rate is Increment Level 1

Salary Placement

To determine an educator's initial salary placement:

- ♦ Identify the educator's "Education Enhancement" Increment Level
- ♦ Add previous contracted licensed work experience from an accredited school system, up to fifteen years, each year equating to an Increment Level
 - Two half years, with at least one of the years being a minimum of 92 days, will be added together to equal one year/Increment Level
 - Educator's experience in Canyons District receives full credit
 - Educators who have retired with the Utah Retirement System (URS) may receive up to fifteen (15) Increment Levels for experience
- ♦ Add one (1) Increment Level

Education Enhancement

To determine the educator's "Education Enhancement" Increment Level:

- ♦ Identify the educator's degree attainment from an accredited university

Bachelor's Degree	n/a
Master's Degree	+6 Increment Levels
Doctorate Degree	+6 Increment Levels
- ♦ Identify semester hours awarded after July 1, 2017, not used for the degree(s) identified above, and which are relevant to education and/or the educator's assignment. Note: Educators with multiple degrees are also placed using the same/following criteria.

20 semester hours	+1 Increment Level
40 semester hours	+1 Increment Level
60 semester hours	+1 Increment Level
80 semester hours	+1 Increment Level

Example: A newly hired educator with a Master's Degree and +20 semester hours with four years of experience would be placed on Increment Level twelve (12), contingent upon verification of education and experience.

Salary Schedule Information

- ♦ An Educator Salary Adjustment (ESA) of \$8,904 and a Teacher and Student Success Act (TSSA) of \$1,020 are included as part of the Base Contract.

Thirty-two (32) additional hours of pay are available to CACTUS licensed employees for personal professional development at the educator's Hourly Rate. All are dependent upon continued legislative funding.
- ♦ Cost of Living Adjustment (COLA) is calculated on the mid-point of the salary schedule, Increment Level 20, minus ESA and TSSA funds. The dollar difference between Increment Levels is \$950.
- ♦ The Base Contract is prorated based upon the number of days remaining in the contract.
- ♦ Educators with current National Board Certification for teaching will be paid a stipend of \$2,000 in addition to their Base Contract. Other approved National Board Certifications will be paid a stipend of \$1,000.

Increment Levels	Hourly Rate
1	\$41.40
2	\$42.04
3	\$42.68
4	\$43.32
5	\$43.96
6	\$44.60
7	\$45.24
8	\$45.87
9	\$46.51
10	\$47.15
11	\$47.79
12	\$48.43
13	\$49.07
14	\$49.70
15	\$50.34
16	\$50.98
17	\$51.62
18	\$52.26
19	\$52.90
20	\$53.53
21	\$54.17
22	\$54.81
23	\$55.45
24	\$56.09
25	\$56.73
26	\$57.37
27	\$58.00
28	\$58.64
29	\$59.28
30	\$59.92
31	\$60.56
32	\$61.20
33	\$61.83
34	\$62.47
35	\$63.11
36	\$63.75
37	\$64.39
38	\$65.03
39	\$65.67
40	\$66.30

Note: Increment Levels continue beyond what is shown on the printed salary schedule.



Licensed Salary Schedule-L186

(2024-2025)

August 12, 2024 - May 30, 2025

186 Days - Full Time 8 Hours Per Day

(16 hours of preparation time, outside of contracted days, are included in the base contract.)

Salary Placement

To determine an educator's initial salary placement:

- ♦ Identify the educator's "Education Enhancement" Increment Level
- ♦ Add previous contracted licensed work experience from an accredited school system, up to fifteen years, each year equating to an Increment Level
 - Two half years, with at least one of the years being a minimum of 92 days, will be added together to equal one year/Increment Level
 - Educator's experience in Canyons District receives full credit
 - Educators who have retired with the Utah Retirement System (URS) may receive up to fifteen (15) Increment Levels for experience
- ♦ Add one (1) Increment Level

Education Enhancement

To determine the educator's "Education Enhancement" Increment Level:

- ♦ Identify the educator's degree attainment from an accredited university

Bachelor's Degree	n/a
Master's Degree	+6 Increment Levels
Doctorate Degree	+6 Increment Levels
- ♦ Identify semester hours awarded after July 1, 2017, not used for the degree(s) identified above, and which are relevant to education and/or the educator's assignment. Note: Educators with multiple degrees are also placed using the same/following criteria.

20 semester hours	+1 Increment Level
40 semester hours	+1 Increment Level
60 semester hours	+1 Increment Level
80 semester hours	+1 Increment Level

Example: A newly hired educator with a Master's Degree and +20 semester hours with four years of experience would be placed on Increment Level twelve (12), contingent upon verification of education and experience.

Salary Schedule Information

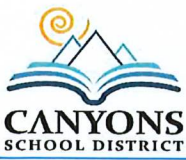
- ♦ An Educator Salary Adjustment (ESA) of \$8,904 and a Teacher and Student Success Act (TSSA) of \$1,020 are included as part of the Base Contract.

Thirty-two (32) additional hours of pay are available to CACTUS licensed employees for personal professional development at the educator's Hourly Rate. All are dependent upon continued legislative funding.
- ♦ Cost of Living Adjustment (COLA) is calculated on the mid-point of the salary schedule, Increment Level 20, minus ESA and TSSA funds. The dollar difference between Increment Levels is \$950.
- ♦ The Base Contract is prorated based upon the number of days remaining in the contract.
- ♦ Educators with current National Board Certification for teaching will be paid a stipend of \$2,000 in addition to their Base Contract. Other approved National Board Certifications will be paid a stipend of \$1,000.

Increment Levels	Base Contract
1	\$61,610
2	\$62,560
3	\$63,510
4	\$64,460
5	\$65,410
6	\$66,360
7	\$67,310
8	\$68,260
9	\$69,210
10	\$70,160
11	\$71,110
12	\$72,060
13	\$73,010
14	\$73,960
15	\$74,910
16	\$75,860
17	\$76,810
18	\$77,760
19	\$78,710
20	\$79,660
21	\$80,610
22	\$81,560
23	\$82,510
24	\$83,460
25	\$84,410
26	\$85,360
27	\$86,310
28	\$87,260
29	\$88,210
30	\$89,160
31	\$90,110
32	\$91,060
33	\$92,010
34	\$92,960
35	\$93,910
36	\$94,860
37	\$95,810
38	\$96,760
39	\$97,710
40	\$98,660

Note: Increment Levels continue beyond what is shown on the printed salary schedule.

Revised 2024.04.24



Licensed Salary Schedule-L196

(2024-2025)

August 1, 2024 - June 4, 2025

196 Days - Full Time 8 Hours Per Day

Salary Placement

To determine an educator's initial salary placement:

- ♦ Identify the educator's "Education Enhancement" Increment Level
- ♦ Add previous contracted licensed work experience from an accredited school system, up to fifteen years, each year equating to an Increment Level
 - Two half years, with at least one of the years being a minimum of 92 days, will be added together to equal one year/Increment Level
 - Educator's experience in Canyons District receives full credit
 - Educators who have retired with the Utah Retirement System (URS) may receive up to fifteen (15) Increment Levels for experience
- ♦ Add one (1) Increment Level

Education Enhancement

To determine the educator's "Education Enhancement" Increment Level:

- ♦ Identify the educator's degree attainment from an accredited university

Bachelor's Degree	n/a
Master's Degree	+6 Increment Levels
Doctorate Degree	+6 Increment Levels
- ♦ Identify semester hours awarded after July 1, 2017, not used for the degree(s) identified above, and which are relevant to education and/or the educator's assignment. Note: Educators with multiple degrees are also placed using the same/following criteria.

20 semester hours	+1 Increment Level
40 semester hours	+1 Increment Level
60 semester hours	+1 Increment Level
80 semester hours	+1 Increment Level

Example: A newly hired educator with a Master's Degree and +20 semester hours with four years of experience would be placed on Increment Level twelve (12), contingent upon verification of education and experience.

Salary Schedule Information

- ♦ An Educator Salary Adjustment (ESA) of \$8,904 and a Teacher and Student Success Act (TSSA) of \$1,020 are included as part of the Base Contract.

Thirty-two (32) additional hours of pay are available to CACTUS licensed employees for personal professional development at the educator's Hourly Rate. All are dependent upon continued legislative funding.
- ♦ Cost of Living Adjustment (COLA) is calculated on the mid-point of the **L186** salary schedule, Increment Level 20, minus ESA and TSSA funds. The dollar difference between Increment Levels is approximately \$1,001.
- ♦ The Base Contract is prorated based upon the number of days remaining in the contract
- ♦ Educators with current National Board Certification for teaching will be paid a stipend of \$2,000 in addition to their Base Contract. Other approved National Board Certifications will be paid a stipend of \$1,000.

Increment Levels	Base Contract
1	\$64,389
2	\$65,390
3	\$66,391
4	\$67,392
5	\$68,393
6	\$69,394
7	\$70,395
8	\$71,396
9	\$72,397
10	\$73,398
11	\$74,400
12	\$75,401
13	\$76,402
14	\$77,403
15	\$78,404
16	\$79,405
17	\$80,406
18	\$81,407
19	\$82,408
20	\$83,409
21	\$84,410
22	\$85,411
23	\$86,412
24	\$87,414
25	\$88,415
26	\$89,416
27	\$90,417
28	\$91,418
29	\$92,419
30	\$93,420
31	\$94,421
32	\$95,422
33	\$96,423
34	\$97,424
35	\$98,425
36	\$99,426
37	\$100,428
38	\$101,429
39	\$102,430
40	\$103,431

Note: Increment Levels continue beyond what is shown on the printed salary schedule.



July 22, 2024 - June 9, 2025

206 Days - Full Time 8 Hours Per Day

Salary Placement

To determine an educator's initial salary placement:

- ♦ Identify the educator's "Education Enhancement" Increment Level
- ♦ Add previous contracted licensed work experience from an accredited school system, up to fifteen years, each year equating to an Increment Level
 - Two half years, with at least one of the years being a minimum of 92 days, will be added together to equal one year/Increment Level
 - Educator's experience in Canyons District receives full credit
 - Educators who have retired with the Utah Retirement System (URS) may receive up to fifteen (15) Increment Levels for experience
- ♦ Add one (1) Increment Level

Education Enhancement

To determine the educator's "Education Enhancement" Increment Level:

- ♦ Identify the educator's degree attainment from an accredited university

Bachelor's Degree	n/a
Master's Degree	+6 Increment Levels
Doctorate Degree	+6 Increment Levels
- ♦ Identify semester hours awarded after July 1, 2017, not used for the degree(s) identified above, and which are relevant to education and/or the educator's assignment. Note: Educators with multiple degrees are also placed using the same/following criteria.

20 semester hours	+1 Increment Level
40 semester hours	+1 Increment Level
60 semester hours	+1 Increment Level
80 semester hours	+1 Increment Level

Example: A newly hired educator with a Master's Degree and +20 semester hours with four years of experience would be placed on Increment Level twelve (12), contingent upon verification of education and experience.

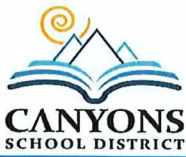
Salary Schedule Information

- ♦ An Educator Salary Adjustment (ESA) of \$8,904 and a Teacher and Student Success Act (TSSA) of \$1,020 are included as part of the Base Contract.

Thirty-two (32) additional hours of pay are available to CACTUS licensed employees for personal professional development at the educator's Hourly Rate. All are dependent upon continued legislative funding.
- ♦ Cost of Living Adjustment (COLA) is calculated on the mid-point of the **L186** salary schedule, Increment Level 20, minus ESA and TSSA funds. The dollar difference between Increment Levels is approximately \$1,052.
- ♦ The Base Contract is prorated based upon the number of days remaining in the contract
- ♦ Educators with current National Board Certification for teaching will be paid a stipend of \$2,000 in addition to their Base Contract. Other approved National Board Certifications will be paid a stipend of \$1,000.

Increment Levels	Base Contract
1	\$67,168
2	\$68,220
3	\$69,272
4	\$70,324
5	\$71,376
6	\$72,428
7	\$73,481
8	\$74,533
9	\$75,585
10	\$76,637
11	\$77,689
12	\$78,741
13	\$79,793
14	\$80,846
15	\$81,898
16	\$82,950
17	\$84,002
18	\$85,054
19	\$86,106
20	\$87,158
21	\$88,211
22	\$89,263
23	\$90,315
24	\$91,367
25	\$92,419
26	\$93,471
27	\$94,524
28	\$95,576
29	\$96,628
30	\$97,680
31	\$98,732
32	\$99,784
33	\$100,836
34	\$101,889
35	\$102,941
36	\$103,993
37	\$105,045
38	\$106,097
39	\$107,149
40	\$108,202

Note: Increment Levels continue beyond what is shown on the printed salary schedule.



July 1, 2024 - June 30, 2025

242 Days - Full Time 8 Hours Per Day

Salary Placement

To determine an educator's initial salary placement:

- ◆ Identify the educator's "Education Enhancement" Increment Level
- ◆ Add previous contracted licensed work experience from an accredited school system, up to fifteen years, each year equating to an Increment Level
 - Two half years, with at least one of the years being a minimum of 92 days, will be added together to equal one year/Increment Level
 - Educator's experience in Canyons District receives full credit
 - Educators who have retired with the Utah Retirement System (URS) may receive up to fifteen (15) Increment Levels for experience
- ◆ Add one (1) Increment Level

Education Enhancement

To determine the educator's "Education Enhancement" Increment Level:

- ◆ Identify the educator's degree attainment from an accredited university

Bachelor's Degree	n/a
Master's Degree	+6 Increment Levels
Doctorate Degree	+6 Increment Levels
- ◆ Identify semester hours awarded after July 1, 2017, not used for the degree(s) identified above, and which are relevant to education and/or the educator's assignment. Note: Educators with multiple degrees are also placed using the same/following criteria.

20 semester hours	+1 Increment Level
40 semester hours	+1 Increment Level
60 semester hours	+1 Increment Level
80 semester hours	+1 Increment Level

Example: A newly hired educator with a Master's Degree and +20 semester hours with four years of experience would be placed on Increment Level twelve (12), contingent upon verification of education and experience.

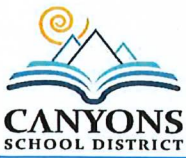
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- ◆ Cost of Living Adjustment (COLA) is calculated on the mid-point of the **L186** salary schedule, Increment Level 20, minus ESA and TSSA funds. The dollar difference between Increment Levels is approximately \$1,134.
- ◆ The Base Contract is prorated based upon the number of days remaining in the contract
- ◆ Educators with current National Board Certification for teaching will be paid a stipend of \$2,000 in addition to their Base Contract. Other approved National Board Certifications will be paid a stipend of \$1,000.

Increment Levels	Base Contract
1	\$71,614
2	\$72,748
3	\$73,881
4	\$75,015
5	\$76,149
6	\$77,283
7	\$78,417
8	\$79,551
9	\$80,685
10	\$81,819
11	\$82,952
12	\$84,086
13	\$85,220
14	\$86,354
15	\$87,488
16	\$88,622
17	\$89,756
18	\$90,890
19	\$92,023
20	\$93,157
21	\$94,291
22	\$95,425
23	\$96,559
24	\$97,693
25	\$98,827
26	\$99,961
27	\$101,094
28	\$102,228
29	\$103,362
30	\$104,496
31	\$105,630
32	\$106,764
33	\$107,898
34	\$109,031
35	\$110,165
36	\$111,299
37	\$112,433
38	\$113,567
39	\$114,701
40	\$115,835

Note: Increment Levels continue beyond what is shown on the printed salary schedule.



O.T./P.T. Salary Schedule (2024-2025)

August 12, 2024 - May 30, 2025

186 Days - Full Time 8 Hours Per Day

Salary Placement

To determine an educator's initial salary placement:

- ◆ Identify the educator's "Education Enhancement" Increment Level
- ◆ Add previous contracted licensed work experience from an accredited school system, up to fifteen years, each year equating to an Increment Level
 - Two half years, with at least one of the years being a minimum of 92 days, will be added together to equal one year/Increment Level
 - Educator's experience in Canyons District receives full credit
 - Educators who have retired with the Utah Retirement System (URS) may receive up to fifteen (15) Increment Levels for experience
- ◆ Add one (1) Increment Level

Education Enhancement

- ◆ Identify the educator's degree attainment from an accredited university

Bachelor's Degree	n/a
Master's Degree	+6 Increment Levels
Doctorate Degree	+6 Increment Levels
- ◆ Identify semester hours awarded after July 1, 2017, not used for the degree(s) identified above, and which are relevant to education and/or the educator's assignment. Note: Educators with multiple degrees are also placed using the same/following criteria.

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40 semester hours	+1 Increment Level
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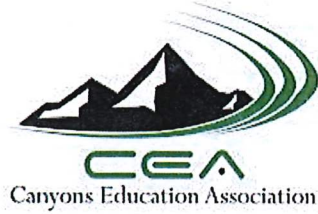
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Salary Schedule Information

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- ◆ Cost of Living Adjustment (COLA) is calculated on the mid-point of the salary schedule, Increment Level 20, minus ESA and TSSA funds. The dollar difference between Increment Levels is \$950.
- ◆ The Base Contract is prorated based upon the number of days remaining in the contract.
- ◆ Educators with current National Board Certification for teaching will be paid a stipend of \$2,000 in addition to their Base Contract. Other approved National Board Certifications will be paid a stipend of \$1,000.

Increment Levels	Base Contract
1	\$72,278
2	\$73,228
3	\$74,178
4	\$75,128
5	\$76,078
6	\$77,028
7	\$77,978
8	\$78,928
9	\$79,878
10	\$80,828
11	\$81,778
12	\$82,728
13	\$83,678
14	\$84,628
15	\$85,578
16	\$86,528
17	\$87,478
18	\$88,428
19	\$89,378
20	\$90,328
21	\$91,278
22	\$92,228
23	\$93,178
24	\$94,128
25	\$95,078
26	\$96,028
27	\$96,978
28	\$97,928
29	\$98,878
30	\$99,828
31	\$100,778
32	\$101,728
33	\$102,678
34	\$103,628
35	\$104,578
36	\$105,528
37	\$106,478
38	\$107,428
39	\$108,378
40	\$109,328

Note: Increment Levels continue beyond what is shown on the printed salary schedule.



**Negotiations
Contract Year 2024-2025**

Proposal

CEA proposes that CSD funds the annual increment increase, advancing each employee by their earned increment level.

Rationale

Employees depend on the annual level increase at a bare minimum, in addition to regular COLAs. Educators count on this increase when budgeting year-to-year finances and retirement.

**Tentative Agreement Between
Canyons School District &
Canyons Education Association**

Rui Beki

For Canyons School District

4/18/24

Date

[Signature]

For Canyons Education Association

04/18/24

Date



**Negotiations
Contract Year 2024-2025**

Proposal

CEA proposes that Education Enhancements for continuing education be funded for the 2024-25 contract year.

Rationale

CEA believes funding Education Enhancements is an inherent part of the salary schedule and should be funded every year. Continuing education for educators increases their skills and effectiveness in helping students be successful.

**Tentative Agreement Between
Canyons School District &
Canyons Education Association**

Rini Reini

For Canyons School District

4/18/24

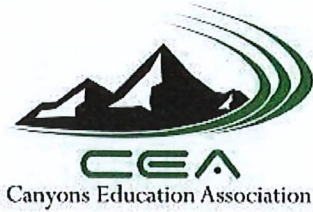
Date

[Signature]

For Canyons Education Association

04/13/24

Date



**Negotiations
Contract Year 2024-25**

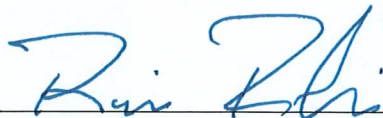
Proposal

For the 2024-25 school year, CEA proposes that Canyons School District contribute 0.7% of an educator's salary, into the educator's 401K, if the educator is currently enrolled in URS' Tier 2 Hybrid option.

Rationale

In 2011, the Utah Retirement System (URS) created the Tier 2 Retirement System for members initially entering full-time employment with a participating employer on or after July 1, 2011. These employees were given the option to choose to participate in either the Tier 2 Hybrid Retirement System or the Tier 2 Defined Contribution (DC) Plan. Prior to July 1, 2024, the Tier 2 Hybrid option was fully funded by the District. Beginning July 1, 2024, the Hybrid Plan reached the contributory status requiring the District to deduct 0.7% of the educators' salaries and send to the URS. The contribution into the 401K will help offset this deduction.

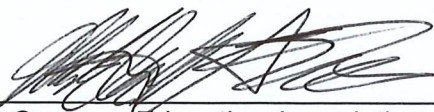
**Tentative Agreement Between
Canyons School District &
Canyons Education Association**



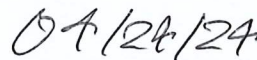
For Canyons School District



Date



For Canyons Education Association



Date

Benefits – Insurance



Negotiations - Licensed

Insurance
Contract year 2024-2025



Proposal

CEA and CSD agree to maintain the proposed recommendations from the District Insurance Committee. Of the 6.5% increase in rates, the District will cover 75% of the cost, and employees will cover 25% of the cost. The deductibles, copays and out-of-pocket maximums will not increase.

Rationale

There have been high increases to insurance rates across the state, and this allows insurance costs to keep up with need while not putting a large burden on the employee. This recommendation has been brought forward by the insurance committee, which has been diligent in finding a solution that works best for all.

**Tentative Agreement Between
Canyons School District &
Canyons Education Association**

For Canyons School District

4/24/24

Date

For Canyons Education Association

07/29/24

Date

Contribution Modeling: Canyons School District

Medical & Pharmacy
Self-Funded
Status Quo

Certificated & Administration

Renewal Plan Year: 1/1/2025 - 12/31/2025
Carrier(s): PEHP
Specific Deductible: \$225,000
Aggregating Specific Deductible: \$200,000

Coverage Tier	Current			Renewal Plan Year				Employee Per Pay Difference	Employer % Cost Share	
	Enrollment	Employee	Employer	Total Rates	Enrollment	Employee	Employer			Self Funded (Mature Expected)
Advantage HDHP Base										
Employee	247	\$63.48	\$500.20	\$563.68	247	\$67.61	\$521.28	\$588.89	\$2.07	88.52%
Two Party	87	\$102.16	\$805.05	\$907.21	87	\$108.80	\$838.99	\$947.79	\$3.32	88.52%
Employee + Family	298	\$173.46	\$1,367.03	\$1,540.49	298	\$184.73	\$1,424.66	\$1,609.39	\$5.63	88.52%
Advantage HDHP Buy-up										
Employee	26	\$115.08	\$500.71	\$615.79	26	\$122.56	\$520.77	\$643.33	\$3.74	81%
Two Party	5	\$185.22	\$805.87	\$991.09	5	\$197.26	\$838.16	\$1,035.42	\$6.02	81%
Employee + Family	33	\$314.50	\$1,368.42	\$1,682.92	33	\$334.94	\$1,423.25	\$1,758.19	\$10.22	81%
Advantage Trad Base										
Employee	142	\$164.18	\$534.86	\$699.04	142	\$174.85	\$555.46	\$730.31	\$5.33	76%
Two Party	96	\$264.22	\$860.81	\$1,125.03	96	\$281.39	\$893.96	\$1,175.35	\$8.58	76%
Employee + Family	202	\$448.64	\$1,461.71	\$1,910.35	202	\$477.80	\$1,517.99	\$1,995.79	\$14.58	76%
Advantage Trad Buy-up										
Employee	18	\$229.82	\$534.52	\$764.34	18	\$244.76	\$553.77	\$798.53	\$7.47	69%
Two Party	10	\$369.84	\$861.87	\$1,231.71	10	\$393.88	\$892.92	\$1,286.80	\$12.02	69%
Employee + Family	14	\$628.08	\$1,463.49	\$2,091.57	14	\$668.91	\$1,516.21	\$2,185.12	\$20.42	69%
Summit HDHP Base										
Employee	82	\$63.48	\$500.20	\$563.68	82	\$67.61	\$521.28	\$588.89	\$2.07	89%
Two Party	41	\$102.16	\$805.05	\$907.21	41	\$108.80	\$838.99	\$947.79	\$3.32	89%
Employee + Family	81	\$173.46	\$1,367.03	\$1,540.49	81	\$184.73	\$1,424.66	\$1,609.39	\$5.63	89%
Summit HDHP Buy-up										
Employee	10	\$115.08	\$500.71	\$615.79	10	\$122.56	\$520.77	\$643.33	\$3.74	81%
Two Party	3	\$185.22	\$805.87	\$991.09	3	\$197.26	\$838.16	\$1,035.42	\$6.02	81%
Employee + Family	16	\$314.50	\$1,368.42	\$1,682.92	16	\$334.94	\$1,423.25	\$1,758.19	\$10.22	81%
Summit Trad Base										
Employee	42	\$164.18	\$534.86	\$699.04	42	\$174.85	\$555.46	\$730.31	\$5.33	76%
Two Party	27	\$264.22	\$860.81	\$1,125.03	27	\$281.39	\$893.96	\$1,175.35	\$8.58	76%
Employee + Family	63	\$448.64	\$1,461.71	\$1,910.35	63	\$477.80	\$1,517.99	\$1,995.79	\$14.58	76%
Summit Trad Buy-up										
Employee	4	\$229.82	\$534.52	\$764.34	4	\$244.76	\$553.77	\$798.53	\$7.47	69%
Two Party	5	\$369.84	\$861.87	\$1,231.71	5	\$393.88	\$892.92	\$1,286.80	\$12.02	69%
Employee + Family	12	\$628.08	\$1,463.49	\$2,091.57	12	\$668.91	\$1,516.21	\$2,185.12	\$20.42	69%
Plan Cost Composite										
PCORI Fees	1,564	\$210.53	\$979.30	\$1,189.83	1,564	\$224.21	\$1,018.83	\$1,243.05	\$1,243.05	82%
HSA Seed		\$0.00	\$0.68	\$0.68		\$0.00	\$0.68	\$0.68	\$0.68	
Annual		\$0.00	\$57.37	\$57.37		\$0.00	\$57.37	\$57.37	\$57.37	
Change From Current (\$)		\$3,951,233	\$19,469,031	\$23,420,263		\$4,208,040	\$20,210,998	\$24,419,038	\$24,419,038	83%
Change From Current (%)						\$256,808	\$741,967	\$998,775	\$998,775	
						6.5%	3.8%	4.3%	4.3%	

*This analysis is for illustrative purposes only, and is not a guarantee of future expenses, claims costs, managed care savings, etc. There are many variables that can affect future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. Please see your policy or contact us for specific information or further details in this regard.

Policy Changes



**Negotiations
Contract Year 2024-2025**

Proposal

CEA proposes the attached changes to Policy 410.01 - Scope of Negotiations - Policies (Licensed) to ensure the policies contained therein remain negotiated.

Rationale

The years listed for the effective dates for policies agreed to in the 2024-2025 contract year negotiations need to be updated.

**Tentative Agreement Between
Canyons School District &
Canyons Education Association**



For Canyons School District

Date 4/18/24



For Canyons Education Association

Date 04/18/24

Policy 410.01 – Scope of Negotiations-Policies (Licensed)

POLICY NUMBER:

410.01

ADOPTED:

5.17.2022 (NEG)

Board Policy

1. The Board of Education has statutory authority over all issues relating to the effective and efficient operation of the school district (Utah Code Title 53G Chapter 04). Locally elected Board of Education members should retain the right to operate the school district without undue influence or control from outside groups, individuals, organizations, associations, political parties, or special interests.
2. The Board authorizes the Superintendent and District Administration to develop administrative regulations consistent with this policy.

ADMINISTRATIVE REGULATION:

410.01-1

APPROVED:

5.17.2022

Scope of Negotiations - Policies (Licensed) - 410.01-1

1. The Board of Education recognizes the need to negotiate with the recognized employee agent group on issues relating to wages, hours, and working conditions. The following policies will remain as negotiated polices for the contract year ~~2022-2023~~ **2024-2025**:
 - 410.0, Scope of Negotiations (6.9.2020)
 - 410.01, Scope of Negotiations – Policies (Licensed) (5.17.2022)
 - 410.02, Release Time for Licensed Employee Agent Group President (8.30.2011)
 - 410.03, Hours of Work (Licensed) (5.7.2019)
 - 410.04, Employee Leave (Licensed) (5.17.2022)

- 410.05, Fringe Benefits (Licensed) (6.9.2020)
- 410.06, Personal Security and Safety (8.18.2018)
- 410.07, Salary Guidelines (5.17.2022)
- 410.08, Provisional Status (Licensed) (5.16.2017)
- 410.9, School Advisory Council (5.7.2019)
- 410.10, District Advisory Council (5.8.2018)
- 410.11, Concerns Complaints Grievances (8.30.2011)
- 410.12, Assignments and Transfers (5.17.2022)
- 410.13, Reduction in Force (Licensed) (6.9.2020)
- 410.14, Termination of Employment (Licensed) (8.30.2011)
- 410.15, District-Post Retirement Benefits (10.16.2007; 3.21.2006; 3.21.2006; updated 5.17.2022)

NOTE: Any other policies or specific aspects of certain policies where negotiation with employee groups is stipulated by state or federal law.

Exhibits

None

References

None

Forms

None

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Negotiations - Licensed

District Policy 410.03 – Hours of Work (Licensed)
(Contract Year 2024-25)



Joint Proposal

Canyons School District Administration and Canyons Education Association propose modifying District Policy 410.03 – Hours of Work (Licensed) to reduce the number of minutes required from “at least 30 minutes” before and after school to “at least 20 minutes” before or after the school day. The expected eight (8) hours of work per day remains the same. It is also proposed that when elementary teachers are required to provide supervision during their duty-free lunch period because of inclement weather, or teachers are required to stay beyond contract time for mandatory meetings, that through collaboration with their principal, they may exchange this time for other non-student contract time within ten (10) working days.

Rationale

With the change in the elementary schedule, which increases planning time for elementary teachers and the time students are present by ten (10) minutes per day, the need arises to provide additional flexibility as educators coordinate the childcare for their children. This also supports secondary educators as they fulfill their classroom and extra-curricular responsibilities.

This change in policy also acknowledges that elementary teachers, because of the age of their students, must at times provide student supervision during their duty-free lunch period and allows the opportunity to exchange this time for other non-student contract time within ten (10) working days.

Tentative Agreement
Between
Canyons School District
&
Canyons Education Association

Date: 4/18/24

For Canyons School District

For Canyons Education Association

Policy 410.03 - Hours of Work (Licensed)

POLICY NUMBER:

410.03

ADOPTED:

5.7.2019 (NEG)

Board Policy

1. It shall be the policy of the Board to establish the length of the working day for all employees. The length of working days may vary for different categories of employees. The Board delegates to the District Administration the responsibility of determining the working hours for all employees.
2. The Board believes that all teachers should be provided a duty-free lunch period and directs the District Administration to administer the duty-free lunch regulations.

ADMINISTRATIVE REGULATION:

410.03-1

APPROVED:

5.7.2019

Administrative Responsibility - 410.03-1

The immediate supervisor or school principal shall have the responsibility of scheduling the hours of work for individual employees to conform to the requirements within each position. This will be done within the following regulations:

1. Full-time licensed personnel assigned to a school, multiple schools, or the District Office, are expected to work for eight (8) hours per day at their assigned location(s).
 1. Licensed personnel assigned to a single school are expected to work at least ~~30-20~~ minutes prior to and at least 230 minutes after the student day.
 2. Licensed personnel working on a part-time basis will have their hours

prorated and determined by the school principal or immediate supervisor in cooperation with the Director of Human Resources or designee.

2. Hours of work that job-share and part-time employees are required to spend on assignments such as parent/teacher conferences, committee work, faculty meetings, etc. shall be prorated by the percentage of a full-time contract.
 1. If a licensed job-share or part-time employee is required to work in addition to the prorated percentage of a full-time contract, they shall be compensated at their hourly rate according to the Licensed Salary Schedule-Hourly Rate sheet.
3. Scheduled faculty meetings are held at the principal's discretion, up to two per month.
 1. If a faculty meeting or other mandatory meeting exceeds contract time, through collaboration with the principal, the licensed employee may exchange this time for other non- student contract time, within five-ten (10) working days.
 2. Faculty members who are unable to attend faculty meetings outside of contract time are still responsible for all information presented.
4. Principals retain the authorization to require staff to attend no more than two off contract time events without compensation (e.g., back-to-school night, school carnival, dance/concert/game supervision, graduation, etc.).
5. Rotational duties shall be equitable among all licensed personnel.
6. Licensed personnel may not perform work for or receive compensation from another organization/company/employer during contract time with Canyons School District unless appropriate leave has been requested and approved.

ADMINISTRATIVE REGULATION:

410.03-2

APPROVED:

5.7.2019

Duty Free Lunch - 410.03-2

1. A thirty (30)-minute duty-free lunch period should be provided for licensed employees who are based at a school.
 1. Elementary teachers shall be scheduled for student supervision during their lunch period, as little as possible, still meeting school needs for supervision during inclement weather. Supervision procedures shall be designed and implemented by each school administration and staff.
 - 1.2. If elementary teachers are required to provide supervision during their

lunch period, through collaboration with the principal, the licensed employee may exchange this time for other non-student contract time, within ten (10) working days.

2. Licensed employees may leave the school site during their lunch period after notifying their principal or designee.

Exhibits

None

References

None

Forms

None

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Negotiations - Licensed

District Policy 410.04 – Employee Leave (Licensed)
(Contract Year 2024-25)



Joint Proposal

Canyons School District Administration and Canyons Education Association propose modifying District Policy 410.04 – Employee Leave (Licensed) to provide additional flexibility in the use of leave by moving two (2) days of allocated family sick leave to personal leave and increasing the number of allowable personal leave days used in a given school year from five (5) days to seven (7) days; increase the number of parental leave days from ten (10) days to fifteen (15) days; and modify the assessed fee indicated in the policy from \$110 to \$150.

Rationale

During listening tours some employees requested having more flexibility in the use of allocated leave. Representatives from all employee groups met and discussed the issue. The groups agreed to expand personal leave by moving family sick leave to personal leave; however, some individuals expressed concerns about having adequate substitute coverage, the possible impact on student learning, the need to keep guardrails in place, and the need to provide required services to students, staff, and patrons of the District on a daily basis.

During the recent legislative session, House Bill 192 passed and was signed into law which requires that changes be made to current parental leave benefits.

During the 2018-19 negotiations, the phrase “required to pay the equivalent of a long-term substitute” was replaced with “a fee of \$110” to provide clarity regarding the amount of the fee being assessed. With the increase in substitute pay rates, the fee needs to be adjusted to reflect the current rate of a long-term substitute.

Tentative Agreement
Between
Canyons School District
&
Canyons Education Association

Date: 4/18/24

For Canyons School District



For Canyons Education Association



Policy 410.04 – Employee Leave (Licensed)

POLICY NUMBER:

410.04

ADOPTED:

5.9.2023 (NEG)

Board Policy

1. It is the policy of the Board of Education to authorize the following leave benefits for licensed employees:
 1. alternative leave;
 2. bereavement leave;
 3. educational leave;
 4. maternity/parental leave;
 5. extended family sick leave;
 6. personal leave paid;
 7. personal leave non-paid;
 8. sick leave; and
 9. employee-funded sick bank.
2. The Board authorizes the Superintendent and District Administration to establish administrative regulations consistent with this policy.

ADMINISTRATIVE REGULATION:

410.04-1

APPROVED:

5.9.2023

Alternative Leave - 410.4-1

Eligible licensed employees shall receive an alternative leave day each year.

Alternative leave shall be administered according to the following regulations:

1. Each eligible licensed employee shall be allowed one (1) day of alternative leave per year.
2. Employees taking alternative leave shall be required to pay a fee of \$~~110~~150.00.
3. Alternative leave is non-accumulative.
4. Employees shall give at least one day's notice of the intent to take alternative leave.
5. Alternative leave may not be used during parent/teacher conferences, on a contract day prior to the first day of school, or during the first five (5) or last five (5) days of the school year.

ADMINISTRATIVE REGULATION:

410.04-2

APPROVED:

5.9.2023

Bereavement Leave - 410.04-2

Employees who qualify for paid leave benefits receive released time with pay for bereavement in the case of the death of a family member.

1. Employees who qualify for paid leave benefits shall be granted, for funeral and related issues, up to eight (8) days absence without pay deduction in the event of the death of a spouse, parent/step-parent, or child and any other child who is being or was parented by the employee and resides or resided in the home.
2. Employees shall be granted, for funeral and related issues, up to three (3) days of absence without pay deduction in the event of the death of the employee's spouse's parent/step-parents or the employee's or spouse's grandchild, brother, sister, grandfather, grandmother, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, nephew, or other person residing in the employee's home.
3. A maximum of two (2) additional days may be granted if travel time is needed. Travel must be in excess of 350 miles (one way) to qualify for additional days. An immediate supervisor shall request travel verification information from an employee.
4. If the death of an employee's parent/step-parent results in the loss of the only remaining parent or the death of an employee's adult child with no adult heir/trustee to manage their estate, up to three additional (3) days may be taken to attend to estate issues. The additional days must be taken within one (1) calendar year of the parent's/adult child's death.
5. Bereavement Leave is provided only for the death of individuals listed under items 1. and 2. Employees who need to miss work because of the death of an individual not covered in this policy should refer to the other leave provisions of this policy.

ADMINISTRATIVE REGULATION:

410.04-3

APPROVED:

5.9.2023

Educational Leave - 410.04-3

1. Definition: Educational leave is full-time study in a Licensed Professional Improvement Committee (LPIC) approved education program.
 1. Educational leave shall be granted for the ensuing contract year and shall not extend beyond two contract years.
 2. There shall be no compensation for this leave.
 3. The employee may arrange to continue his/her insurance program through the District. The employee shall pay for the full premium.
 4. The granting of educational leave shall not compel the employee to return to the District.
2. Qualifications: Educational leave may be granted to full-time employees who have been employed by the Canyons School District for a minimum of three (3) consecutive years.

3. Application and Approval: An application for educational leave shall be filed with the Human Resources Department by February 1 for the following school year. Applicants will be notified of approval or denial by March 1.
 1. A detailed outline of studies must be submitted with the application indicating a direct and identifiable benefit to the District. This outline must show the candidate will be engaged in a full-time academic or training program.
 2. The application must contain a written recommendation from the applicant's immediate supervisor.
 3. Each request for educational leave shall be reviewed on an individual basis. Educational leave is based on needs and circumstances of the District and not solely on the merits of an applicant. For this reason, individual requests for educational leave may or may not create a precedent or standard for other requests. As a result, an approval or denial for educational leave is not cause for filing a formal or informal grievance.
4. Progress Report: Employees on educational leave must submit a progress report to the LPIC by February 15 of the year for which the leave is granted.
 1. The progress report is to include the date the employee intends to return to full-time status and/or a request for a one-year extension if needed. Following review by the LPIC, the report will be forwarded to the Human Resources Department for staffing purposes.
5. Evidence of Completion: It is the responsibility of the employee to submit evidence of successful completion of his/her approved program to LPIC by August 1. Evidence may include: transcripts, outlines of studies, reports, etc.
6. Return to Employment: A candidate returning from successful completion of educational leave shall be guaranteed a comparable position in the District for which they are qualified.
 1. The employee shall advance on the salary schedule in the same manner as full-time employees based on the current negotiated agreement.
 2. The employee's leave accrued prior to educational leave shall be reinstated upon return.
 3. Educational leave shall not be considered a break in continuous service.
7. Extenuating Circumstances: An employee may return to employment as indicated in Return to Employment, Section 6 above, if the employee is unable to successfully complete the approved educational leave program for the following extenuating circumstances:
 1. maternity or adoption of a child;
 2. military service;
 3. illness;
 4. or other reason deemed appropriate by the LPIC.
8. Employment Separation: An employee who does not complete the approved educational leave, with the exception of Extenuating Circumstances as listed in Section 7, shall be deemed to have abandoned their position and voluntarily resigned from the District. The individual may reapply for open positions.

ADMINISTRATIVE REGULATION:

410.04-4

APPROVED:

5.17.2022

Maternity/Parental Leave - 410.04-4

Maternity Leave is to be used for the mother's recovery and begins at the birth of the child. Paid Maternity Leave is available only for contract work days listed on the employee's work calendar, e.g. L186, L196, L206, and L242 calendars.

1. Employees who qualify for paid leave benefits, and who donated to the Sick Leave Bank that school/contract year, qualify for up to six (6) consecutive calendar weeks (30 days) of paid Maternity Leave for vaginal birth or up to eight (8) consecutive calendar weeks (40 days) of paid Maternity Leave for cesarean birth.
2. Other District leave options, both paid and unpaid, may also be used for additional leave for the mother's recovery; i.e. Family Sick, Sick, Sick Bank, Personal, Alternative, Vacation, Non-Paid Personal Leave, or FMLA Non-Paid Personal Leave.
 1. The American Medical Association's (AMA) standard recovery for the mother is six (6) calendar weeks for a traditional birth and eight (8) calendar weeks for a cesarean birth.
 2. Any additional leave used beyond the AMA standards must fall under the regulations of Policy 410.04-Employee Leave (Licensed) and/or Policy-400.26-Family Medical Leave.
3. Maternity Leave runs concurrently with FMLA.
4. Maternity Leave counts towards the overall Sick Bank Leave limitation of 120 days in a four-year period.
5. To access Maternity Leave:
 1. Licensed employees must have donated to the Sick Leave Bank that school/contract year.
 2. Licensed employees will be required to sign a release of medical information when making application for Maternity Leave. The Sick Leave Review Board members must sign a confidentiality agreement to protect licensed employees' medical information and confidentiality.
 3. Prior to granting Maternity Leave days, a licensed employee shall agree in writing to repay compensation received for Maternity Leave days used if the employee terminates employment with the District for other than medical reasons before completion of the current contract year.
 1. If the employee has submitted their resignation for the current contract year, the employee is ineligible for Maternity Leave.

Parental Leave

Parental Leave is to be used for the bonding/care of a child for a non-gestational parent, legally adopting a minor child, or if an employee is appointed the legal guardian of a minor child or incapacitated adult, and is available only for contract work days listed on the employee's work calendar, e.g., L186, L196, L206, and L242 calendars.

1. Employees who qualify for paid leave benefits, and who donated to the Sick Leave Bank that school/contract year, qualify for up to ~~ten (10)~~ fifteen (15) consecutive calendar days of paid Parental Leave.
2. Benefit eligible employees shall receive up to ~~Ten (10)~~ fifteen (15) consecutive contract days of Parental Leave days, to be taken during the first year of the child's life, in addition to any other

leave for which the employee is already eligible. A parent taking maternity leave is not eligible for Parental Leave.

3. Prior to granting Parental Leave days, a licensed employee shall agree in writing to repay compensation received for Parental Leave days used if the employee terminates employment with the District for other than medical reasons before completion of the current contract year.
 1. If the employee has submitted their resignation for the current contract year, the employee is ineligible for Parental Leave.

ADMINISTRATIVE REGULATION:

410.04-5

APPROVED:

5.9.2023

Extended Family Sick Leave – Paid - 410.04-5

1. A licensed employee may convert up to five (5) accrued Sick Leave days, each school year, if the licensed employee has insufficient Family Sick Leave to care for the health care needs of immediate family members.
 1. Extended Family Sick Leave is accessed by submitting a time off request through the substitute management system and/or SKYWARD. The employee selects Sick Leave and writes in the notes section, "Extended Family Sick Leave," as well as the name and relationship of the family member.
2. A licensed employee may convert up to thirty (30) accrued Sick Leave days, if the licensed employee's other available leave options do not apply, excluding personal leave, for bonding with a child or to take physical custody and to care for a child under one year of age; (i.e. from a surrogate to be reared by the employee, from a family member who is incapacitated, from a family member who has died leaving the child, or another situation deemed appropriate by the Sick Bank Review Committee).
 1. Extended Family Sick Leave is accessed by submitting his/her request in writing to the Human Resources Department, using the Human Resources form, for review and approval of the Sick Bank Review Committee.
 2. When Extended Family Sick Leave is used for bonding with the child, the combination of Maternity and any other leave (e.g., Extended Family Sick and Personal Leave) may not exceed twelve weeks for recovery and/or bonding.
3. A licensed Any additional leave must fall under the regulations of [Policy-400.26-Family Medical Leave](#).

ADMINISTRATIVE REGULATION:

410.04-6

APPROVED:

5.9.2023

Personal Leave – Paid - 410.04-6

Employees are encouraged to avoid absenteeism.

1. Each eligible licensed employee of the district shall be given at least ~~three-five~~ (53) days per year of personal leave at no cost to the employee (See, **Exhibit—1, Leave Allocation & Clarification**).
 1. Employees hired after a contract year has started shall receive personal leave benefits on a prorated basis for the remainder of that year.
 2. Employees who work a 196 or a 206-day contract will have days prorated according to the length of their contract. Employees who work a 242-day contract receive vacation leave in lieu of prorated personal leave.
 3. Each employee may accumulate unused personal leave.
 - ~~3.4.~~ An employee may not use more than five-seven (57) personal leave days in any contract year, except as provided in 410.04-6.
2. Except in unusual circumstances, prior notification must be given to the immediate supervisor at least one (1) day in advance.
3. Personal leave may be taken the day before or after a school holiday for licensed employees who work a 196 or 206-day, or 242-day contract as well as licensed employees who do not require a substitute.
4. Personal leaves may also be taken the day before or after a school holiday, without pay deduction, for the following specific reasons:
 1. Observance of religious holidays which fall on a regularly scheduled school calendar work day.
 2. To attend the following types of events:
 1. Wedding of a near relative including child, father, mother, brother, sister, grandchild, grandparent or the same to one's spouse or any other person who is a member of the same household as the employee.
 2. Graduations of near relatives as defined in "3.2" above.
 3. Required court appearances,
 4. Deaths not covered by Bereavement Policy.
 5. Circumstances beyond an employee's control and approved by Human Resources.
 3. Conferences and conventions which relate to the individual employee's work assignment and are not covered by the Professional Leave Policy.
5. Personal leaves may be taken the day before or after a school holiday for other reasons under the following stipulations:
 1. Licensed employees who request a personal leave day on the day before or after a school holiday shall be required to pay a fee of ~~\$110~~150.00 and apply for the leave at least five (5) working days in advance, except as follows:
 1. A limited number of full-pay personal leave days will be granted to licensed employees based on the following ratio, one personal day for each 100 employees.
 2. The request must be submitted to the Human Resources Department at least 35 calendar days but not more than 45 calendar days before the holiday.
 3. On the first working day after the application deadline, numbers will be randomly generated which will identify those employees authorized to take personal leave without being required to pay a fee of ~~\$110~~150.00. Written notification will be sent to all applicants within two working days.
 4. Employees who have not submitted a request prior to the deadline will not be eligible to receive a full-pay personal leave day.
 5. Employees shall not be considered for paid personal leave the day before or after a school holiday more than once during any contract year.

6. Licensed employees who do not qualify for the window but request a personal leave day must notify their principal five (5) working days prior to the date. Employees shall be required to pay a fee of \$~~110~~150.00.
6. Personal leave shall not be taken during the first five (5) days and last five (5) days that students are in school or during contract days when students are not present at the school, except under the following conditions:
 1. To attend the wedding of a near relative including child, father, mother, brother, sister, grandchild, grandparent or the same to one's spouse or any other person who is a member of the same household as the employee.
 2. To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control, e.g., required court attendance, child's graduation, etc.
 3. Circumstances beyond an employee's control and approved by Human Resources.
7. Personal leave days may not be taken during the preparation or professional development days prior to the first day of school, but may, through collaboration with the principal/director, exchange one of these days for other non-contract hours.
8. Personal leave days may not be used during parent/teacher conferences, except in unusual circumstances with supervisor approval.
9. Personal leave days may not be used on make-up days as the result of employee job action.
10. Personal leave may be taken on contract days when the District is closed to the general public for licensed employees.

ADMINISTRATIVE REGULATION:

410.04-7

APPROVED:

5.9.2023

Personal Leave – Non-Paid - 410.04-7

1. Employees shall be discouraged from requesting non-paid personal leave during the school year.
2. Should an employee have a compelling need for non-paid personal leave, a request must be made in writing to their immediate supervisor for notice and the Human Resources Department for approval. The request must clearly state the reason that non-paid personal leave is necessary. After due consideration, the request shall either be granted or denied. Notification will be provided to the employee in writing.
3. Leave granted under this regulation shall be without pay.
4. Benefit eligible employees shall not be granted more than fifteen (15) days non-paid personal leave in any three-year period.
 1. A first-year employee, who qualifies for leave benefits, may be eligible for up to fifteen (15) additional days of Personal Leave – Non-Paid if the employee has extenuating circumstances related to personal injury/illness, maternity, or injury/illness of a child, spouse or parent.
5. An employee whose request for non-paid personal leave is denied, or who knowingly fails to request non-paid personal leave, and who chooses to be absent from their assignment despite the denial shall be deemed to be have abandoned their position and voluntarily resigned their employment with the District.

6. This leave does not negate the other official leave provisions of the Board.
7. Non-paid personal leave for benefit eligible job share and part-time employees shall be prorated according to the percentage of a full-time contract: e.g., a half-time teacher could receive up to fifteen (15) half days in a three-year period.

ADMINISTRATIVE REGULATION:

410.04-8

APPROVED:

5.9.2023

Sick Leave - 410.04-8

Sick leave is authorized for benefit eligible licensed employees.

Definitions:

1. Family Sick Leave: Allocated on a yearly basis as outlined in [Exhibit—1](#). This leave may be used for the employee's health care needs or the health care needs of the immediate family members.
2. Sick Leave: Any Family Sick Leave not used by the end of the school year becomes accrued Sick Leave accessible to the employee to use for their own health care needs in future school years.
3. Immediate Family: A spouse, daughter, son, father, mother, brother, sister, or other person residing in the licensed employee's home on a permanent basis. Special circumstances may be appealed to the Sick Leave Review Committee for consideration of immediate family status.

The sick leave policy shall be administered according to the approved sick leave regulations.

1. Licensed employees with continuous service, shall be allocated sick leave in accordance with the following schedule: (See, [Exhibit—1](#))
2. **Calculating Sick Leave Allowances**
 1. Licensed employees hired after a contract year has started shall receive sick leave benefits on a prorated basis for the remainder of that year. (For example, an employee who is on contract for 50 percent of the contract year would be eligible to receive 50 percent of the allocated days.)
 2. When calculating Sick Leave allowances in subsequent years, licensed employees shall be awarded a full year of service for the first partial year of employment if their hire date is prior to January 1. If their hire date is after January 1, no service shall be awarded for the first partial year of employment.
3. **Use of Sick Leave for Critical Family Care**

A maximum of twelve (12) days of Sick Leave may be used each year to care for a critically ill member of the immediate family or critically ill person residing on a permanent basis in the employee's home.

 1. Use of Sick Leave for Critical Family Care must be authorized by the Sick Leave Review Board. The licensed employee must submit his/her request in writing to the Sick Leave Review Board using the form available in the Human Resources Department.

2. Licensed employees may not access Critical Family Care days until two (2) personal leave days, all vacation leave (if applicable), and all Family Leave days are used. Licensed employees will be allowed to use up to five (5) personal leave days, but may not use more than five (5) personal leave days in any contract year as set forth in this policy section 410.04-5.
3. In cases of extended critical illness, licensed employees may apply for additional days beyond the twelve (12) day allowance.
 1. If circumstances warrant it, the Sick Leave Review Board may authorize up to three (3) additional Critical Family Care days equal to the number of unused Family Sick Leave available at the beginning of the critical illness. Licensed employees who have exhausted two personal leave days, and the initial twelve (12) days of Critical Family Care days, but who must continue to deal with a critically ill family member (as defined above) may apply to the Sick Leave Review Board for additional days. One additional Critical Family Care day may be granted for each year of service in the District up to a maximum of fifteen (15) days.

4. Converting Sick Leave for Adoption.

1. A licensed employee who adopts a child may apply to convert up to thirty (30) accrued Sick Leave days for Adoption leave by submitting his/her request in writing to the Sick Leave Review Board using the form available in the Human Resources Department. Licensed employees may use up to a maximum of thirty (30) days of converted Sick Leave for Adoption at the time of physical custody of the child.
 1. A licensed employee may use up to five (5) accrued Personal Leave days, beyond the maximum number of Personal Leave days that may be used in any contract year (See, Policy-410.04, Admin Reg 4.1.3), if the licensed employee has insufficient Sick Leave to convert for Adoption Leave.
2. Any additional leave must fall under the regulations of [Policy—400.26—Family Medical Leave Act](#).

ADMINISTRATIVE REGULATION:

410.04-9

APPROVED:

5.17.2022

Licensed Employee-Funded Sick Bank - 410.04-9

1. **Establishment of Sick Leave Bank and Eligibility.**
 1. Each year, licensed employees who donate one (1) Family Sick day create a Sick Leave Bank.
 2. To be eligible to participate in the sick bank a licensed employee must voluntarily donate annually one day of allocated Family Sick Leave to the Sick Leave Bank. Employees wishing to opt out of participation in the Sick Leave Bank must annually complete the appropriate form no later than September 1 of each school year or, if hired after September 2, must opt in upon date of hire.
2. **Use of Sick Leave Bank**

1. Sick Leave Bank is not intended to be used for short-term, in-and-out absences, elective medical procedures or other medical care that could be scheduled during non-contract time.
2. Medically documented intermittent leave for long-term illness may be approved.
3. Days from the Sick Leave Bank shall be granted to eligible licensed employees only after all accrued Sick Leave, Family Sick Leave, all vacation leave (if applicable), and two (2) personal leave days have been used. However, employees who have health or medical situations that likely will necessitate use of the Sick Leave Bank are encouraged to apply to the Sick Leave Bank when they have more than 15 days of accrued Sick Leave left to avoid the deduction of a \$~~110~~150.00 fee per day.
4. Licensed employees will be required to sign a release of medical information when making application to the Sick Leave Bank. Sick Leave Review Board members must sign a confidentiality agreement to protect licensed employees' medical information and confidentiality.
5. Employee-Funded Sick Leave Bank Benefit Level is determined by the number of sick leave day (s) consecutively donated to the Employee-Funded Sick Bank prior to requesting Sick Bank Leave.
 1. Level One Benefit – One (1) year of donation to the Sick Leave Bank
 2. Level Two Benefit – Two (2) consecutive years of donation to the Sick Leave Bank
 3. Level Three Benefit – Three (3) consecutive years of donation to the Sick Leave Bank.
 4. Level Four Benefit – Four Plus (4+) consecutive years of donation to the Sick Leave Bank.
6. A combination of consecutive years of donation to the Sick Leave Bank and accumulated sick leave days shall be used to determine the number of days of Sick Leave Bank which a licensed employee qualifies to receive and any pay loss to be sustained (see Exhibits 2 and 3).

Sick Bank Leave Allowances - 410.04-9

1. Sick Bank Leave Allowances

1. Level One Benefit
 1. Level one benefit licensed employees shall be allowed up to 15 Sick Leave Bank days.
 2. A fee of \$~~110~~150.00 shall be deducted from the first two days of Sick Leave Bank used.
2. Level Two Benefit
 1. Level two benefit licensed employees shall be allowed up to 15 Sick Leave Bank days at full pay according to [Exhibit—2](#).
 2. After all Sick Leave Bank days allowed according to the schedule listed under item (1.2.1) are used, level two benefit employees may be granted up to 10 additional Sick Leave Bank days if circumstances warrant it. A fee of \$~~110~~150.00 shall be deducted for each additional day used under this option.
 3. In cases of catastrophic illness or injury, the Sick Leave Review Board may grant level two benefit employees up to 20 additional days of Sick Leave Bank after all other Sick Leave Bank days provided under items (1.2.1 and 1.2.2) are

exhausted. A fee of \$~~110~~150.00 shall be deducted for each additional day used under this option.

3. Level Three Benefit

1. Level three benefit licensed employees shall be allowed up to 40 Sick Leave Bank days at full pay according to [Exhibit—3](#).
2. After all Sick Leave Bank days allowed according to the schedule listed under item (1.3.1) are used, level three benefit licensed employees may be granted up to 40 additional Sick Leave Bank days if circumstances warrant it. A fee of \$~~110~~180.00 shall be deducted for each additional day used under this option.
3. In cases of catastrophic illness or injury, the Sick Leave Review Board may grant level three benefit licensed employees sufficient Sick Leave Bank days to cover their transition to long-term disability after all other Sick Leave Bank days provided under items (1.3.1) and (1.3.2) are exhausted. A fee of \$~~110~~150.00 shall be deducted for each additional day used under this option.

4. Level Four Benefit

1. Level four benefit licensed employees with four or more years of service shall be allowed up to 120 days from the Sick Leave Bank at full pay less a fee of \$~~110~~150.00 for each day the licensed employee falls below 15 days of accumulated Sick Leave at the beginning of the school year. (A fee of \$~~110~~150.00 will be deducted for a maximum of 15 days.)

2. Sick Bank Leave Limitations

1. Prior to granting Sick Leave Bank days, a licensed employee shall agree in writing to repay compensation received for Sick Leave Bank days used if he/she terminates employment with the District for other than medical reasons before completion of the current and succeeding contract year.
2. The illness/injury must be medically documented with a statement bearing an original signature from the attending physician. The verification of absence form may not be stamped with a physician's signature or signed by the attending nurse, office manager, etc.
3. A second opinion may be required with any costs not covered by insurance borne by the District.
4. When a licensed employee requests Sick Leave Bank days more than once within a 48-month period for an unrelated illness, a three (3)-day loss of pay shall be required before Sick Leave Bank days are granted. Use of Sick Leave Bank leave days shall be limited to 120 days within a 48-month period. The licensed employee will also be required to meet all other qualifying criteria.
5. Under catastrophic conditions, licensed employees may appeal to the Sick Leave Review Board for a waiver of pay loss provisions. The committee shall review the licensed employee's attendance record and other related factors and either grant or deny the waiver based on the findings. No appeal beyond the Sick Leave Review Board is provided.

Sick Leave Board Review, Abuse of Sick leave, Payment for Sick Leave, and Notification of Absence - 410.04-9

1. Sick Leave Review Board

1. A Sick Leave Review Board shall be organized to review issues related to Sick Leave Bank usage and cases of suspected sick leave abuse.

2. The Sick Leave Review Board shall be composed of one administrator appointed by the superintendent and two members appointed by the president of the licensed employee agent.
2. **Abuse of Sick Leave**
 1. Administrators shall periodically review Sick Leave usage.
 2. If an abuse of sick leave is suspected, the administrator shall confer with the licensed employee and, if necessary, ask the Sick Leave Review Board to review the case. Cases will be reviewed according to Administrative Guidelines developed by the Sick Leave Review Board.
 3. If it is determined that an abuse of Sick Leave has occurred:
 1. The Sick Leave days which were paid inappropriately shall be reclaimed from the licensed employee.
 2. The licensed employee may be suspended for up to five (5) days without pay during the next pay period.
 3. A reprimand shall be entered in the licensed employee's personnel file.
 4. A second proven abuse of Sick Leave may result in immediate termination.
3. **Payment for Sick Leave**
 1. In order to receive full pay for work missed due to illness or injury, licensed employees shall complete an absence request, through the District's online attendance website, which is approved by the immediate supervisor and submitted to the Payroll Department for processing.
 2. Licensed employees may be required to verify the nature and duration of an illness or injury with a doctor's verification.
4. **Notification of Absence**
 1. Licensed employees are required to notify their immediate supervisor as soon as they know that they will be absent from work.
 2. Licensed employees shall request leave through the District's online attendance website as soon as they know that they will be absent from work, so a substitute may be arranged, if needed.

Exhibits

- [Exhibit—1—Leave Allocation and Clarifications](#)
- [Exhibit—2—Level Two Licensed Employees](#)
- [Exhibit—3—Level Three Benefit Licensed Employees](#)

References

None

Forms

None

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available for inspection in the office of the Superintendent located at 9361 South 300 East Sandy, UT 84070.

Policy 410.04 Exhibit 1 – Leave Allocations & Clarification

ASSOCIATED ADMINISTRATIVE REGULATION:

410.04

ADOPTED:

Leave Allocations (**Licensed**)

	186	196	206	242
Alternative Leave	1	1	1	1
Personal Leave	35	35 .125	35 .25	35
Family Sick Leave*				
–Years 1-5	97	97 .375	97 .875	97
–Years 6-10	108	108 .375	119	108
–Years 11-15	119	119 .5	1210	119
–Years 16+	1210	1210 .5	1311 .125	1210
Sick Leave^	^Accrued	^Accrued	^Accrued	^Accrued
Vacation Leave				
	n/a	n/a	n/a	20

Maximum Accumulations:

Personal Leave	No Max	No Max	No Max	No Max
Sick Leave[^]	180	200	220	240
Vacation	n/a	n/a	n/a	30

Clarification

* Employees may use Family Sick Leave to attend to their own health care needs or the health care needs of immediate family members.

[^] Any unused Family Sick Leave will be converted to accrued Sick Leave at the end of each contract year.

[^] Employees may use accrued Sick Leave to attend to their own health care needs OR the health care needs of immediate family members as allowed under Use of Sick Leave for Critical Family Care section five (5).

The number of leave days allocated to an employee is determined by the employee's hire date and the number of days remaining in the contract. The use of leave is prorated based upon the employee's FTE and the number of days the employee works in a given week, e.g.:

- Licensed employees (.5 to 1.0 FTE) working every day request 1.0 per absence
- Part-time SLPs (.75 FTE) working four days per week request 1.25 per absence
- Part-time educators (.5 FTE) working every other day request 2.0 per absence
- Part-time educators (.5 FTE) working every day request 1.0 per absence

Employees on 186 day contracts must take leave in .5 increments

Employees on 196, 206, or 242 day contracts may take leave in .125 increments

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Policy 410.04 Exhibit 2 – Level Two Benefit Licensed Employees

ASSOCIATED ADMINISTRATIVE REGULATION:

410.04-8

ADOPTED:

5.18.2021 (NEG)

Level two benefit licensed employees shall be allowed up to fifteen (15) sick bank days according to the following schedule:

Days of Accumulated Sick Leave at Beginning of School Year	Number of Days that \$110.00 will be Deducted	Sick Bank Days Allowed At Full Pay
13 <u>11</u> Plus	0	15
12 <u>10</u>	1	14
11 <u>9</u>	2	13
10 <u>8</u>	3	12
9 <u>7</u>	4	11
8 <u>6</u>	5	10

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Policy 410.04 Exhibit 3 – Level Three Benefit Licensed Employee

ASSOCIATED ADMINISTRATIVE REGULATION:

410.04-8

ADOPTED:

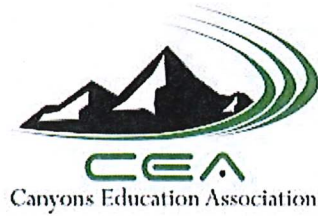
5.18.2021 (NEG)

Third year employees shall be allowed up to (40) sick bank days according to the following schedule:

Days of Accumulated Sick Leave at Beginning of School Year	Number of Days that \$110.00 will be Deducted	Sick Bank Days Allowed at Full Pay
15 <u>13</u> Plus	0	40
14 <u>12</u>	1	39
13 <u>11</u>	2	38
12 <u>10</u>	3	37
11 <u>9</u>	4	36
10 <u>8</u>	5	35
9 <u>7</u>	6	34
8 <u>6</u>	7	33

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Miscellaneous



**Negotiations
Contract Year 2024-2025**

Proposal

CEA proposes the continuation of the elementary task force to continue addressing needs of the surrounding elementary school teacher's workload and increasing student achievement in Canyons School District.

Rationale

While the success of increasing Brainboosters is a great start, it is important that we continue working together to find additional solutions that support our elementary school educators. This honors last year's dedication and joint work provided by the committee.

**Tentative Agreement Between
Canyons School District &
Canyons Education Association**

Rui Zolin

For Canyons School District

4/18/24

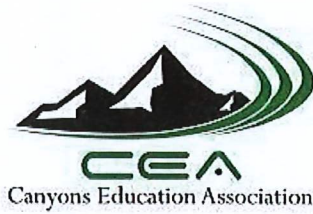
Date

[Signature]

For Canyons Education Association

04/18/24

Date



**Negotiations
Contract Year 2024-25**

Proposal:

CEA proposes that elementary educators, whose classroom is changed at the direction of their principal, will be given one additional paid day at the in-service rate, as well as access to the building(s) during the week prior and following the school year, to allow time to move and set up.

Principals will be encouraged to notify their educators when, during the summer, additional building access will be available.

Rationale:

Moving requires extra time and setup; it may require the educators to acquire additional furnishings and storage since classroom equipment across the district varies greatly. To expect that to be accomplished within the already tight constraints of the five pre-student days—in addition to the Professional Development hours and the many other tasks scheduled for those days—is extremely unrealistic.

While ideally a move should be able to be made at the end of the school year, the reality is that when multiple educators are moving rooms, many are waiting for another to vacate the room in order to gain access

Educators subject to change of assignment may need access to schools during summer hours to facilitate movement between rooms or schools.

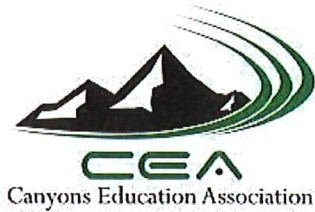
**Tentative Agreement Between
Canyons School District &
Canyons Education Association**

For Canyons School District

Date

For Canyons Education Association

Date



**Negotiations
Contract Year 2024-25**

Proposal

CEA Proposes that School Administrators in Canyons District will not hold any IPLCs or Professional Development the week before and during Parent Teacher Conferences. This would ensure that educators are able to actively and effectively plan for their nights with parents: preparing progress reports, writing SGPs, etc.

Administration will give typical/atypical calendar planning that is submitted to school performance before school begins. The elementary task force will continue its work regarding monthly meeting requirements.

Rationale

All educators benefit from using this time to adequately prepare for Parent Teacher Conferences as well as to write more helpful SGPs.

This proposal would also be more clear for all schools. Many offer these for their educators, but some do not and by providing this, we can ensure equity throughout the district.

**Tentative Agreement Between
Canyons School District &
Canyons Education Association**

Rui Rolin

For Canyons School District

4/18/24

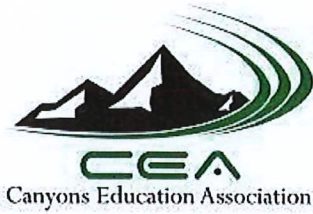
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For Canyons Education Association

04/18/24

Date



**Negotiations
Contract Year 2024-25**

Proposal

For the 2024-25 school year, Canyons Education Association proposes that Parent-Teacher Conferences dates be rotated equitably, Monday through Wednesday, between elementary, middle and high schools, e.g.:

- High school would be held on Monday and Tuesday.
- Middle schools would be held on Tuesday and Wednesday.
- Elementary school would be held on Monday and Wednesday.

Rationale

Currently the practice is to rotate Parent-Teacher Conference days between Middle and High Schools with one level having Monday and Tuesday and the other level having Tuesday and Wednesday, leaving elementary with Wednesday and Thursday every year. Currently secondary teachers never have Thursday evening conferences, have planning time for the following week, and can leave at the end of the contract day for a long weekend. Adopting this model would make the scheduling more equitable and allow all educators to have no conferences on Thursday evening.

**Tentative Agreement Between
Canyons School District &
Canyons Education Association**

For Canyons School District

For Canyons Education Association

Date

09/24/24

Date



**Negotiations
Contract Year 2024-25**

Proposal

Canyons Education Association proposes that substitutes be provided one day each grading period, i.e., quarter or trimester, for all special education educators to meet the extra demands of special education educators and their ability to manage their legally required responsibilities.

Rationale

Caseloads have steadily increased for many of our special education educators who are given equivalent planning time as their general education peers, but have increased demands in their work requirements. These additional demands on our special education educators are becoming unmanageable, thereby requiring special education educators to work many additional uncompensated hours to meet the federally required demands of special education.

Our special education educators will be able to improve meeting their compliance requirement of quarterly reporting, tri-annual testing, scheduling, and making the extra contact and collaboration time required to meet IEP compliance. When special education educators are given the time to complete the extra duties, they will be able to deliver higher quality lessons that will improve student outcomes and success.

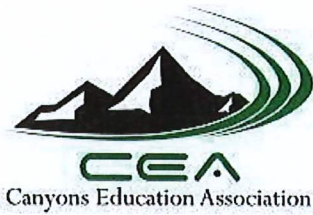
**Tentative Agreement Between
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For Canyons School District

Date

For Canyons Education Association

Date



Negotiations
Contract Year 2024-25

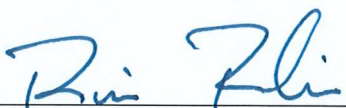
Proposal

Canyons Education Association proposes that the thirty-two (32) Paid Professional Hours, funded by the Utah State Legislature, be compensated at an educator's hourly rate of pay that corresponds to the educator's Increment Level indicated in SKYWARD, see the Licensed Salary School-Hourly Rate sheet.


Rationale

Given that the legislature continues to exhibit a willingness to increase funding for the program, educators should be compensated at their hourly rate of pay.

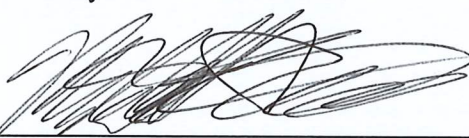
**Tentative Agreement Between
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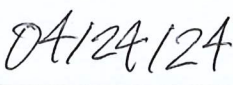
For Canyons School District



Date



For Canyons Education Association



Date