

**KODIAK ISLAND BOROUGH SCHOOL DISTRICT
AND
KODIAK BOROUGH EDUCATION ASSOCIATION**

2026-2027

2027-2028

2028-2029

TENTATIVE AGREEMENT REACHED

FEBRUARY 19, 2026

BOARD OF EDUCATION RATIFIED

March 23, 2026

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100 CONTRACT CONDITIONS

105 PREAMBLE

This agreement made and entered into this 23 day of March, 2026, by and between the Board of Education of the Kodiak Island Borough School District (hereinafter referred to as the “Board”) Party of the First Part, and the Kodiak Borough Education Association (hereinafter referred to as the “Association”). The Board and the Association agree to the following:

110 RECOGNITION

The Board of Education recognizes the Association, Kodiak Borough Education Association, which is a local affiliate of NEA-Alaska and NEA, as provided in AS 23.40.070 as the sole and exclusive bargaining representative for certificated District employees, excluding the Superintendent, administrative personnel, and substitutes. This shall include all full- and part-time employees.

112 DEFINITIONS

Association – the Kodiak Borough Education Association (KBEA), and/or NEA-Alaska as recognized in Item 110: RECOGNITION.

Association Representative – the President of KBEA or designee(s) including but not limited to: officers, executive board members, elected or appointed members who represent the Association at the various work sites throughout the District, and affiliated association staff.

Bargaining Unit- all certificated, non-supervisory employees, as established in Item 110: RECOGNITION

Bargaining Unit Work – work that normally is, or could be, performed by bargaining unit members

Basic Living Expenses- the cost of basic food, shelter, and any other expenses of a domestic partner. The individuals need not contribute equally or jointly to the cost of these expenses as long as they agree that both are responsible for the cost.

Certificated Employee – an educator holding a valid teaching certificate issued by the Department of Education & Early Development (DEED), authorizing them to teach in public schools

Day – calendar day, unless specified otherwise

District – Kodiak Island Borough School District

Domestic Partners - defined as District employees who have a Domestic Partnership Affidavit on file to state that as domestic partners they:

- 1) Currently share the same regular and permanent residence, and
- 2) have a close personal relationship, and
- 3) are jointly responsible for “basic living expenses” as defined above, and
- 4) are not married to anyone, and
- 5) are each eighteen (18) years of age or older, and
- 6) are not related by blood closer that would bar marriage in the State of Alaska, and
- 7) are mentally competent to consent to contract when their domestic partnership began, and are each other’s sole domestic partner and are responsible for each other’s common welfare.

Employee - shall refer to all employees in the bargaining unit represented by KBEA

Employee Self-Directed Work Time (ESDWT) -contracted work time during which an employee determines the professional tasks to be performed without direct assignment, supervision of students, or required meetings apart from meetings that require the legal participation of the employee (e.g., Special Education, 504, GT) and/or safety-related critical incident response meetings

In-Service Day – required professional development provided to employees during the school year or on designated professional development days

112 DEFINITIONS (cont'd)

Seniority – an employee's length of continuous service in years, months, and days with the District

Subcontract – assignment of bargaining unit work, in whole or in part, to vendors

Superintendent – the Superintendent of the District, or designee(s)
Superintendent's Cabinet - Term refers to District-level administration who meet regularly with the Superintendent for District-level decision making and advising.

Reassignment- a change in an employee's assignment within the same school

Rural Schools Employees – worksites including Akhiok, Chiniak, Old Harbor, Ouzinkie, and Port Lions

Remote Work – an employee who performs their assigned duties from a location that is not a Kodiak Island Borough School District worksite. This includes employees whose primary residence is located outside Kodiak Island as well as employees who reside on Kodiak Island but perform their duties from a non-District location.

Transfer – a change in an employee's assignment between sites, or within a site at the Superintendent's discretion

Unit Administrator – the administrative head of each building, usually a principal. For rural schools, the unit administrator shall be defined as the administrator in charge of the rural schools. A unit administrator can also be a department level director who supervises and evaluates.

Vacancies – open or unfilled positions or roles that are available to be filled

Workday – an employee's contracted hours, exclusive of the thirty (30) minute duty-free lunch period and assigned or contracted extra-duty

115 ASSOCIATIONS RIGHTS AND RESPONSIBILITIES

I. RIGHT TO JOIN OR NOT TO JOIN

- A. Employees shall have the right to form, join or assist professional employees' organizations, and to participate in professional negotiations with the Board of Education through representatives of the Association or to refrain from any of these rights.
- B. There shall be no reprisals of any kind taken by the Association or members thereof or by administration taken against any party of interest or their representative, or any other participant in the negotiations procedure, by reason of such participation. Formal evaluation documents will not reflect participation or non-participation in professional employees' organization activities.

II. CONTRACTUAL OBLIGATIONS

- A. The Association agrees that during the life of this agreement, its agents or its bargaining unit members will not authorize or engage in any work stoppage or strike against the District. The District agrees that, during the life of this agreement, there will be no lockout.

III. USE OF FACILITIES, SYSTEMS, AND BULLETIN BOARDS

- A. Requests for access by Association representatives to facilities for the purpose of conducting Association business will be granted by the Superintendent at no charge provided that no interference with the instructional program or additional costs would be occasioned by the granting of such requests.
- B. Duly authorized representatives of the Association shall have the right to post notices on bulletin boards provided in school buildings for that purpose and shall have the use of the faculty mailboxes and email accounts for communications relative to negotiations, notices of the Association's meetings or elections, results of elections or appointment of officers, and notices of social, educational and/or recreational activities, provided that no interference with the instructional program would be occasioned.

IV. ASSOCIATION MEETINGS

- A. Upon request of the Association President, all employees shall be authorized the use of up to fifteen (15) minutes of contracted duty time every month for the purpose of holding meetings. Any employee not in attendance shall be expected to remain at their normal duty station for the remainder of the duty day. The Board of Education and Superintendent are welcome to attend meetings held during contracted duty time, but the Association reserves the right to exclude non-members from certain business portions of the meetings.

V. EMPLOYER INFORMATION

- A. The Board of Education agrees to make available to the Association, at the Superintendent's office, a copy of all material that is not specified as confidential by the

115 ASSOCIATIONS RIGHTS AND RESPONSIBILITIES (cont'd)

Superintendent which is prepared for the Board of Education prior to all regular or special sessions.

VI. ASSOCIATION MEMBERSHIP DUES

- A. The Association will advise the District of the amount of the Association membership dues by September 1 of each school year.
- B. The District will send the Association President the bargaining unit list including name, work site, work email address, and member status by September 15, December 15, and April 15.
- C. For each employee who affirmatively consents to deduction of Association Membership dues, the District shall deduct an amount equal to the Association membership dues from the paychecks of each employee, commencing with the first paycheck in November or within 30 days of the employee's initial employment date (whichever occurs later), and ending no later than April 23. Such deductions will be in equal amounts and immediately transmitted to the Association.
- D. With each transmittal, the District will furnish the Association with a list showing the names of all employees from whose salary membership dues have been deducted and the amount deducted from each employee.
- E. The District agrees to notify the Association electronically within ten (10) days of receipt of any written objection regarding any claim, demand, suit, or other for of liability regarding implementation of the provisions of this article.
- F. Upon issuance and transmission of membership dues payments to the Association, the District's responsibility and liability shall cease with respect to deductions covered thereby. The Association hereby undertakes and agrees to indemnify, defend, and hold harmless the Board of Education, the School District, administration, officers, agents and employees from all claims, demands, suits, grievances, or other forms of liability that may arise against or on account of any deductions made from the wages of such employee.
- G. Association dues shall be deducted without cost to the employee or Association.
- H. Should an employee choose to terminate their membership or stop dues deductions, they shall notify payroll and the Association.
- I. Association membership is from September 1 through August 31 and is continuous from year-to-year unless terminated by the employee.

116 BOARD OF EDUCATION RESPONSIBILITIES

The Board of Education, acting on behalf of the electorate of the Kodiak Island Borough School District, retains and reserves all powers, rights, authority, duties, responsibilities conferred upon and vested in it by the regulations of the State Board of Education, Alaska state Statutes, the Constitution of the State of Alaska, and the United States. The Board of Education will execute policy in accordance with such statutes and the Association recognizes that the Board of Education has full legal responsibility and authority pursuant to Title 14.

117 EXCHANGE OF INFORMATION

- I. Upon reasonable request through the Superintendent's Office or the KBEA President, the parties shall provide each other with available information regarding items introduced or to be introduced at the negotiation table.
- II. A list of authorized association representatives shall be provided to the Superintendent each year by the Association by September 15.

120 NONDISCRIMINATION

The Board of Education agrees not to discriminate against an employee for representing the Association in any lawful capacity provided such activities are not carried on so as to interfere with the normal work process.

The Board of Education and the Association agree that this agreement shall be applied without regard to sex, race, color, religion, national origin, ancestry, sexual orientation, gender identity, marital or partnership status, changes in marital or partnership status, pregnancy, parenthood, physical or mental disability, veteran status, genetic information, or any other legally protected classification except as provided by law.

125 EFFECT OF AGREEMENT

I. Complete Agreement

It is agreed that this document contains the full and complete agreement on all bargained issues between the parties hereto and for all whose benefit this agreement is made, unless both parties mutually agree to amend in writing the terms and conditions contained herein.

II. Conformity to Law

If any article of this agreement is held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article is restrained by such tribunal, the remainder of this agreement shall not be affected thereby. The parties agree that any portions of this agreement rendered invalid by operation of law or by any tribunal of competent jurisdiction will be automatically amended to comply with the law or tribunal ruling.

130 COMPILATION OF AGREEMENT

- I. A final report of the agreement shall be compiled by the administration and presented to the Association for review and agreement on format. The District will post an updated copy on the District website within thirty (30) days of final Board of Education approval. The Association shall provide one printed copy for each work site.
- II. It shall be the responsibility of the Association to disseminate the agreement to its membership.
- III. The Association will be granted one (1) hour at the beginning of the year new employee In-service, excluding the lunch break, for the purpose of sharing the Agreement and information about the Association. The District shall provide a list of new employees to the Association at least ten (10) days in advance of any new employee orientations.
- IV. Upon request, the administration will give the Association a list of new employees prior to New Teacher In-service.

135 CONTINUATION OF ITEMS

- I. The following items as written in this agreement shall remain in effect after the termination of this agreement. Each item will remain in effect until a new agreement is reached unless there is a work action (disruption of the teaching process) or work stoppage by the Association or member(s) thereof; the items listed below would be discontinued (for the period of the action) for those employees who participate in such action.
 1. All payroll and approved payroll deductions
 2. Rural travel reimbursement
 3. All employee insurance plans
 4. Mileage reimbursement
 5. All leave provisions
 6. Sick leave bank
 7. Grievance procedure
 8. Added duty pay
 9. Tuition reimbursement for approved courses
 10. Employee lay-off procedure
 11. Procedure for advancement on the salary schedule
 12. Rural rent
- II. All other items will be terminated if either of the parties terminate the negotiated agreement.

140 DURATION OF AGREEMENT

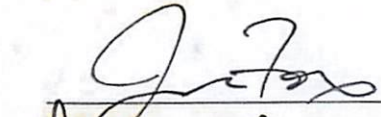
This agreement shall be effective as of July 1, 2026 and shall continue from year to year thereafter unless either party serves notice to the other party of interest their intention to delete, add to, alter, or amend on June 30, 2029. Such notice must be given prior to November 3, 2028. Upon completion of negotiations, those agreed-to items and articles shall be incorporated into the new agreement.

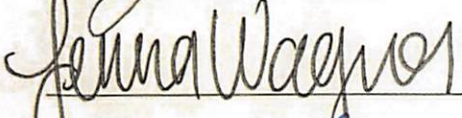
Upon giving such notice, a joint conference shall be arranged by January 25 of that school year for the requested negotiations.

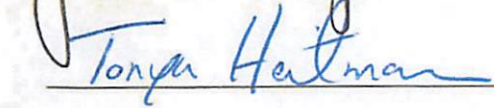
Agreed upon this 23 day of March, 2026.

Kodiak Borough Education Association

Kodiak Island Borough School District
Board of Education






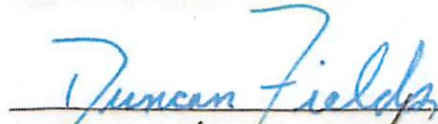






Amy Arneson (Mar 24, 2026 15:26:28 AKDT)




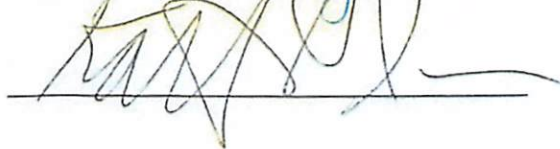
Emily Milligan (Mar 24, 2026 18:00:46 HST)











200 NEGOTIATIONS AND GRIEVANCE PROCEDURES

205 NEGOTIATIONS PROCEDURE

I. Meetings and Use of Consultants

- A. The negotiating meetings may be held in closed session upon mutual agreement by both parties, but all final agreements shall be made at a public meeting of the Board of Education. The first meeting will be held in closed session. The ground rules will be developed and signed-off prior to the beginning of formal negotiations. During this first meeting the Association and the District will designate team members and spokespersons for the pending period of formal negotiations. Also, at this time, each party will submit a listing (table of contents) of each item it wishes to place in the new agreement. No item will be the proper subject for negotiations unless contained in either list. Each item listed will be classified according to one of the following categories: a) unchanged, b) changed, c) deleted, or d) new. During the course of this meeting, any items from the respective lists found to be unchanged by both parties or deleted by both parties, shall be signed off by the respective spokespersons from each party. The signed-off item(s) will then represent tentative agreements to be included in the new agreement. During this initial negotiation meeting the parties will submit their proposals that set forth the modifications, additions, or deletions to be negotiated.
- B. Consultants may be called upon by either party and utilized on the negotiation of any matter being considered by the negotiation committee. The party employing such consultants shall give notice of their intent to use such consultants in the meeting prior to their use. Consultants shall present only factual information. Costs and expenses resulting from the use of such consultants shall be borne by the party engaging their services.

II. Negotiating Team

- A. No more than five (5) designated representatives of the District will meet with no more than five (5) representatives of the Association for purposes of negotiations. All negotiations shall take place exclusively between the designated representatives of the parties. Administrative leave will be allotted to the designated negotiating team for negotiations held during school time.
- B. The District and Association agree to participate in “good faith” negotiations.
- C. The Association and the District agree that matters pertaining to the employment of the employees and to the fulfillment of their professional duties shall be considered proper items for negotiations.
- D. During negotiations each KBEA member on the team will be given fifteen (15) days of Administrative Negotiations Leave at no cost to the Association or employee (e.g., five (5) members given fifteen (15) days each = seventy five (75) total days.
 - i. The leave amount can be adjusted by mutual agreement.

205 NEGOTIATIONS PROCEDURE (cont'd)

- ii. If negotiations go over the need for fifteen (15) collective days, KBEA team members will be able to use KBEA Association Leave.
- iii. If additional days are needed in excess of the KBEA Association Leave, KBEA will reimburse the District two hundred and fifty (\$250) per day per substitute needed.

III. Collaborative Negotiation Option

As outlined in item 140, if either party to this agreement serves notice to the other party of interest their intention to delete, add to, alter, or amend this agreement the parties agree to discuss the format and the negotiation procedure.

By mutual agreement the parties may engage in collaborative models and allow an Officer of KBEA, a member of the Superintendent's Cabinet, and/or member of the Board of Education to observe.

IV. The Agreement

- A. When agreement is reached between the negotiation teams on all proposals, the proposed agreement shall be reduced to writing and submitted and recommended first to the Association for ratification within thirty (30) days. After ratification by the Association, the agreement shall be recommended to the Board of Education. The Board of Education will take action at its next regular or special meeting. Upon approval and necessary action by the Board of Education or its authorized agents, the terms of the agreement shall be implemented.
- B. Negotiations may be requested by either party prior to November 1 of the school year in which the contract may be terminated. The first negotiations meeting shall be arranged and held after January 1 but no later than January 25 of the same school year. Meetings shall be held as necessary at times and places agreed upon by the parties.
- C. Requests for meetings from the Association will be made directly through the Superintendent to the Board of Education President or their representative. Requests for meetings from the Board of Education President or their representative shall be transmitted through the Superintendent to the Association President. Negotiations shall be conducted between the first meeting in January and March 15. It is agreed that the first negotiations meeting cannot be held after January 25 without the concurrence of both parties.

V. Resolving Differences

In the case an agreement has not been reached in negotiations by March 15, the parties shall follow the impasse procedure. The March 15 deadline can be extended by mutual agreement.

210 IMPASSE PROCEDURE

- I. Upon the written request for mediation by the Association or the District, and upon certification by the requesting party that good faith negotiations have reached an impasse, the following occurs:
 - A. Within seven (7) days of the certification, the requesting party shall ask the United States Federal Mediation and Conciliation Service to serve as the agency to resolve the dispute. In the event the Federal Mediation and Conciliation Service implements charges for the services of the federal mediator, charges for such mediator would be borne equally by both parties.
 - B. The mediator shall chair all mediation meetings between the disputing parties and attempt to resolve the differences between the disputing parties and reach common acceptance of terms and conditions or other items in dispute, wherever possible.
 - C. Each party to the dispute may select a team of not more than five (5) persons to present the evidence, thinking and position of the group they represent to the mediator.
- II. If the mediation meetings are held during the school day, employees representing an employee bargaining agency shall be granted administrative leave for the duration of the meetings.
- III. Should a settlement not be achieved through the mediation process, the parties shall, within a reasonable length of time, resume negotiations. If it becomes apparent that an impasse still exists, the parties will proceed to advisory arbitration as provided by applicable state law.
- IV. Upon receipt of the arbitrator's report, the parties will resume the bargaining process to attempt to reach a settlement.

220 PERSONAL GRIVANCE PROCEDURE

I. Definitions

- A. A “grievance” shall be defined as a written statement made by a grievant indicating that a controversy, dispute, or disagreement exists arising out of interpretation of, or application of the terms of this agreement.
- B. ”Grievant” shall refer to an employee as defined in Article 112: DEFINITIONS, a group of employees, or the Association that files a grievance.
- C. A “party of interest” is a person or persons who are involved with the grievance.
- D. The term “days” when used in this section shall mean contracted working school days.
- E. The “supervisor” is the unit administrator as defined in Article 112: DEFINITIONS.

II. Purpose

The primary purpose of the procedures set forth in this section is to secure, at the lowest level possible, equitable solutions to the problems of the parties. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration.

III. Procedure

- A. Level One: An employee with a grievance shall present a written grievance citing the specific section of the Negotiated Agreement alleged to be in dispute to their supervisor and the Association within fifteen (15) days of when they knew or reasonably should have known of the basis for the grievance.

If the immediate supervisor is not authorized to provide a remedy, the supervisor shall immediately forward the grievance to the lowest administrative level that could provide remedy.

Within ten (10) working days of receipt of the written grievance, the supervisor or appropriate lowest level administrator shall make their decision with reasons known to the employee, in writing, otherwise, the grievance proceeds to Level Two.

- B. Level Two: Within ten (10) days after a letter is received from their supervisor or if no decision is received within ten (10) working days, the employee shall submit a written statement of grievance to the Superintendent. Within ten (10) days after the Superintendent receives the written grievance, the Superintendent, and any necessary administrators, shall meet with the grievant(s) and the grievant’s representative regarding the grievance. The Level Two hearings shall be on the record. Within ten (10) days of the completion of the meeting the Superintendent shall render a decision in writing.

220 PERSONAL GRIEVANCE PROCEDURES (cont'd)

- C. Level Three: If the grievance is not resolved at Level Two, it may be appealed to the Board of Education. This appeal shall be filed in writing within five (5) days following the rendering of the decision at Level Two.

A subcommittee of two (2) members of the Board of Education shall meet with the grievant(s) and representatives of the Association and three (3) representatives of the administration to hear the grievance within ten (10) days after the appeal is filed. The Level Three meeting will be on the record. The Board of Education subcommittee shall render a decision on the grievance within ten (10) days after the meeting.

No statement shall be available to the public prior to the final resolution of the grievance. Dismissal and nonretention actions are subject to statutory hearings which afford the employee due process. Therefore, those grievances shall terminate with such a hearing before the Board of Education.

- D. Level Four: If the grievance is not resolved at Level Three, then within twenty (20) days the Association may submit the grievance to the American Arbitration Association (AAA) for binding arbitration.

The parties shall use the ranking system. The arbitrator shall not have the authority to alter, add to, or subtract from the terms of the agreement. A written decision may be requested by

mutual agreement. The decision reached by the arbitrator shall be final and binding on both parties.

IV. Miscellaneous

- A. During the pendency of any proceedings and until a final determination has been reached, all proceedings shall be private and any preliminary disposition will not be made public without consent of all parties.
- B. At all levels of a grievance after it has been formally presented, at least one member of the Association shall accompany the grievant(s) to any meeting, hearing, appeal, or other proceedings required to process the grievance.
- C. With mutual agreement, meetings may be held virtually.
- D. An employee may present their grievance within the terms of this grievance procedure and have such grievance adjusted without interruption of the Association provided such adjustment is not inconsistent with the terms of this agreement.
- E. There shall be no reprisals of any kind by the administration or the Association or members thereof taken against any party of interest or their representative, or any other participant in the procedure set forth herein by reason of such participation.

220 PERSONAL GRIEVANCE PROCEDURES (cont'd)

- F. Time limits specified by this agreement may be extended by mutual agreement. In the event that timelines after Level One are not extended by mutual agreement and the grievant fails to meet the timelines, the grievance shall be dropped. If the administration does not meet timelines, the grievance shall proceed to the next level.
- G. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the permanent files of the participants and shall not be a part of the employee's permanent record.
- H. Decisions rendered at all levels of the grievance procedure will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties of interest.
- I. The remedy available to any employee for any grievance will be pursuant to the grievance procedure, provided, however, that if an employee elects to pursue any legal or statutory remedy for any grievance, such elections will bar any further subsequent proceedings for relief under the provisions of the agreement.
- J. Expenses of the arbitrator and all other expenses of the arbitration proceedings other than those incurred by each party in the presentation of its own case, shall be borne equally by the parties involved.

300 SALARY SCHEDULE AND FINANCIAL BENEFITS

305 SALARY

FY27:

FY27 Effective July 1, 2026, the District shall add two percent (2%) per cell to the 2025-2026 pay scale.

FY27 the District shall pay all full-time certificated employees who have signed a contract for the 2026-2027 school year one thousand dollars (\$1000), subject to withholding, one-time non-recurring payment as a returning stipend on the June 8, 2026 paycheck. For less than full time, the stipend will be prorated by FTE. A certificated employee who breaks the contract will be subject to paying back the one-time non-recurring payment of one thousand dollars (\$1000) to the District. (This will be accomplished via an MOU with the Association upon ratification.)

FY28:

FY28 Effective July 1, 2027, the District shall add one percent (1%) to the 2026-2027 pay scale.

FY28 the District shall pay all full-time certificated employees who have signed a contract for the 2027-2028 school year one thousand dollars (\$1000), subject to withholding, one-time non-recurring payment as a returning stipend on the June 8, 2027 paycheck. For less than full time, the stipend will be prorated by FTE. A certificated employee who breaks the contract will be subject to paying back the one-time non-recurring payment of one thousand dollars (\$1000) to the District.

FY29:

FY29 Effective July 1, 2028, the District shall add one percent (1%) to the 2027-2028 pay scale.

FY29 the District shall pay all full-time certificated employees who have signed a contract for the 2028-2029 school year one thousand dollars (\$1000), subject to withholding, one-time non-recurring payment as a returning stipend on the June 8, 2028 paycheck. For less than full time, the stipend will be prorated by FTE. A certificated employee who breaks the contract will be subject to paying back the one-time non-recurring payment of one thousand dollars (\$1000) to the District.

Base Student Allocation Increase Provision:

The FY27 baseline of the Base Student Allocation (BSA) is six thousand six hundred and sixty six dollars (\$6660). The following will apply with any additional BSA increase. This provision applies only for the duration of this agreement and will be sunset on June 30, 2029.

Over the course of this agreement, if the legislation increases the BSA above the established baseline of six thousand six hundred and sixty six dollars (\$6660) for every seven hundred and fifty thousand dollars (\$750,000) increase in revenue there will be 0.5% added to the FY27 pay scale up to BSA amount of seven thousand six hundred and sixty dollars (\$7660). This increase will not compound but be based on the FY27 pay scale. Salary schedules will be adjusted based on the percentage increase.

305 SALARY (cont'd)

Additional salary:

For the duration of this agreement, the following employee positions will be paid additionally as indicated below:

- A. Rural Employee (off the road system):
Five Percent (5%) of the base salary
- B. Special Education Teacher:
Eight Percent (8%) of the base salary
- C. 504 Case Manager:
Five Percent (5%) of the base salary
- D. Occupational Therapist, Physical Therapist, Speech Pathologist, School Psychologist:
Year 1 KIBSD Eight Percent (8%) of the base salary
Year 2 KIBSD Eight Percent (8%) of the base salary
Year 3 KIBSD Ten Percent (10%) of the base salary
Year 4+ KIBSD Fourteen Percent (14%) of the base salary

For less than full-time position, additional salaries and stipends will be prorated by FTE.

New Hire Moving Allowance:

The District may provide, at its discretion, a one-time non-recurring moving allowance to new hires in an amount not to exceed six thousand dollars (\$6000).

310 INITIAL PLACEMENT ON SALARY SCHEDULE

The District shall allow salary credit for teaching experience on an unlimited year for year basis.

This item applies to employees hired after the effective date of this agreement. It is not retroactive and does not result in automatic adjustment of previously established salary placements for employees hired prior to the 2026-2027 school year.

Type M Certification:

1. A newly hired employee with a type M certification will be placed on the salary schedule at BA-0 step-0. They will be allowed up to five (5) years of work experience in a field commensurate with the employee's teaching assignment as determined by the Superintendent.
2. Horizontal movement on the salary schedule, at the Superintendent's discretion, will be allowed for district-approved courses directly related to vocational skills taught or for education-related studies.
3. District employees on a Type M certification may acquire tenure. However, the limited scope of that certification means that an employee's assignment is dependent on budgetary constraints. The District encourages and supports employees with Type M certification to pursue a Type T teaching certification as soon as possible, to allow for maximum flexibility of assignment.

315 SALARY SCHEDULE 2026-2027, 2027-2028, 2028-2029

KIBSD FY27 SALARY SCHEDULE WITH INDEX

	Index	BA 0	Index	BA 18	Index	BA 36 / MA 0	Index	BA 54 / MA 18	Index	MA 36	Index	MA 54
STEP 0	1.00	\$58,344.00	1.03	\$59,844.59	1.07	\$62,382.17	1.13	\$65,935.86	1.19	\$69,490.63	1.23	\$72,028.21
STEP 1	1.03	\$60,352.11	1.08	\$62,889.69	1.14	\$66,443.38	1.19	\$69,490.63	1.24	\$72,535.73	1.30	\$76,089.41
STEP 2	1.08	\$62,889.69	1.14	\$66,443.38	1.20	\$69,998.15	1.24	\$72,535.73	1.30	\$76,089.41	1.37	\$79,644.18
STEP 3	1.14	\$66,443.38	1.20	\$69,998.15	1.24	\$72,535.73	1.30	\$76,089.41	1.36	\$79,136.67	1.42	\$82,690.36
STEP 4	1.19	\$69,490.63	1.24	\$72,535.73	1.30	\$75,581.90	1.36	\$79,136.67	1.40	\$81,674.25	1.48	\$86,244.05
STEP 5	1.22	\$71,013.18	1.28	\$74,567.95	1.34	\$78,120.56	1.39	\$81,166.73	1.44	\$84,213.98	1.52	\$88,782.71
STEP 6	1.23	\$72,028.21	1.31	\$76,598.01	1.37	\$80,151.70	1.43	\$83,197.87	1.49	\$86,751.56	1.56	\$90,812.76
STEP 7	1.23	\$72,028.21	1.34	\$78,120.56	1.41	\$82,182.85	1.47	\$85,736.53	1.52	\$88,782.71	1.59	\$92,843.91
STEP 8	1.23	\$72,028.21	1.34	\$78,120.56	1.44	\$84,213.98	1.50	\$87,767.67	1.56	\$90,812.76	1.63	\$94,873.97
STEP 9	1.23	\$72,028.21	1.34	\$78,120.56	1.48	\$86,244.05	1.53	\$89,290.22	1.58	\$92,336.40	1.66	\$96,906.20
STEP 10	1.23	\$72,028.21	1.34	\$78,120.56	1.48	\$86,244.05	1.57	\$91,321.37	1.62	\$94,367.53	1.69	\$98,428.75
STEP 11	1.23	\$72,028.21	1.34	\$78,120.56	1.48	\$86,244.05	1.57	\$91,321.37	1.65	\$96,397.60	1.72	\$100,458.80
STEP 12	1.23	\$72,028.21	1.34	\$78,120.56	1.48	\$86,244.05	1.57	\$91,321.37	1.65	\$96,397.60	1.75	\$101,982.44
STEP 13	1.23	\$72,028.21	1.34	\$78,120.56	1.48	\$86,244.05	1.57	\$91,321.37	1.65	\$96,397.60	1.75	\$101,982.44
STEP 14	1.23	\$72,028.21	1.34	\$78,120.56	1.48	\$86,244.05	1.57	\$91,321.37	1.65	\$96,397.60	1.75	\$101,982.44
STEP 15	1.23	\$72,028.21	1.34	\$78,120.56	1.48	\$86,244.05	1.57	\$91,321.37	1.65	\$96,397.60	1.75	\$101,982.44
STEP 16	1.23	\$72,028.21	1.34	\$78,120.56	1.48	\$86,244.05	1.57	\$91,321.37	1.65	\$96,397.60	1.75	\$101,982.44
STEP 17	1.25	\$73,044.32	1.36	\$79,136.67	1.50	\$87,259.08	1.58	\$92,336.40	1.67	\$97,413.71	1.77	\$102,998.54
STEP 18	1.25	\$73,044.32	1.36	\$79,136.67	1.50	\$87,259.08	1.58	\$92,336.40	1.67	\$97,413.71	1.77	\$102,998.54
STEP 19	1.25	\$73,044.32	1.36	\$79,136.67	1.50	\$87,259.08	1.58	\$92,336.40	1.67	\$97,413.71	1.77	\$102,998.54
STEP 20	1.27	\$74,059.35	1.37	\$80,151.70	1.51	\$88,275.19	1.60	\$93,352.51	1.69	\$98,428.75	1.78	\$104,012.49

* Placement at the BA+54 column requires an approved integrated course of study for the 18 hours past BA+36.

** If you are placed in this column by virtue of having BA+54 and subsequently receive your MA degree, only 18 hours of approved courses are required to access the MA+36 column.

*** Placement on the MA+54 schedule requires MA plus 54 graduate semester hours with prior approval required for the 18 hours past MA+36.

**** Within a contract year an employee must work 140 days in order to receive a step for the following year.

315 SALARY SCHEDULE 2026-2027, 2027-2028, 2028-2029

KIBSD FY28 SALARY SCHEDULE WITH INDEX

	Index	BA 0	Index	BA 18	Index	BA 36 / MA 0	Index	BA 54 / MA 18	Index	MA 36	Index	MA 54
STEP 0	1.00	\$58,927.44	1.03	\$60,443.04	1.07	\$63,005.99	1.13	\$66,595.22	1.19	\$70,185.54	1.23	\$72,748.49
STEP 1	1.03	\$60,955.64	1.08	\$63,518.59	1.14	\$67,107.82	1.19	\$70,185.54	1.24	\$73,261.09	1.30	\$76,850.30
STEP 2	1.08	\$63,518.59	1.14	\$67,107.82	1.20	\$70,698.13	1.24	\$73,261.09	1.30	\$76,850.30	1.37	\$80,440.62
STEP 3	1.14	\$67,107.82	1.20	\$70,698.13	1.24	\$73,261.09	1.30	\$76,850.30	1.36	\$79,928.04	1.42	\$83,517.26
STEP 4	1.19	\$70,185.54	1.24	\$73,261.09	1.30	\$76,337.72	1.36	\$79,928.04	1.40	\$82,490.99	1.48	\$87,106.49
STEP 5	1.22	\$71,723.31	1.28	\$75,313.63	1.34	\$78,901.76	1.39	\$81,978.40	1.44	\$85,056.12	1.52	\$89,670.53
STEP 6	1.23	\$72,748.49	1.31	\$77,363.99	1.37	\$80,953.22	1.43	\$84,029.85	1.49	\$87,619.08	1.56	\$91,720.89
STEP 7	1.23	\$72,748.49	1.34	\$78,901.76	1.41	\$83,004.68	1.47	\$86,593.89	1.52	\$89,670.53	1.59	\$93,772.35
STEP 8	1.23	\$72,748.49	1.34	\$78,901.76	1.44	\$85,056.12	1.50	\$88,645.35	1.56	\$91,720.89	1.63	\$95,822.71
STEP 9	1.23	\$72,748.49	1.34	\$78,901.76	1.48	\$87,106.49	1.53	\$90,183.12	1.58	\$93,259.76	1.66	\$97,875.26
STEP 10	1.23	\$72,748.49	1.34	\$78,901.76	1.48	\$87,106.49	1.57	\$92,234.58	1.62	\$95,311.21	1.69	\$99,413.03
STEP 11	1.23	\$72,748.49	1.34	\$78,901.76	1.48	\$87,106.49	1.57	\$92,234.58	1.65	\$97,361.57	1.72	\$101,463.39
STEP 12	1.23	\$72,748.49	1.34	\$78,901.76	1.48	\$87,106.49	1.57	\$92,234.58	1.65	\$97,361.57	1.75	\$103,002.26
STEP 13	1.23	\$72,748.49	1.34	\$78,901.76	1.48	\$87,106.49	1.57	\$92,234.58	1.65	\$97,361.57	1.75	\$103,002.26
STEP 14	1.23	\$72,748.49	1.34	\$78,901.76	1.48	\$87,106.49	1.57	\$92,234.58	1.65	\$97,361.57	1.75	\$103,002.26
STEP 15	1.23	\$72,748.49	1.34	\$78,901.76	1.48	\$87,106.49	1.57	\$92,234.58	1.65	\$97,361.57	1.75	\$103,002.26
STEP 16	1.23	\$72,748.49	1.34	\$78,901.76	1.48	\$87,106.49	1.57	\$92,234.58	1.65	\$97,361.57	1.75	\$103,002.26
STEP 17	1.25	\$73,774.76	1.36	\$79,928.04	1.50	\$88,131.67	1.58	\$93,259.76	1.67	\$98,387.85	1.77	\$104,028.52
STEP 18	1.25	\$73,774.76	1.36	\$79,928.04	1.50	\$88,131.67	1.58	\$93,259.76	1.67	\$98,387.85	1.77	\$104,028.52
STEP 19	1.25	\$73,774.76	1.36	\$79,928.04	1.50	\$88,131.67	1.58	\$93,259.76	1.67	\$98,387.85	1.77	\$104,028.52
STEP 20	1.27	\$74,799.95	1.37	\$80,953.22	1.51	\$89,157.94	1.60	\$94,286.04	1.69	\$99,413.03	1.78	\$105,052.62

* Placement at the BA+54 column requires an approved integrated course of study for the 18 hours past BA+36.

** If you are placed in this column by virtue of having BA+54 and subsequently receive your MA degree, only 18 hours of approved courses are required to access the MA+36 column.

*** Placement on the MA+54 schedule requires MA plus 54 graduate semester hours with prior approval required for the 18 hours past MA+36.

**** Within a contract year an employee must work 140 days in order to receive a step for the following year.

315 SALARY SCHEDULE 2026-2027, 2027-2028, 2028-2029

KIBSD FY29 SALARY SCHEDULE WITH INDEX

	Index	BA 0	Index	BA 18	Index	BA 36 / MA 0	Index	BA 54 / MA 18	Index	MA 36	Index	MA 54
STEP 0	1.00	\$59,516.71	1.03	\$61,047.47	1.07	\$63,636.05	1.13	\$67,261.17	1.19	\$70,887.39	1.23	\$73,475.97
STEP 1	1.03	\$61,565.19	1.08	\$64,153.77	1.14	\$67,778.89	1.19	\$70,887.39	1.24	\$73,993.70	1.30	\$77,618.81
STEP 2	1.08	\$64,153.77	1.14	\$67,778.89	1.20	\$71,405.12	1.24	\$73,993.70	1.30	\$77,618.81	1.37	\$81,245.03
STEP 3	1.14	\$67,778.89	1.20	\$71,405.12	1.24	\$73,993.70	1.30	\$77,618.81	1.36	\$80,727.32	1.42	\$84,352.44
STEP 4	1.19	\$70,887.39	1.24	\$73,993.70	1.30	\$77,101.09	1.36	\$80,727.32	1.40	\$83,315.90	1.48	\$87,977.56
STEP 5	1.22	\$72,440.54	1.28	\$76,066.76	1.34	\$79,690.78	1.39	\$82,798.19	1.44	\$85,906.69	1.52	\$90,567.24
STEP 6	1.23	\$73,475.97	1.31	\$78,137.63	1.37	\$81,762.75	1.43	\$84,870.15	1.49	\$88,495.27	1.56	\$92,638.10
STEP 7	1.23	\$73,475.97	1.34	\$79,690.78	1.41	\$83,834.72	1.47	\$87,459.83	1.52	\$90,567.24	1.59	\$94,710.07
STEP 8	1.23	\$73,475.97	1.34	\$79,690.78	1.44	\$85,906.69	1.50	\$89,531.81	1.56	\$92,638.10	1.63	\$96,780.94
STEP 9	1.23	\$73,475.97	1.34	\$79,690.78	1.48	\$87,977.56	1.53	\$91,084.95	1.58	\$94,192.36	1.66	\$98,854.02
STEP 10	1.23	\$73,475.97	1.34	\$79,690.78	1.48	\$87,977.56	1.57	\$93,156.92	1.62	\$96,264.32	1.69	\$100,407.16
STEP 11	1.23	\$73,475.97	1.34	\$79,690.78	1.48	\$87,977.56	1.57	\$93,156.92	1.65	\$98,335.19	1.72	\$102,478.02
STEP 12	1.23	\$73,475.97	1.34	\$79,690.78	1.48	\$87,977.56	1.57	\$93,156.92	1.65	\$98,335.19	1.75	\$104,032.28
STEP 13	1.23	\$73,475.97	1.34	\$79,690.78	1.48	\$87,977.56	1.57	\$93,156.92	1.65	\$98,335.19	1.75	\$104,032.28
STEP 14	1.23	\$73,475.97	1.34	\$79,690.78	1.48	\$87,977.56	1.57	\$93,156.92	1.65	\$98,335.19	1.75	\$104,032.28
STEP 15	1.23	\$73,475.97	1.34	\$79,690.78	1.48	\$87,977.56	1.57	\$93,156.92	1.65	\$98,335.19	1.75	\$104,032.28
STEP 16	1.23	\$73,475.97	1.34	\$79,690.78	1.48	\$87,977.56	1.57	\$93,156.92	1.65	\$98,335.19	1.75	\$104,032.28
STEP 17	1.25	\$74,512.51	1.36	\$80,727.32	1.50	\$89,012.99	1.58	\$94,192.36	1.67	\$99,371.73	1.77	\$105,068.81
STEP 18	1.25	\$74,512.51	1.36	\$80,727.32	1.50	\$89,012.99	1.58	\$94,192.36	1.67	\$99,371.73	1.77	\$105,068.81
STEP 19	1.25	\$74,512.51	1.36	\$80,727.32	1.50	\$89,012.99	1.58	\$94,192.36	1.67	\$99,371.73	1.77	\$105,068.81
STEP 20	1.27	\$75,547.95	1.37	\$81,762.75	1.51	\$90,049.52	1.60	\$95,228.90	1.69	\$100,407.16	1.78	\$106,103.14

* Placement at the BA+54 column requires an approved integrated course of study for the 18 hours past BA+36.

** If you are placed in this column by virtue of having BA+54 and subsequently receive your MA degree, only 18 hours of approved courses are required to access the MA+36 column.

*** Placement on the MA+54 schedule requires MA plus 54 graduate semester hours with prior approval required for the 18 hours past MA+36.

**** Within a contract year an employee must work 140 days in order to receive a step for the following year.

320 CAREER AND TECHNICAL EDUCATION FEES

If the District determines that career and technical education teachers require specialized training, certification, or licensure, the District will pay for the associated fees.

325 EXTENDED CONTRACTS

Extended contracts reflecting their individual per diem rate shall be offered to any employee whose duties require more than the days established in the contract. Determination of eligible employees and the length of the extended contract shall be the prerogative of the Board of Education upon the recommendation of the Superintendent.

330 HEAD TEACHER'S PAY

The District shall pay head teachers for their extra responsibilities and administrative duties that cannot reasonably be done by the unit administrator, as described in the head teacher job description. These duties shall NOT include evaluation of, discipline of, or sole hiring authority of other bargaining unit members. Each head teacher shall receive a job description upon hire and annually. Head teacher pay shall be determined according to the following formula:

$$\text{TOTAL HT} = (\text{TS} + 1000\text{T}) (1 + \text{E}/\text{Contracted days})$$

Where:

HT = Head teacher's pay

TS = Teacher salary scale placement

T = Number of employees in the school/unit

E = Number of days required above the contracted days (E = 4 if enrollment is 19 students and below, E = 5 if enrollment is 20 students or more)

This stipend will be paid in two equal installments in January and June.

For example:

Teacher Salary	T	E	Contract Days	HT Salary Total	Stipend
\$77,199.00	1	5	189	\$80,267.76	\$3,068.76

$$\text{Total HT Pay} = (\$77,199 + 1000(1))(1 + 5/189) = \$80,267.76$$

335 ADVANCEMENT ON THE SALARY SCHEDULE

I. Purpose

The purpose of the procedure is to establish guidelines by which an individual may apply for higher placement on the salary schedule through purposeful, advanced professional learning. Each case shall be considered on its own merit. This procedure shall be used in evaluation of post bachelor's degree course credit, vocational experience, educational travel, and District-sponsored activities and subsequent to issuance of an initial teaching certificate.

II. Procedures

- A. Submission of application, grade reports, transcripts, and/or supportive documents shall be submitted to Human Resources by September 30. Notice of acceptance or denial of the application must be provided to the employee by the Superintendent within four (4) weeks of submission of all required materials.
- B. An employee at the BA+36 or MA+36 level will be required to meet with a collaborative committee composed of at least two (2) Superintendent-approved Association members and the Superintendent and/or their designee(s) to review a written plan indicating two, nine (9) semester hour programs of study or one eighteen (18) semester hour program of study for lateral movement to the BA+54 or MA+54 level on the salary schedule. The committee will meet a minimum of three times per year at mutually agreeable times.
- C. The written plan shall be reasonably related to the employee's current teaching assignment instructional responsibilities, or anticipated District instructional needs.
- D. When approved by the committee, the entire plan will be forwarded to the Superintendent for approval.
- E. In the event the Superintendent denies or questions credits, the applicant may then submit written supportive statements for each course in question.
- F. If the Superintendent continues to deny or question credit, and the applicant wishes, the transcript and supportive statements for each course in question may be submitted to the Association for evaluation.
- G. The Association, the Superintendent, and the applicant shall meet no later than seven (7) days after Step F is completed.
- H. A decision regarding credits to be accepted or disallowed must be reached within fourteen (14) days by the Association and the Superintendent.
- I. In case of disagreement between the Association and the Superintendent, their individual recommendations and justifications will be forwarded to the Board of Education in writing for a final decision within fourteen (14) days.

335 ADVANCEMENT ON THE SALARY SCHEDULE (cont'd)

- J. The employee must submit to Human Resources, by December 1, official transcripts showing the most recent coursework in any year that the employee moves from one column to another if other documentation has been accepted to meet September deadline.

340 CONTRACT SALARY ADJUSTMENT

Any full-time employee contracted for a full school year who has their contracted salary adjusted after the first day of school shall have the adjustment occur on the first scheduled payday immediately following the adjustment unless there are less than three business days until payday. In that case, salary adjustment will occur on the next payday.

Contract adjustments that reduce the number of working days shall also cause a reduction in earned sick leave and personal leave.

345 MILEAGE REIMBURSEMENT

- I. Employees required to use their own vehicle on authorized school business have the option to be reimbursed by the District at the IRS business mileage rate in effect on January 1 of each school year.
- II. Mileage reimbursement claims must be completed by the employee, verified by the supervisor monthly, and turned in to the Business Department by the 15 of each month for the preceding month or by the end of each school semester.
- III. This excludes transportation between home and regular duty station.

355 TUITION REIMBURSEMENT

- I. The District shall pay actual tuition cost at the University of Alaska rate in effect on July 1 of each school year for graduate and undergraduate courses for a maximum of three (3) semester hours per year. Application for payment will be made in writing within forty (40) school days after course completion to the Office of the Superintendent.
- II. Compensation for courses successfully completed will be paid within twenty (20) school days of submitting documents showing successful course completion; however, employees applying for payment of courses starting after November 15 will be paid providing the employee signs a contract for the following school year starting in the same calendar year.
 - A. Returning non-tenured employees will be reimbursed for any approved classes in the fall of the following school year.
 - B. Classes taken for original Alaska regular certificate will not be eligible for tuition reimbursement.
- III. Any of the following shall be considered evidence of successful course completion:
 - 1) Official transcript
 - 1) Official grade slip
 - 2) A signed verification from a university official
- IV. The procedure for approval of a course shall be as provided in Item 335.
- V. Tuition reimbursement shall not be paid for District-sponsored courses, in-service, or workshops. District-sponsored in this item means that: 1) the District pays the instructor or 2) provides administrative leave for the duration of the course or 3) provides travel and per diem for the employee to take the course.

360 RURAL EMPLOYEE TRAVEL REIMBURSEMENT

- I. Upon request, the District shall pay for two round-trip airfares per school year to all rural schools, not on the road system, for each rural employee and their family members. The District shall also pay for four hundred (400) pounds of air freight for each adult and two hundred (200) pounds of air freight for each child in the family from the City of Kodiak to the duty station and back to the City of Kodiak, or from one rural site to another if the employee is transferred to another rural assignment.

- II. The District also agrees to pay the round-trip airfare and per diem, as specified in School Board Policy, if the employee is required to travel on a District-sponsored trip, in-service program, athletic event, workshop, or other activity.

365 EXTRA-DUTY ACTIVITIES SALARY AND RANGE

- I. The District shall review the extracurricular program to determine which activities shall be included and the extent to which the District shall engage in each of the included activities. This review by the District may also occur prior to the beginning of the activity and, in addition, during the activity based on student participation.
- II. Authorized activities will be compensated by assignment to one (1) of the seven (7) salary ranges each of which has ten (10) experience steps as shown in the schedule below. The range number at the right of each activity is the range assigned for extra-duty salary purposes. The percentages shown are percentages of the BA/0 level of Item 315.

STEP	1	2	3	4	5	6	7
0	.0200	.0400	.0480	.0560	.0640	.0880	.1280
1	.0210	.0420	.0504	.0588	.0672	.0924	.1344
2	.0220	.0440	.0528	.0616	.0704	.0968	.1408
3	.0230	.0460	.0552	.0644	.0736	.1012	.1472
4	.0240	.0480	.0576	.0672	.0768	.1056	.1536
5	.0250	.0500	.0600	.0700	.0800	.1100	.1600
6	.0260	.0520	.0624	.0728	.0832	.1144	.1664
7	.0270	.0540	.0648	.0756	.0864	.1188	.1728
8	.0280	.0560	.0672	.0785	.0896	.1232	.1792
9	.0290	.0580	.0696	.0812	.0928	.1276	.1856

- III. Ten (10) experience steps shall be allowed providing that:
 - A. All experience is gained in the activity for which compensation is being considered.
 - B. All experience from outside the District shall be accompanied by a letter attesting to that service and signed by that employee’s previous administrator. In assigning an experience step, the administration will equate comparable outside experience in the same activity for which they are being contracted.
 - C. The assignment of experience steps shall not decrease as long as the employee is employed by the District.
- IV. During the term of this Agreement, the District and KBEA may mutually agree to changes on the attached schedule.
- V. No employee shall be expected to begin extra-duty activities unless they have signed an extra-duty contract.
- VI. Employees shall not be required to perform activities from this schedule, which have not been compensated.

365 EXTRA-DUTY ACTIVITIES SALARY AND RANGE (cont'd)

- VII. Employees shall not be required to provide any personal funds while engaged in conducting extra-duty activities for the District. Employees may request an advance for estimated team-incurred expenses if necessary. Advances not documented within ten (10) days will be deducted from salary. If an advance is not given, appropriate expenses incurred will be reimbursed within thirty (30) days of submittal of documentation.
- VIII. Year-long extra duties will be paid one-half in January and the remaining contract amount following completion of the contract in June.
- IX. Allowable per diem will be paid to coaches or other extra-duty staff required to travel.
- X. Extra duty salaries for rural programs will be paid a proportionate amount based on the number of participants and competitions. In the event that an activity combines students from different rural school for a single team, a single extra duty contract will be split among those employees who are working with the students during the week and at the competitions.
- XI. These provisions do not apply to Temporary Employment Agreements. Any of the extra-duty positions listed in the following schedule will not be paid through a Temporary Employment Agreement.
- XII. The extra duty contract is for student engagement outside of the school day at regularly scheduled intervals. These opportunities could include practice, performance, and/or travel that are not a requirement of a class or a professional responsibility. Outside of the school day practices, performances, and/or travel can be a professional responsibility and may not qualify as an extra duty contract.
- XIII. When activities of the same name for Middle School and High School are concurrent, they must have two sponsors. These Middle School and High School activities may be combined if the sponsors are working collaboratively. If one person is the sponsor for both KMS and KHS activities of the same name, the programs must be run separately.
- XIV. Activities marked with an (*) denote a yearlong activity. For these activities, payment will be disbursed in two payments. All other payments will be made upon completion of the activity.

365 EXTRA-DUTY SALARY SCHEDULE

HIGH SCHOOL ATHLETICS	Range
Baseball Head Coach	6
Baseball JV/Assistant (as needed)	4
Basketball Head Coach Boys	7
Basketball JV/Assistant Boys (as needed)	5
Basketball Head Coach Girls	7
Basketball JV/Assistant Girls (as needed)	5
Cheerleading Basketball Head Coach	5
Cheerleading Basketball JV/Assistant (as needed)	3
Cheerleading Football Head Coach	4
Cheerleading Football JV/Assistant (as needed)	2
Cross Country Head Coach Boys	5
Cross Country JV/Assistant Boys (as needed)	3
Cross Country Head Coach Girls	5
Cross Country JV/Assistant Girls (as needed)	3
Dance Team Head Coach	5
Dance Team JV/Assistant (as needed)	3
Esports Head Coach	3
Esports JV/Assistant (as needed)	1
Football Head Coach	6
Football JV/Assistant (as needed)	4
Hockey Head Coach	7
Hockey JV/Assistant (as needed)	5
Native Youth Olympics Head	5
NYO JV/Assistant (as needed)	3
Soccer Head Coach Boys	6
Soccer JV/Assistant Boys (as needed)	4
Soccer Head Coach Girls	6
Soccer JV/Assistant Girls (as needed)	4

HIGH SCHOOL ATHLETICS	Range
Softball Head Coach	6
Softball JV/Assistant (as needed)	4
Swimming Head Coach	7
Swimming JV/Assistant (as needed)	5
Tennis Head Coach	5
Tennis JV/Assistant (as needed)	3
Track & Field Head Coach Boys	6
Track & Field JV/Assistant Boys (as needed)	4
Track & Field Head Coach Girls	6
Track & Field JV/Assistant Girls (as needed)	4
Unified Track Head Coach	4
Unified Track JV/Assistant (as needed)	2
Volleyball Head Coach	7
Volleyball JV/Assistant (as needed)	5
Wrestling Head Coach	6
Wrestling JV/Assistant (as needed)	4
All High School Athletic Programs have the ability to add a C Team or additional Assistant Coach as needed based on student participation.	

365 EXTRA-DUTY SALARY SCHEDULE (cont'd)

HIGH SCHOOL ACTIVITY	Range
Concert/Marching Band Club Sponsor	5
Concert/Marching Band Club Assistant (as needed)	3
Pep Band Club Sponsor	5
Pep Band Club Assistant (as needed)	3
Jazz Band Club Sponsor	5
Jazz Band Club Assistant (as needed)	3
C'amai Club Sponsor	2
C'amai Club Assistant (as needed)	1
Chorus Club Sponsor	5
Chorus Club Assistant (as needed)	3
Drama Club Sponsor	5
Drama Club Assistant (as needed)	3
Drama, Debate and Forensics Club	5
DDF Club Assistant (as needed)	3
Family, Career, and Community Leaders Club Sponsor	5
FCCLA Club Assistant (as needed)	2
Intramurals Club Sponsor Boys*	2
Intramurals Club Assistant Boys (as	1
Intramurals Club Sponsor Girls*	2
Intramurals Club Assistant Girls (as	1
Key Club Sponsor*	2
Key Club Assistant (as needed)	1
National Honor Society Club Sponsor*	2
NHS Club Assistant (as needed)	1
Orchestra Club Sponsor	5
Orchestra Club Assistant (as needed)	3
Pep Club Sponsor*	2
Pep Club Assistant (as needed)	1
Student Council Club Sponsor*	6
Student Council Club Assistant (as	4
Yearbook Club Sponsor*	4
Yearbook Club Assistant (as needed)	2

RURAL ACTIVITY	Range
Basketball Boys	2
Basketball Girls	2
Basketball Jr. High Boys	1
Basketball Jr. High Girls	1
Cheerleading	1
Cross Country	2
Intramurals*	2
National Honor Society*	1
Student Council*	2
Track & Field	1
Volleyball	2
Wrestling	2

All Rural Activities may have an Assistant or JV Coach as needed for student participation. Paid at the range listed for the corresponding assistant above.

365 EXTRA-DUTY SALARY SCHEDULE (cont'd)

KMS ATHLETICS	Range
Basketball Boys	3
Basketball Girls	3
Cheerleading	3
Cross Country Boys	3
Cross Country Girls	3
Native Youth Olympics	3
Intramurals Boys*	3
Intramurals Girls*	3
Swimming & Diving	3
Track & Field Boys	3
Track & Field Girls	3
Volleyball Boys	3
Volleyball Girls	3
Wrestling	3

KMS Athletic Assistants	2
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KMS ACTIVITIES	Range
Band Club*	2
Chorus Club*	2
Drama Club	2
Orchestra Club*	2
Student Council Club*	2
Yearbook Club*	2

KMS Assistants	1
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All KMS Athletics and Activities listed have an Assistant position available as needed to accommodate student participation

ELEMENTARY ACTIVITIES	Range
Intramurals Club	3
Music Club	1
School Patrol Club	1

PK-12 ACTIVITIES	Range
Clinics, Clubs and	1

370 SUPPLEMENTAL CONTRIBUTIONS

I. 403(b) Supplemental Retirement Account

A. The District shall provide employees the opportunity to participate in a voluntary 403(b) supplemental retirement plan. Participation requires enrollment by the employee with the designated plan administrator. Employees may elect to contribute to this supplemental retirement account, up to the allowable IRS limits, via payroll deductions, by submitting the appropriate form to payroll.

II. Health Savings Account

A. The District provides employees the opportunity to participate in a voluntary Health Savings Account (HSA), provided the employee is enrolled in a qualifying High Deductible Health Plan (HDHP). Participation requires enrollment by the employee with the designated HSA administrator.

B. Employees may elect to contribute to their HSA, up to the allowable IRS limits, through payroll deductions by submitting the appropriate authorization form to Payroll.

III. District Contribution Program

A. In addition to employee voluntary contributions to the 403(b) and/or HSA, the District shall provide an annual five hundred dollar (\$500) contribution for each eligible employee.

B. Employees may elect to have this District contribution deposited into either:

i. The employees 403(b) supplemental retirement; or

ii. The employee's Health Savings Account (HSA), provided the employee is enrolled.

C. The District contributions shall be made in the January 23 paycheck.

D. Employees must submit their annual election to payroll no later than December 15 of each year. If no election is made, the contribution shall default to the employee's HSA account. If the employee is not enrolled in either an eligible 403(b) or HSA, the employee forfeits the contribution for that year.

400 INSURANCE

406 LIFE INSURANCE

- I. The District shall provide, on a non-contributory basis, a group Life and Accidental Death and Dismemberment insurance plan for each .43 FTE and above employee in an amount equal to eighty-five thousand dollars (\$85,000). In the event of an accidental death, the insurance shall pay double the above amount. The program of benefits will be as described in a Master Contract between the District and the insurance carrier but shall be in effect when the employee is on District-approved travel.
- II. Upon retirement, an employee may elect to continue in force the Life Insurance coverage provided by the District during the period of the member's employment if and to the extent allowed by the plan. If such an election is made, the retired employee shall pay all premiums for the insurance. The maximum face value of such insurance shall not exceed that of the policy provided by the District to the employee immediately prior to the employee's retirement.
- III. An employee on an approved leave of absence may elect to continue in force the Life Insurance coverage provided by the District during the period of the member's employment. If such election is made, the employee shall pay all premiums for the insurance at the "group rate" premium rate.

410 HEALTH INSURANCE

- I. The Kodiak Island Borough School District shall offer a High Deductible group health care plan for employees and dependents with benefits no less than those offered in the Kodiak Island Borough School District Plan Document Effective July 1, 2016.
- II. The High-Deductible Health Plan (HDHP) shall have no more than a three thousand five hundred dollar (\$3500) (individual) and seven thousand dollar (\$7000) (family) deductible. Participation in the HDHP will be at the option of the employee (subject to limited enrollment periods). The District shall also make available a District sponsored health savings account (HSA) conditioned upon and subject to applicable statutes and regulations.
- III. Pursuant to Section 125 of the United States Tax Code as amended, the District shall offer the employees the option of participating in a group health plan. Requirements for and benefits of participation in the health plan shall be set forth in the District's Section 125 Plan which may be amended from time to time to conform to the requirements of Section 125.
- IV. Employees who choose to participate in the health care plan offered by the District shall contribute, through compensation reduction premium costs subject to any applicable limitations of Section 125 of the United States Tax Code as amended.
- V. When an employee has worked for the District for thirty (30) consecutive days, they become eligible for participation.
- VI. No employee covered by this agreement shall receive health insurance from more than one District policy.
- VII. Employees who choose to participate in the health care plan offered by the District pursuant to Section 125 of the United States Tax Code shall contribute through compensation reduction premium costs according to the following schedule:

FY2026-2029, the District shall pay 97% and participating employees shall pay 3% of the HDHP rates. Employees who have a District HSA will receive a \$500 contribution to their HSA on the January 23 paycheck, annually (see Item 370: SUPPLEMENTAL CONTRIBUTIONS).

Part-time employees or employees moving from full to part-time status who elect to have insurance coverage shall pay a proportionate share of the premium cost. However, no part-time employee shall be required to pay more than fifty percent (50%) of the premium cost.

The employee contributions of the health insurance premium will be deducted in twenty (20) or twenty-four (24) equal contributions beginning with the first pay period in September.

With mutual consent, this item may be altered in such a way as to reduce costs to both parties.

410 HEALTH INSURANCE (cont'd)

*If an agreement is not reached for years subsequent to this contract, the last stated schedule of cost sharing will be used to calculate District/employee health insurance premium contributions.

VIII. Surplus of Health Insurance Premiums

The District will, by December 31 of each year, calculate a final cost of the insurance plan for the previous fiscal year which shall include all participants that were in the Plan for that year. To the extent, if any, there is a surplus of premiums paid in excess of costs, each employee participant will be refunded on or before December 31 of each year, an amount of the surplus that is directly proportional to the amount that the employee participant paid in premiums during the previous fiscal year (as compared to the District's contribution to premium).

IX. Insurance Committee

KBEA will participate in scheduled insurance committee meetings (which shall include KIESA, KAA, KAP and Superintendent Representation). The committee shall meet a minimum of three times per school year (in the fall, spring, and June following receipt of rates) unless otherwise agreed in writing by both parties. The committee shall only consider current health insurance issues such as benefits, selection of broker, surplus accounts, changes, or modifications thereto and procedures and protocols related to the operation of this committee. If the committee proposes changes to benefits, such changes may be implemented during the term of this negotiated agreement upon the written agreement of the District and KBEA authorized officials. KBEA shall consider changes proposed by the Insurance Committee in accordance with the by-laws of KBEA. Any party may add an agenda item consistent with this paragraph.

500 LEAVES

505 CIVIC LEAVE

- I. All employees shall be free to perform civic duties, such as non-personal appearances for court subpoenas, jury duty, holding elective public office and/or serving on all committees, commissions, or other appointive bodies established by the Superintendent, Board of Education, Borough Assembly, Commissioner of Education and Early Development, State Commissions, Governor or State Legislature providing that service in this capacity does not, in the opinion of the Superintendent, disrupt the educational process for which the employee is hired or add unreasonable burden to the District in the opinion of the Superintendent.
- II. Civic leave requests resulting from court subpoenas will only be granted if such subpoenas are non-personal in nature. An employee requesting civic leave resulting from being subpoenaed shall submit a written leave request along with a copy of the subpoena to the Superintendent for approval. An employee granted civic leave resulting from a court subpoena is expected to be absent from their employee assignment only during the actual court appearance with an appropriate time allowance for travel to and from the court appearance.
- III. At the discretion of the Superintendent, an employee may be granted, upon written request, a leave with pay for civic duties at the state and local level.
- IV. The District will not be liable for any travel or per diem. Any pay, excluding per diem and travel pay, received for services while on such a paid leave shall be refunded to the District.

510 ADDITIONAL LEAVE

A total of seven (7) days of non-accumulative paid leave days may be granted per contract year, inclusive of Emergency Leave and Bereavement Leave, for the purposes described below.

I. Emergency Leave

- A. The District shall provide emergency leave at full pay when unavoidable absence is due to (but not limited to) weather, serious accident, transportation delay, acute unanticipated home maintenance problems, or threat to property.
- B. An emergency is defined as suddenly precipitated, or of such a nature that pre-planning or rescheduling is not possible.
- C. Emergency leave may be granted by the Superintendent when situations occur that are not identified in this item and any such approval does not set a precedent.
- D. The employee will make reasonable effort to contact their supervisor or office personnel to communicate a return time.
- E. Rural employees will be allowed two (2) additional days to be used when weather restricts travel back to their rural sites.

II. Bereavement Leave

- A. Three (3) days of non-accumulative paid leave days may be allowed for an absence occasioned by a notification of death, impending death or memorial service/funeral of an employee's or their spouse's/domestic partner's immediate family. Immediate family, for the purpose of bereavement leave shall be defined as parent, spouse, domestic partner, sibling, child (step, foster, adopted, in loco parentis), or a person for whom the employee is the legal guardian, and such a person lives in the same household as the employee.
- B. In the case of travel, an employee may be allowed an additional four (days).
- C. In the event of the death, impending death, or memorial service/funeral of an individual not included in the above list, bereavement leave may be granted on a case-by-case basis, at the discretion of the Superintendent, and any such approval does not set a precedent.

515 PARENTAL LEAVE

- I. Parental leave is defined as a temporary leave of absence without pay due to pregnancy, birth or adoption and shall be available to either parent.
- II. The District shall not discriminate against or exclude from employment an employee on the basis of pregnancy. Pregnancy will be treated like any other temporary disability for all job-related purposes.
- III. Employees anticipating parental leave are encouraged to notify the District within the first three (3) months of pregnancy, birth, or adoption proceedings (or the first week of school if the third month is during the summer recess). The employee shall also file with the District a medical affidavit from their physician certifying that no health problems exist which would impair their effectiveness in the classroom.
- IV. Parental leave requests shall include the following:
 - A. Application for leave at least sixty (60) calendar days prior to the approximate leave request date.
 - B. A revised request with a specific leave date shall be filed two (2) weeks in advance of leave date.
- V. Accrued sick leave as provided in Item 525 may be used during the temporary disability resulting from pregnancy.
- VI. Parental leave may begin at the eighth month of pregnancy if the employee so chooses and continue through six (6) weeks after the birth or adoption of the child. If an employee has been employed full-time at least one-year, parental leave may continue through eighteen (18) weeks after the birth or adoption of the child.
- VII. If both members of a teaching couple request parental leave and the District is unable, after diligent effort, to secure a certificated substitute for one of the positions, one of the leaves may be limited to twenty (20) teaching days.
- VIII. For cases of parental bonding when both parents are employees as defined in Item 112: DEFINITIONS and one or more qualify for AFLA/FMLA, AFLA/FMLA can be taken by one parent and parental leave can be taken by the other, either concurrently or subsequently.

525 SICK LEAVE

The District and KBEA agree that sick leave is a right that should not be abused. The District shall credit, without limit, sick leave with pay to all regularly contracted employees in a manner consistent with the following provisions. Contract adjustments that reduce the number of working days shall also cause a reduction in earned sick leave.

- I. Sick leave is accrued at the rate of one and one-third (1 1/3) days for each calendar month or each major portion of each calendar month of actual service.
- II. Employees are encouraged to arrange routine medical and dental visits outside the workday.
- III. The District shall advance sick leave at the beginning of the school year. Should the employee not fulfill the teaching contract for any reason, sick leave days used in advance and not earned shall be proportionally adjusted and deducted from the employee's last paycheck.
- IV. Cumulative sick leave earned by an employee in an Alaskan school district is transferable to any other school district if the employee's service is continuous.
- V. An employee who is on an approved leave of absence may retain cumulative sick leave for the duration of the approved leave.
- VI. An employee may use accrued sick leave for leave due to personal injury or illness without limitation concerning the duration of usage.
- VII. An employee may use accrued sick leave for the death, illness, or welfare of a person in the employee's immediate family (grandparent, parent, spouse, child (step, foster, adopted, in loco parentis), or sibling).
- VIII. The option exists for Alaska Teacher Retirement System Tier 3 employees to sell back their sick leave to the District, upon resignation. The employee must request, no later than May 1, through payroll, the sick leave pay out as outlined below. The sick leave payout will be paid out on the June 23 paycheck.

If an employee worked for the District between 6-9 consecutive years the employee can sell fifteen percent (15%) of their sick leave at a daily rate of two hundred and fifty dollars (\$250).

If the employee worked for the District between 10-14 consecutive years, they can sell back seventeen percent (17%) of their sick leave at a daily rate of two hundred and fifty dollars (\$250).

525 SICK LEAVE (cont'd)

If the employee worked for the district between 15-19 consecutive years, they can sell back nineteen percent (19%) of their sick leave at a daily rate of two hundred and fifty dollars (\$250).

If an employee worked for the District 20 years or more, they can sell back twenty five percent (25%) of their sick leave at a daily rate of three hundred and fifty dollars (\$350).

Years of consecutive service	Sale %	Daily Rate
6-9	15%	\$250
10-14	17%	\$250
15-19	19%	\$250
20+	25%	\$350

Sample: 10 sick leave days X 15% X \$250 = \$375 Total Buyout

Should the State of Alaska bring back a defined contribution retirement program this item will sunset, immediately.

Days paid out will be removed from the employees' total and not transferable to another district.

- IX. The District may require that the employee provide, at their expense, a licensed health care provider's statement setting forth the date on which an absence due to illness or disability will commence or has commenced and the expected length of the absence consistent with provisions of FMLA/AFLA. When requesting sick leave in advance for prearranged appointments, the District may require a licensed health care provider's statement.

- X. If the District has cause to suspect sick leave abuse, or if the District wants to verify that an employee is sufficiently well to perform teaching duties, the District may require a licensed health care provider's statement, e.g., when sick leave is used in conjunction with weekends or vacation periods or during parent-teacher conferences. In accordance with 4 AAC 15.040, a false statement by an employee regarding sick leave is sufficient grounds for cancellation of an employee's contract and recommendation for revocation of their teaching certificate.

530 SICK LEAVE BANK

- I. The Sick Leave Bank shall be administrated by a Sick Leave Bank Committee. The Committee shall consist of two (2) members selected by the Association and one member selected by the Administration. It is the Committee's responsibility to approve or deny requests for Sick Leave Bank usage. In the case of denial, this request for Sick Leave Bank usage may be appealed to the Board of Education.
- II. Each new member of the bank will donate one day of their sick leave to the bank by their third pay period. Once the bank is built up to four hundred fifty (450) days, no more days will be added until the bank is depleted to three hundred (300) days except for the purpose of entering new members into the bank.
- III. In the event that the bank becomes totally depleted during the school year, each member of the bank will donate an additional day up to a maximum donation of three (3) days per year.
- IV. The first ten (10) days of illness or disability will not be covered by the bank but must be covered by the employee's own accumulated sick leave or absence without pay. An employee on parental leave will not participate in the sick leave bank unless such employee is disabled due to an illness or injury arising from pregnancy as certified by a physician and approved by the Sick Leave Bank Committee.
- V. An employee will not be able to withdraw days from the bank until their own sick leave is depleted.
- VI. The number of Sick Leave Bank days available to an employee shall equal twice the number of days of sick leave the employee has accumulated before the first day of school in any school year or twenty-four (24) days, whichever is greater.
- VII. Employees withdrawing Sick Leave Bank days will not have to replace these days except as a regular contributing member of the bank.
- VIII. Sick leave days can only be withdrawn from the bank for individual member's illness.
- IX. Requests for use of Bank Days must be in writing and accompanied by a letter from the attending physician. The request must be filed with the Association President and the unit administrator. The approval of the request shall be subject to the attending physician's supportive statement.
- X. Upon separation from the District, an employee may donate one (1) day of their accrued sick leave to the Sick Leave Bank. The employee must notify the Payroll Department prior to their separation date.

535 SABBATICAL LEAVE

I. Eligibility

- A. The Board of Education shall have sole responsibility in granting sabbatical leaves.
- B. Employees who have rendered active service for seven (7) or more years in the District are eligible for sabbatical leave.
- C. The proposed program of study must be educationally beneficial to the District.
- D. The employee must agree to return to educational work in the District for two (2) full school years following the leave. An employee who does not serve for at least two (2) full years after their return shall refund to the District the money paid to them unless their failure to serve is attributable to sickness, injury, or death.
- E. Any employee applying for sabbatical leave must conform to provisions pertaining to sabbatical leave as outlined in Article 4, Sabbatical Leave, Compiled School Laws - State of Alaska.
- F. For the purposes of this leave, "employee" shall mean any certificated employee.

II. Application Procedure

- A. The employee must submit a letter of application for sabbatical leave to the Association not later than January 25.
- B. A plan of proposed study must be submitted with the application.
- C. The Association President or designee shall submit the applications of all sabbatical leave applicants with any recommendations to the Superintendent not later than February 10.
- D. The Board of Education has the responsibility for the selection of the employee(s) to be granted the sabbatical leave(s).
- E. Successful applicants must sign a contract before receiving the benefit.

III. Benefit

- A. Employee(s) on sabbatical leave(s) will receive a stipend of ten thousand five hundred dollars (\$10,500) per school year. In addition, the District will pay for health and life insurance as provided for in Items 406 and 410 of this agreement.
- B. Unless it is otherwise agreed, an employee returning from sabbatical leave shall return to the position as specified in State Law.
- C. The sabbatical leave does not constitute a break in service for sick leave, tenure, and retirement purposes.

540 PERSONAL LEAVE

I. All full-time employees shall accrue five (5) personal leave days.

The choice to use personal leave shall be solely at the discretion of the employee subject to the following conditions.

II. Except in emergencies, such employees shall give at least twenty-four (24) hours advance notice to their immediate supervisor of their intent to be absent on personal leave.

A. Each employee shall receive their allotted personal days at the start of the school year.

B. In the event an employee has unused personal leave at the end of a school year, the employee will be reimbursed on the June 23 paycheck at the rate of two hundred and fifty dollars (\$250) a day, or three hundred and fifty dollars (\$350) a day for employees with twenty (20) or more years of consecutive service to the District. Any amount under a full day remaining will be prorated at the above identified rate.

C. In order to assure continuity of the educational program, unit administrator(s) may deny requests for personal leave, if the number of employees requesting personal leave for any one day exceeds ten percent (10%) of the teaching staff or otherwise threatens to disrupt the educational program of the school.

III. In hardship situations, the Association or the individual may solicit leave donations from employees. The Association will forward such requests in writing to the Superintendent, who must give final approval of the leave transfers before such leave becomes effective.

IV. Personal leave shall not be used to lengthen the summer release.

545 LEAVE OF ABSENCE

The Board of Education shall have sole responsibility in granting leave of absence. Such leave may be granted for educational, medical, or personal reasons, and each request will be judged on its own merit.

I. Rights

- A. All rights and benefits to which an employee was entitled at the time their Leave of Absence commenced, including unused accumulated sick leave and privileges under the non-retention statuses shall be restored to them upon their return to the District.
- B. Upon return from a leave all attempts shall be made to assign an employee to their former position or some other position for which they are qualified, within the same town or rural site at the time said leave commenced. If requesting a change of position, refer to Item 630: EMPLOYEE TRANSFER PROCEDURES.
- C. The employee may elect to pay premiums for District-wide insurance during this period, if allowed under the group insurance contract.
- D. Employees may elect to maintain or join KBEA, AK-NEA, and NEA during the Leave of Absence. All dues associated with membership are the responsibility of the employee.

II. Deadlines

- A. Request for Initial (first year) Leave of Absence Deadlines
 - i. Request for Initial (first year) Leave of Absence shall be requested of the unit administrator and copied to the Superintendent **by February 1** for their review and recommendation to the Board of Education.
 - ii. An employee may withdraw approved application for the leave of absence through notification to the unit administrator and the Superintendent **by February 15** and shall be reinstated to their former position or to a position where qualified, within the same town or rural site at the time said leave commenced.
 - iii. An employee returning from a Leave of Absence must notify the Superintendent **by January 1** if they plan to return to the District the next fall.
- B. Request for Extension of Leave of Absence Deadlines
 - i. Requests for an extension to an approved Leave of Absence for a subsequent year shall be made to the unit administrator and the Superintendent **by December 1** for their review and recommendation to the Board of Education.
 - ii. An employee may withdraw approved application for Leave of Absence through notification to the unit administrator and Superintendent **by February 15** and shall be reinstated to their former position or to a position where qualified, within the same town or rural site at the time said leave commenced.
 - iii. And employee returning from an approved Leave of Absence must notify the Superintendent **by January 1** if they plan to return to the District the next fall.

550 ADMIN PROFESSIONAL LEAVE

Employees are eligible to request Admin Professional Leave from the District for professional development opportunities.

555 LEAVE WITHOUT PAY

Leave without pay is highly discouraged and is only to be used in compelling circumstances.

In cases of AFLA/FMLA, leave use (personal and sick) is at the discretion of the employee.

An employee is placed on leave without pay when all other leave has been exhausted.

- I. Personal leave and sick leave shall be proportionately adjusted to the number of days worked.
- II. Contract is adjusted.
- III. A contract adjusted to less than one hundred and forty (140) days will equal no step advancement.
- IV. Stipends will be proportionally adjusted according to the number of days worked.
- V. Any remaining deductions will be spread over remaining days.

560 PRESIDENT'S LEAVE

- I. The District shall grant the President of the Association a maximum of three (3) days for Association business provided that the President of the Association has been assigned a full teaching schedule.
- II. The President of the Association shall give twenty-four (24) hours notice to the unit office when President's leave is to be used.

565 ASSOCIATION LEAVE

- I. The District shall grant twenty-five (25) days per year of paid Association leave to be used at the discretion of the Association. In addition, fifteen (15) such days shall be granted in the event an Association member is elected to the NEA - Alaska Board of Directors. The President of the Association shall notify the Superintendent in advance whenever Association leave is to be used. The President of the Association shall notify the Superintendent in writing a minimum of 4 weeks, or when an event is known, whenever association leave is to be used.

A tenured employee who is elected to a NEA national office shall be granted leave necessary to attend NEA duties. The District will then accept reimbursement from NEA in the amount necessary to reimburse the District as association leave taken for this purpose.

- II. The Association will recognize its responsibility for maintaining the continuity of the educational program when utilizing this provision.
- III. Any days in excess of the above will be granted at the discretion of the Superintendent. The Association will reimburse the District for the cost of substitutes for the additional days granted.
- IV. A leave of absence of one (1) year without pay will be granted upon request of one (1) employee designated by the Association for the purpose of serving as an officer of an education association affiliated with the bargaining unit. Such leave will be limited to one (1) at the state or national level of the Association.

600 EMPLOYMENT AND WORKING CONDITIONS

605 LENGTH OF CONTRACT

Total Contract days shall be applied as follows:

Workday before the opening of school	1
Flex workday (*)	2
Holidays	5
TOTAL DAYS	189

* A plan for the use of the two (2) certificated flex-work days shall be determined by the individual employee and approved by the administrator. For purposes of calculating the total contract days, the two (2) certificated flex-work days shall be indicated on the calendar by an "FW".

The last three (3) days at the end of the secondary first semester will be early release days and will be treated as employee self-directed work time. Employees will be permitted to flex this time with a plan determined by the individual employee and preapproved by the unit administrator. The time will be equitable between elementary and secondary.

The last week of school on the school calendar for students will be early release days and treated as employee self-directed work time.

The deadline for employee checkout is 4:00 p.m. on the first weekday (excluding holidays) following the last day of school.

607 WORKING DAY

- I. Employees will work a maximum of seven (7) hours per day exclusive of the thirty (30) minute duty-free lunch period and assigned or contracted extra-duty.
- II. Student supervision will begin no less than five (5) minutes after the beginning of the employee contract day.
- III. Employees will be given thirty (30) minutes of consecutive employee self-directed work time (ESDWT) at a minimum of four (4) times per week.
 - A. No more than ten (10) employee self-directed work time sessions per school year shall be mandated for legally required meetings without mutual agreement between the employee and the unit administrator(s).

608 PART-TIME EMPLOYEES

- I. Part-time employees are those employees who are contracted for less than full-day or full-year employment.
- II. Assigned duty shall be proportionate to the number of contracted work hours per day. Assigned duties will coincide with the part-time employee's working day.
- III. Required attendance by part-time employees on workdays shall be proportionate to contracted work hours. However, this does not preclude attendance beyond the proportionate contracted hours.
- IV. The required level of attendance by part-time employees at in-service will be determined by the District. Any additional time will be compensated at the employee's regular pay rate.
- V. Beginning in FY 2010, part-time employees who are employed for 140 or more days of the school year shall receive one (1) full step on the salary schedule the following year. Less than 140 days requires two (2) years of service to receive one (1) full step on the salary schedule.
- VI. The FTE of part-time secondary employee contracts will reflect the fraction formed by dividing the time required by the part-time assignment (including preparation and duty time) divided by the seven-hour working day. The FTE of a part-time secondary employee's contract in student schedules of equal length will be determined by the formula: number of teaching periods divided by the number of periods in the student schedule minus one. For example, an employee teaching three periods in a six-period schedule of equal periods: $FTE = 3 / (6-1) = .60$ FTE. The FTE of part-time secondary employee contracts in student schedules of unequal length periods will be determined on a case-by-case basis by the District and the Association.
- VII. In a situation where a secondary school schedule changes, a tenured part-time employee who was under the old schedule will be offered an assignment with at least the same FTE as their previous teaching assignment. If the tenured part-time employee accepts changes in their FTE to accommodate a secondary school schedule change, the District will, in subsequent years, provide the tenured part-time employee at least the original part-time FTE.

610 INDIVIDUAL EMPLOYEE CONTRACT

- I. The contract for regular employee positions will conform to the standard contract conditions as set forth in 4 AAC 18.010. The District will sign all contracts prior to the submission to the candidate for acceptance. Contracts must be returned to the District within thirty (30) days of receipt.
- II. No individual employment contract shall differ in format from the standard contract as accepted by both the District and the Association as set forth in Item 615: CONTRACT OF EMPLOYMENT.
- III. Contracts will be issued electronically through the employee portal and must be accepted electronically.
- IV. Employees may be offered additional extra-duty contract(s) separate from their individual employment contract.
- V. An employee who breaks a signed contract without the agreement of the District creates a significant burden on the District and School Staff. An employee who breaks a signed contract without District agreement is subject to one thousand dollars (\$1000) in liquidated damages to partially compensate the District for damages associated with the breach including, but not limited to, staff coverage obligations and recruitment obligations. This amount may be deducted from any amounts due to the employee. This provision shall not be construed as limiting the District from taking other action with either the Department of Education and Early Development, or the Professional Teaching Practices Commission.
- VI. Employees currently employed by the District who wish to break their contract for the following school year can do so before March 1 without penalty.
- VII. Certification lapses may be considered a breach of contract and could result in loss of step, loss of leave, loss of benefits, and/or contract termination. Repeat offenders may also be obligated to pay one thousand dollars (\$1000.00) in liquidated damages.
- VIII. If an employee signs a contract for which a residency waiver would be considered and submits a residency waiver request which is not granted for any reason, the employee may withdraw from their contractual obligation without penalty within fifteen (15) days of Board of Education action on residency waiver.

20__ - 20__

CONTRACT OF EMPLOYMENT - TEACHER

This contract, made and entered into this [**day**] of [**Month**], 20[], by and between the **KODIAK ISLAND BOROUGH SCHOOL DISTRICT**, hereinafter referred to as **DISTRICT**, and <<**Last Name**>>, <<**First Name**>> hereinafter referred to as **TEACHER** witnesseth:

In consideration of the mutual covenants and agreements hereinafter contained and of the **DISTRICT'S** employment of **TEACHER** and the rendering of services thereunder by **TEACHER**, the parties do hereby agree as follows:

I. **TEACHER** shall, under the authority of said **BOARD** or its successors, and subject to the supervision and authority of the properly authorized Superintendent of Schools or supervisory principal, teach in said School District during the _____ school year beginning on or about _____ and terminating on or about _____, for a total of not to exceed **189** days.

II. **DISTRICT** shall pay **TEACHER** in accordance with the following salary schedule:

CLASSIFICATION	EDUCATION LEVEL	EXPERIENCE STEP	ANNUAL SALARY RATE	FTE
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Payable in either twenty (20) or twenty-four (24) (elect one) equal payments, the first to be made On _____, with subsequent payments made on or before the 8 and the 23 of each month, less the contributions required by law and those to be paid to the Teacher's Retirement Fund, and less other proper deductions for loss of time.

III. **TEACHER** is obligated to abide by the code of ethics and the professional teaching standards adopted by the Professional Teaching Practices Commission.

IV. Both parties agree that the **DISTRICT** is bound by the provisions of Title 14 of the Alaska statutes, as they pertain to Borough School Districts and **TEACHER** is bound by the same as they apply to Borough **TEACHERS**, and by the rules and regulations of the **DISTRICT**.

V. **TEACHER** represents that they hold all certificates and other qualifications required by law to be employed as a **TEACHER**; they understand that this credential must be registered in the office of the Superintendent of the **DISTRICT** by the first day of employment with the **DISTRICT**. Contract to be terminated without penalty to the **DISTRICT** should the **TEACHER** fail to obtain a valid certificate in accordance with 4 AAC 12.

VI. **TEACHER** agrees to the following oath of allegiance as prescribed by AS 39.05.045:

615 CONTRACT OF EMPLOYMENT (cont'd)

“I do solemnly swear (or affirm) that will support and defend the Constitution of the United States and The Constitution of the State of Alaska, and that I will faithfully discharge my duties as a teacher as to the best of my ability.”

Or, if the teacher is not a U.S citizen, the following:

“I do solemnly swear (or affirm) that I do not advocate the overthrow of the constitutional form of government of the United States or Alaska, and that I will faithfully discharge my duties as to the best of my ability”.

- VII. This contract to be terminated without liability to the employing **DISTRICT** should the **TEACHER** fail to discharge the duties imposed either through incapacity or disability, or for cause as determined by AS 14.20.170.
- VIII. This contract to be terminated without penalty to the employing **DISTRICT** should it become necessary to eliminate the position because of a decreased enrollment or funding; provided at least thirty (30) days written notice is given; and provided further that, in hardship cases, the employing **DISTRICT** may, in its discretion, afford such compensation as it deems necessary, but not to exceed payment for twenty (20) days of service at regular contract per diem rate.
- IX. **TEACHER** may be obligated to pay \$1000 in liquidated damages if the **TEACHER** breeches this agreement as provided in Item 610: INDIVIDUAL EMPLOYMENT CONTRACT of the Negotiated Agreement.
- X. **TEACHER** agrees to join the Sick Leave Bank as per the terms of Item 530: SICK LEAVE BANK in the Negotiated Agreement.
- XI. **TEACHER** authorizes deductions for the Teachers’ Retirement System, if eligible.
- XII. The contract becomes void if the **TEACHER** does not return an electronically accepted copy to the **DISTRICT** within thirty (30) days of receipt.

BOARD MEMBER

BOARD MEMBER

TEACHER

MAILING ADDRESS

625 RIGHT TO ACCOMPANIMENT

If, during the course of a meeting with an administrator, an employee feels the need for assistance or believes they are facing or may face disciplinary action, the meeting will be recessed for a reasonable period of time until an Association representative or another readily available employee of their choice can be found to accompany them for the remainder of the meeting. During meetings, the Association representative may support the employee as allowed under the employee's Weingarten Rights.

The District and the Association recognize the importance of collaborative training on Weingarten Rights for employees.

The District and the Association further recognize that there may be circumstances where additional representation may be beneficial. In such cases, additional accompaniment may be permitted when mutually agreed upon by the District and the employee.

627 DUE PROCESS

No employee shall be disciplined without just cause.

628 INTENT TO RENEW

- I. Employees shall submit, through the employment portal, a notice of intent to renew or not renew their contract, or indicate preferences for future placement (see Item 630: EMPLOYEE REASSIGNMENT PROCEDURE) no later than December 15.

Submission of this notice does not constitute a formal resignation. Employees who are considering separation at the end of their contract are encouraged to indicate that intent to assist the District with preliminary recruitment planning.

- II. Employees who are retiring from the District through the State of Alaska Teachers Retirement System Tier II/III are encouraged to provide early written notice of retirement. If the employee provides written notice of retirement by December 1, they will be entitled to a \$1,000 stipend payable on their final paycheck. If the employee provides written notice of retirement by January 1, they will be entitled to a \$500 stipend payable on their final paycheck.

629 NOTICE OF VACANCIES

- I. All vacancies of certificated positions that occur during the school year for the following year will be advertised for a minimum of three (3) days. Vacancies will be posted on the District website and sent through district email to employees. To be considered for any of these positions, an employee must apply in the electronic application process.
- II. After July 15, the District will advertise and post all employee vacancies for two (2) days. To be considered for any of these positions, an employee must apply in the electronic application process.
- III. After August 1 hires and transfers are at the discretion of the Superintendent.
- IV. If a position comes open after the first school day and is filled by a new hire, that position is open for transfers the following school year. This transfer option is available only to those employees who expressed an interest in writing during the first thirty (30) days after the position was filled.
- V. The District and the Association recognize the value of hiring bargaining unit employees. The District will make reasonable effort, as determined by the District, to recruit qualified bargaining unit employees before subcontracting or offering residency waivers. It is the priority of the District to hire in-person bargaining unit employees. Residency waivers with bargaining unit employees may be considered prior to subcontracting.

When a posted vacancy has not resulted in a direct hire, the District shall notify the Association of subcontracting the bargaining unit work.

629 EMPLOYEE REASSIGNMENT PROCEDURE

I. Considerations

- A. Reassignment is defined as movement within a building.
- B. Reassignment may also include an increase or reduction in contracted hours when that change is beneficial to the program and agreed upon by both the Unit Administrator and employee.
- C. When reassignment is being considered, qualifications shall include evaluations, experience, formal training, any applicable state or federal standards for employees in that position, and length of service.

II. Voluntary Reassignment

- A. Not less than annually, building/unit administrator(s) will seek input from individual employees regarding their preferences for open assignments. Employees are to communicate with their building/unit administrator(s) regarding their assignment preference(s).
- B. When a certificated position in a unit becomes vacant, the unit administrator shall inform unit employees of the vacancy no less than one (1) day prior to the position being posted. Such a notice is for the purpose of allowing employees to express their interest in the position.

III. Involuntary Reassignment

The District and the Association recognize that some involuntary reassignments of an employee within a school may be in the best interest of the District. The procedure shall be as follows:

- A. Written notice of an involuntary reassignment for the coming year should be given to the employees as soon as practicable and not later than the end of the school year.
- B. If an involuntary reassignment becomes necessary during the week prior to the start of school, or during a current school year, the employee involved shall be given four (4) extended contract days to prepare for the new position. Additional days will be given at the Superintendent's discretion. Approved retraining shall be at District expense.
- C. Employees involuntarily reassigned shall be provided written reasons for the reassignment upon request. Involuntary reassignments shall not be used as a disciplinary action.
- D. Employees who have been involuntarily reassigned shall be informed of open positions via the notice of vacancy (Item 629: NOTICE OF VACANCIES). Involuntarily reassigned employees are encouraged to apply for any positions in which they are interested.

629 EMPLOYEE REASSIGNMENT PROCEDURE (cont'd)

- E. All formal evaluations of an employee who has been reassigned involuntarily shall, if requested:
 - 1. Contain a statement of the circumstances
 - 2. Reflect the efforts of the employee to get the training necessary to become qualified in that position.
- F. When possible, employees who have been involuntarily reassigned may be provided an opportunity to return to their previous position.

630 EMPLOYEE TRANSFER PROCEDURE

The District has the right to transfer any employee as reasonably necessary to any school within the District provided that the employee is qualified in the new position.

I. Definitions

A. Transfer is defined as movement from building to building.

II. Reassignment may occur before new positions become open for transfer.

III. Voluntary Transfer

A. Recognizing the desirability of filling vacancies and new positions from within the District's own employees, the following policies shall be followed when employees are qualified:

1. Employees shall have equal access to the employee transfer procedure.
2. District certificated employees shall be given preference when requesting positions within the District for which they are qualified.
3. When a position opens and a qualified employee of the District has applied for the position, that employee will be considered for the position.
4. All qualified employees being considered for transfer will be interviewed by the unit administrator, district administrator, or unit hiring team.
5. When employees are being considered, qualifications shall include evaluations, experience, formal training, any applicable state or federal standards for the position, and length of service. The transfer will be granted, provided the employee is the most qualified among those being considered for the position. If two employees are determined to be equally qualified, the employee with seniority shall be granted the position.
6. If the transfer is denied, the employee, upon request, will be provided with written reasons for the denial.
7. Transfers after August 1 are at the discretion of the Superintendent.
8. If a position comes open after the first school day and is filled by a new hire, the position is open for voluntary transfers the following school year. This voluntary transfer option is available only to those employees who expressed an interest in writing during the first thirty (30) days after the position was filled

630 EMPLOYEE TRANSFER PROCEDURE (cont'd)

IV. Involuntary Transfer

- A. The District and the Association recognize that some involuntary transfers of an employee from one school to another may be in the best interest of the district.

Involuntary transfers are undesirable by all parties and should be avoided to the maximum extent possible but, when necessary, the District and Association will make every effort to ensure that the process is completed in a supportive manner.

When involuntary transfers are determined to be necessary by the District, the District shall consider multiple factors, including programmatic needs, certification and endorsements, employee experiences, student needs, knowledge of the school or unit, and length of service with the District. No factor alone will be used to make a decision for involuntary transfers.

B. Transfer Procedure

1. Voluntary transfer will be used prior to the use of involuntary transfer prior to August 1.
2. Written notice of an involuntary transfer shall be given during a scheduled meeting, to employees as soon as practicable but not later than the end of the school year.
3. If an involuntary transfer becomes necessary after the end of the school year, or during a current school year, the employee involved shall be given fourteen (14) days notice, exclusive of holidays, before the transfer occurs and shall be provided three (3) to seven (7) contracted preservice or in-service days to prepare for the new position. The employee and Superintendent may agree to a greater or lesser number of days. Approved retraining shall be at District expense.
4. Involuntary transfers of existing employees may be used to accommodate the qualifications of the most senior person(s) on the recall list as defined in Item 635: REDUCTION IN FORCE.
5. Employees involuntarily transferred shall be provided written reasons for the transfer. Involuntary transfer shall not be used as a disciplinary action.
6. After notification of transfer, the Superintendent shall meet with the employee upon their request, up to a maximum of seven (7) days after the notice, at which time the employee may request reasons for the transfer be placed in their permanent file.
7. Employees who have been involuntarily transferred shall be informed of open positions via the notice of vacancy procedures (Item 629: NOTICE OF VACANCIES).

630 EMPLOYEE TRANSFER PROCEDURE (cont'd)

8. All formal evaluations of an employee who has been transferred involuntarily shall, if requested:
 - i. Contain a statement of the circumstances
 - ii. Reflect the efforts of the employee to get the training necessary to become qualified in the position.
9. When possible, an employee that is involuntarily transferred will be provided the opportunity to return to their previous position.

C. Rural Involuntary Transfers

1. It is agreed that employees assigned to schools in town shall not be involuntarily transferred to rural schools.
2. Any employee involuntarily transferred from one rural school to another, or from a rural school to town, shall have moving expenses paid by the District as required by state law.
3. When spouses/domestic partners are employed in rural schools, the District agrees not to involuntarily transfer one of the employees. However, the couple may be transferred to another location.

635 REDUCTION IN FORCE

I. Introduction

In the event it becomes necessary to have a staff reduction, in accordance with AS 14.20.177, the procedure below shall be followed.

II. Definitions

- A. Reduction in Force (RIF) for the purposes of this agreement means a staff reduction pursuant to AS 14.20.177.
- B. "Seniority" means an employee's length of continuous service in years, months, and days with the District. Seniority shall accrue from the first date of work under the employee's approved contract that initiated continual employment. Such action shall be retroactive if the employee is currently employed. Seniority is further modified or defined by the following:
1. Time spent on unpaid or paid leave shall count toward seniority.
 2. Seniority earned as an employee shall be retained so long as the individual remains an employee of the District.
 3. Seniority of part-time employees shall not be prorated but rather shall be treated as if they had always been employed on a full-time basis.
 4. Ties in length of service shall be resolved by lot.
 5. An employee hired to replace an employee on a leave of absence or sabbatical leave is not defined to have seniority over a regular first year employee. These leave replacement employees will be placed at the bottom of the seniority list as follows: first hired, highest seniority. In recalling employees from this category, the desired content endorsement is an additional qualification. Such an employee shall be notified by letter, at the time of hire, that they are replacing an employee on leave of absence or sabbatical leave and the name of the employee they are replacing shall be specified in the letter. A copy of the letter shall be forwarded to the Association within thirty (30) days of hire. If the employee named in the notification letter does not return to the District, the leave replacement employee becomes a regular employee for seniority purposes.
- C. "Layoff" means an unpaid, involuntary, suspension of employment caused by a reduction in staff.
- D. "Recall" means the right to return to service during the layoff period. Recall shall be available to the laid off employee for three years, commencing on the opening day of school in the calendar year in which the employee was laid off.

635 REDUCTION IN FORCE (cont'd)

- E. "Qualified" for the purposes of this item shall be defined by criteria set forth in AS 14.20.177.
- F. "Seniority List" means a District-wide list specifying each employee by the order of seniority as per item no. 2 above. The list shall be prepared by the District, and a copy shall be provided to the Association by November 1 each year, if so requested.

III. Preventative Procedures

If a RIF becomes necessary, the District shall, to the extent possible, first try to place the employee in another available vacant position for which they qualify, then use attrition, then give special consideration to any employee request for unpaid leaves, then allow job sharing, then solicit volunteers for leave of absence. To effectuate this procedure the following shall occur:

- A. The District shall, through a letter of intent at least two (2) weeks prior to the date by which the employee must be notified of nonretention, canvass the employees to determine which, if any, employee(s) intends to resign (or retire) effective at the conclusion of the school year, as per the provisions of Item 640: NOTIFICATION OF NON-EMPLOYMENT of this agreement.
- B. If the number of voluntary resignations and approved leaves of absence is not sufficient to eliminate the need for a RIF, the District shall accept applications from individuals who would like to share a single position. Employees who volunteer to job share will each receive the appropriate proportion of their annual salary. Such employees will also, for the purposes of seniority, receive credit for a full year's service for each year they are involved in job sharing caused by a RIF. Once an employee has elected to job share, the employee is bound by that election unless recalled to a full-time position.
- C. If the number of voluntary resignations and approved leaves of absence is not sufficient to eliminate the need for a RIF, the District shall seek and consider additional requests for leave of absence and shall agree to provide any such volunteers insurance, as per Item 406: LIFE INSURANCE and Item 410: HEALTH INSURANCE of the agreement (if allowed under the group insurance contract), for the duration of the leave of absence.
- D. This provision is not available to employees who have applied for and been granted leave of absence under Item 545: LEAVE OF ABSENCE of this agreement.
- E. The insurance benefit will be terminated if the person on leave applies for unemployment compensation.

635 REDUCTION IN FORCE (cont'd)

- F. If the number of voluntary resignations and approved leaves of absences are not sufficient to eliminate the need for RIF, the District shall solicit personnel for voluntary lay-off. Volunteers shall be placed on a priority substitute list. They will be called based on seniority and paid at the prevailing substitute rate. Those persons volunteering for layoffs will be placed at the top of the recall list on the basis of their seniority.

IV. Initiation of RIF

The District shall notify the Association of any potential need for a RIF at least thirty (30) days prior to any employees receiving notification of layoff. Accompanying the notice shall be supporting documentation used by the District to conclude that a RIF may be necessary.

V. Layoff Procedure

- A. In the event that the procedure specified in Section D above fails to eliminate the need for a RIF, the least senior employee, pursuant to the seniority list, shall be notified in writing that they are to be placed on layoff. Such notice shall be given by May 15 or by the date required by state law. This process will continue until the required number of employees are placed on layoff.
- B. Laid off persons will be eligible to enroll in COBRA health insurance coverage at the group rate at the employee's expense. This level of health insurance benefits shall be the same as the regular District health plan offered to certificated staff.
- C. If one of the laid off persons holds an endorsement in Special Education and no one in the District holds the necessary endorsement to fill the position, the next person on the seniority list may be laid off instead.
- D. If a person holds a position in which no other employee can demonstrate that they can perform the duties, or has actually taught the subject, the laid off person may be retained and the next person on the seniority list may be laid off.
- E. Notwithstanding the provisions of this agreement, if there is a reduction in staff, it is agreed that minority employees employed as a result of affirmative action goal shall not be reduced in the percentage greater than the percentage of employed minority employees.

VI. Recall Rights

- A. Employees who have been laid off shall be entitled to a hiring preference for any vacant position(s) for which they are qualified.

635 REDUCTION IN FORCE (cont'd)

- B. Vacant positions shall be offered to laid off employees in the inverse order of layoff according to qualifications. In the event the most senior laid off employee is unqualified for a recalled position, the District will make every effort, by the transfer of current staff, to create a position for which the most senior laid off employee is qualified.
- C. It is the responsibility of the laid off employee to provide the District with a current mailing address and phone number, and failure to do so may be sufficient reason to remove them from the seniority list.
- D. All rights and benefits to which an employee was entitled at the time of layoff, including unused accumulated sick leave and privileges under the nonretention statutes shall be restored to the employee upon returning to employment.
- E. For purposes of salary step placement, the employee, on reemployment, will be credited with all previously credited service. Any educational training acquired during the layoff will be evaluated for advancement on the salary schedule according to Item 335: **ADVANCEMENT ON THE SALARY SCHEDULE** of this agreement.

VII. Recall Conditions and Termination of Recall Rights

- A. Offers of recall made to the employee may be verbal or written. The employee upon receipt of the recall offer shall have thirty (30) days to respond. Failure to respond in the time provided or failure to provide the District with a current address and telephone number shall constitute a refusal of the offer and terminate the employee's recall rights.
- B. In the event a laid off employee is recalled to a position, which, based on job requirements, they feel unable to perform, the employee may submit a refusal to the Superintendent for review. If, after administrative review, it is determined that the employee's request is upheld, the District shall not consider this a refusal of recall. The employee's recall rights shall continue. If the employee's request is denied, the District shall notify the employee of denial, and the employee shall be given the opportunity to accept the position. If the employee then refuses the position, their recall rights will be terminated.
- C. Challenges: Any challenge by an employee or the Association to the seniority list must be made within sixty (60) days of the Association's receipt of the seniority list.

640 NOTIFICATION OF NON-EMPLOYMENT

- I. The District shall notify any non-tenured employee it does not intend to re-employ before May 15. This regulation is applicable to teachers who will have completed at least one (1) full year of service to the District at the expiration of their contract.

645 NOTIFICATION OF ASSIGNMENT

The Board of Education agrees that all returning employees will be given a written notification of tentative assignment, including probable grade level and/or subject area and building, prior to or simultaneous with the issuance of contracts.

651 RESIDENCY WAIVERS

The Board of Education has determined there are education and economic benefits derived when District employees reside within the boundaries of the District. The Board of Education must annually approve residency waivers for all employees that do not reside within the boundaries of the District. The Board has the sole discretion to approve or disapprove all such waivers.

653 IN-SERVICES AND WORKSHOPS

- I. During the contracted days, employee attendance at all in-services and workshops is mandatory unless otherwise noted.
- II. Notification for all other in-services and workshops shall state whether attendance is voluntary or mandatory.
- III. The District may require additional in-service days. Should it be determined that these in-services will be offered on dates not already covered by the school calendar, employees will be paid at the employee's daily rate. If these in-service days shorten summer release, they will be scheduled as part of the District calendar adoption process.
 - A. Special Education Department up to five (5) additional in-service days.
 - B. New employees up to three (3) additional in-service days.
 - C. Rural Schools employees up to three (3) additional in-service days.
 - i. All planning and costs associated with these additional Rural in-service dates will be the responsibility of the District.

IV. Building-Level In-service

Every unit administrator shall meet with their instructional staff to discuss and plan the content of the in-service for that unit. Recommendations for unit in-service shall occur within the first thirty (30) days of each school year.

V. Employees of Rural Schools

If attendance by employee couples in Rural Schools or a single parent employee is mandatory for District in-service or workshops, dependent child travel and housing will be paid by the District if needed.

For events that are optional, the District will make an effort to allow for virtual attendance (scheduling, videoconferencing, etc.) by employees of Rural Schools or, when that is not feasible, will provide an alternative for employees of Rural Schools.

655 PAYROLL

I. Employees will be offered a choice of a ten (10) or twelve (12) month payroll. If a scheduled payday occurs on a holiday or weekend, payment will be made on the business day prior to the scheduled payday. Leave and earnings statement will be distributed on each payday.

A. Employees will be paid on the 8 and 23 of each month.

II. Employees on the twenty-four (24) payment plan have the right to request and receive their final payments by July 1 following the end of the school year with two weeks' notice to the business office.

Should an employee find themselves in hardship circumstances due to this two-week notice, an appeal for change may be made to the Superintendent.

III. All employees will participate in the direct deposit program. Employee earnings will be available at the opening of bank business on payday.

660 PAYROLL DEDUCTIONS

Payroll deduction services will be provided to all employees. A uniform authorization procedure shall be established by the Administration for these voluntary deductions in equal amounts from each paycheck and their transmittal to the appropriate payee, within a reasonable amount of time. Employees will be permitted to change voluntary deductions. These deductions will take effect on the following pay period.

665 PREPARATION PERIOD

- I. A preparation period will be granted each secondary employee by designating one of the student periods as their preparation period. Each day that this period is contained in the daily schedule, the employee will be given this period for preparation. Preparation periods will be duty-free without the presence of students. (A student period shall be defined as one of the class periods of the master schedule.) Preparation periods will not be assigned during the zero hour except by mutual consent. A secondary employee is defined as teaching grades six (6) through twelve (12).
 - A. When the District and a full-time secondary employee agree on a contract addendum that the employee will teach a class during their prep period, the employee will have a FTE calculated consistent with Item 608: PART-TIME EMPLOYEES for the period of the time that the addendum is in effect. For example, teaching six (6) periods in a six (6)-period schedule of equal length will result in a FTE of 1.2. If the District and employee agree to an addendum as provided in this section, the District shall inform the Association or the Association may request the information but the District shall not be required to advertise the addendum.
 - B. To help alleviate the substitute shortage, a secondary employee and the District may agree to an alternative addendum which would allow a secondary employee to provide substitute coverage in a colleague's class during their preparation period at a rate of forty-five dollars (\$45) per hour.
 - i. After ten (10) days of providing substitute coverage during their prep, the employee will be paid at their daily rate or forty-five dollars (\$45) per hour, whichever is higher.
- II. Every K-5 elementary employee will be given preparation time of not less than two hundred and twenty-five (225) minutes per week during the student day. Preparation time will include at least forty (40) consecutive minutes daily and will be duty-free without the presence of students. The schedule is to be determined on a school-by school-basis.
- III. A sixth-grade teacher's amount of preparation time is determined by building location. If sixth grade is located in the middle school, preparation time will align with Item I; if located in the elementary schools, preparation time will align with Item II.
- IV. In schools of four (4) or less employees, the student day will be adjusted so that the preparation period may be provided at the end and/or beginning of the day in blocks of time no less than 40 minutes duty free without the presence of students.
- V. Non-classroom employees will be given preparation time of not less than two hundred and twenty-five (225) minutes per week duty free without the presence of students. Because non-classroom employees are often responsible for their own schedule, if a non-classroom employee does not believe they are receiving two hundred and twenty-five (225) minutes preparation time, the employee shall meet with their unit administrator to work out a schedule that provides two hundred and twenty-five (225) minutes preparation time.

670 BOARD OF EDUCATION POLICY MANUAL

An updated copy of the Board of Education Policy Manual will be made available to all employees.

672 EMPLOYEE EVALUATION

- I. Because the Board of Education values employee input, an Evaluation Committee comprised of Association and District representatives will be convened to review the evaluation procedure annually by April 1, with revisions completed and a recommendation given to the Board of Education for approval at, or prior to, the Board of Education June Regular Meeting date of the same year.
- II. Employees will be evaluated in accordance with the District’s evaluation procedure and the requirements of state law and the regulations of the Department of Education and Early Development.
- III. The evaluation must clearly indicate when information other than specific observations by the evaluator has been used and clearly identify the source and the information.
- IV. A brief summary of the evaluation document will be distributed to all employees annually.

675 PERSONNEL FILES

I. Permanent Files

All employees' permanent personnel files shall be maintained under the following conditions:

- A. All materials in the employee's permanent file shall be available to the employee for inspection upon request.
- B. Security measures shall be taken to ensure confidentiality of information contained within the permanent file.
- C. Only the Superintendent, the Secretary to the Superintendent, the Assistant Superintendent, the Secretary to the Assistant Superintendent, Human Resource staff, and the employee's unit administrator shall have access to the permanent personnel file without the written permission of the employee. Access to permanent files by the Board of Education shall occur only after authorization by the Board of Education in regular or special session. Authorization must state specific files and purpose for access. Employees shall receive notice of pending Board of Education action.
- D. A standard log shall be maintained for each permanent file to document access. Each person who accesses that file must note their name and date file was accessed.
- E. Material originating within the District which is derogatory to an employee regarding that employee's conduct, service, character, or personality shall not be placed in an employee's file unless the employee has had an opportunity to read the material. The employee shall acknowledge that they have read such material by affixing their signature to the actual copy to be filed within three (3) days of receipt. Such signature does not necessarily indicate agreement with the content of the material. Should the employee fail to sign or refuse to sign any document intended for filing in the permanent file, the Superintendent and Association President shall note the item was filed only after the employee failed or refused to sign the item.
- F. Evaluation forms and other documents pertaining to employee performance and character shall remain in the employee's permanent file, and no such items shall be removed without written notification to the employee and consent by the employee. Removal as used in this section is defined as the permanent removal from the permanent files and not to be considered part of the file.
- G. The employee shall have the right to respond in writing to any material filed, and such response shall be included in the file.
- H. Digitalized files will follow the above procedures.

675 PERSONNEL FILES (cont'd)

II. Unit Files

- A. Unofficial unit files may be maintained from year to year which may contain copies of information filed in the permanent file, memoranda presented to the employee to which the employee has had the opportunity to respond, information such as the employee's names, address, phone number, leave slips and other objective information. This file shall be available for inspection by the employee. Information in the unofficial unit file(s) may be filed annually in the permanent file. For the purpose of this section, a District level department shall be considered a distinct unit.
- B. Only the unit administrators or Superintendent shall have access to the unit file(s) without the written permission of the employee.
- C. In the event an employee transfers to a different unit, or a change in unit administration, information in the unofficial unit file shall be reviewed by the unit(s) administrator(s). With employee permission or by request, portions of a unit file may be transferred to another unit administrator. Remaining information contained in the unit file will be either forwarded to the permanent file or destroyed.

680 ADMINISTRATIVE LEAVE FOR CURRICULUM DEVELOPMENT

When assigned duties concerning curriculum development require time outside normal teaching hours, equivalent administrative leave will be given or in-service time will be used.

685 DUTY-FREE LUNCH

Every employee in a school of four (4) or more employees will be given thirty (30) consecutive minutes of duty-free lunch between the hours of 11:00 a.m. and 1:00 p.m.

690 ADMINISTRATIVE FORMS

Prior to the beginning of each school year, the administration will prepare the administrative forms needed to implement items in this agreement. These forms will be available in each school office and the Central Office during normal office hours.

695 RURAL RENT

- I. The District will provide housing units for rural employees at the following rate per housing unit: one thousand dollars (\$1000) per month.
- II. The District will be responsible for the cost and management of utilities with each rural housing unit except for internet services.
- III. The employee will do an initial check-in with a district representative as designated by the Chief Business Officer and will sign a sub-lease agreement with the District. The employee agrees to pay a security deposit equal to the cost of one month's rent as charged to the District. The security deposit can be paid in a single payment or deducted from the payroll over the remaining pay periods of the contract school year.
- IV. The employee will identify whether they prefer a ten (10)-month (August 15-June 15) or a twelve (12)-month lease. If the employee chooses a ten (10)-month lease, the unit must be completely vacated by June 15.