COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE KENAI PENINSULA BOROUGH SCHOOL DISTRICT

AND

THE KENAI PENINSULA EDUCATIONAL SUPPORT ASSOCIATION

FOR THE YEARS

2025-2026

2026-2027

2027-2028

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PREAMBLE

In order to effectuate the provisions of Title 23, the Public Employment Relations Act (hereinafter the Act): and to set forth prescribed rights with respect to wages, hours, terms and conditions of employment of educational support employees of the School District, this Agreement is made and entered into by and between the District and Association.

ARTICLE 1 ADMINISTRATION

1.1 The District hereby recognizes the Kenai Peninsula Educational Support Association/National Education Association-Alaska as the exclusive representative for all support employees in the Kenai Peninsula Borough School District excluding the Chief Financial Officer, Directors, secretaries for the Board/Superintendent, the Assistant Superintendent of Instruction, the Assistant Superintendent of Administrative Services, and the Chief Financial Officer, Programmer Analysts, IT Programmer, Human Resources staff, Transportation Supervisor, Student Nutrition Services Manager, Warehouse Supervisor, Payroll Specialists, Chief Accountant, Accountant, Nurse Supervisor, District-wide Pool Supervisor, Theater Manager, Data Analyst, and any person who is defined as temporary or substitute.

1.2 The rights and privileges of the Association and its representatives as set forth in the Agreement shall be granted only to the Association as the exclusive representative of the employees, and to no other organizations representing any portion of the unit or potential member of the unit.

1.3 In the event that the District assigns or directs an employee to perform duties regularly performed by an employee with a classification having a higher rate of pay, the assigned employee shall be paid at the higher rate of classification when the job is performed more than three (3) consecutive days or a prior agreed to pattern of days through the Human Resources Department. This pay will be retroactive back to the first day at the different classification.

ARTICLE 2 DEFINITIONS

Assignment: Refers to Job Classification and/or location(s).

Association: Is the Kenai Peninsula Educational Support Association, also referred to as KPESA.

Association Representative: President of KPESA 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 educational support employees who fill positions in various job classifications, as established in ARTICLE 1.

Board: School Board of the Kenai Peninsula Borough School District.

Day: For the purposes of this Agreement, shall mean workday, except for those instances where it is specified as "calendar" day.

District: Kenai Peninsula Borough School District.

Domestic Partner: Refers to people who live together in a committed relationship intending to

be emotionally and financially responsible for each other but are not legally married.

Employee: When used hereinafter in the Agreement shall refer to all support employees represented by the Kenai Peninsula Educational Support Association.

Forms: Current digital copies of any form required to complete processes, exercise rights, or access benefits shall be made available on the District website at https://kpbsd.org/document-library/.

Grant Funded Employee: An employee hired in a grant funded position working twenty (20) hours or more per week is eligible for all benefits described in this agreement with the exception of health insurance for those working less than 30 hours per week, and Article 13.

Immediate Supervisor: The lowest level of management personnel not in the bargaining unit, having evaluative responsibilities over any one employee or group of employees.

Interim Employee: An employee hired to replace a permanent employee on an approved leave. This person shall be eligible for all benefits as described in this agreement.

Part-Time Grant Funded Employee: An employee hired in a grant funded position working less than twenty (20) hours per week is eligible for all benefits described in this agreement with the exception of health and life insurance, and Article 13.

Per Diem: This refers to an employee's daily rate of pay as calculated by their range and step placement and the hours in their regularly scheduled workday and is used for the purposes of paying for extra days of work or for calculating the value of accrued leave.

Permanent Employee: An employee who holds a budgeted position. This person shall be eligible for all benefits as described in this agreement.

Permanent Part-Time Employee: An employee who is employed less than twenty (20) hours per week in a budgeted position. This person shall be eligible for all benefits as described in this agreement with the exception of health and life insurance.

Personnel Action Form: A form issued upon employment which does not constitute a contract but is advisory to the employee concerning date of employment, pay range and step, special terms of employment where applicable, job site, job classification, and date of hire.

Probationary Period: Upon hire an employee shall be subject to a probationary period as described in Article 9, which shall continue for ninety (90) working days.

Resignation: A voluntary statement in writing by an employee to sever employment with the District.

Superintendent: Superintendent of Schools or designee.

Termination: Discharge or any other action involuntarily severing employment with the School District.

Transfer: Refers to a change in Job Classification and/or location(s).

Workweek: A workweek shall be defined five (5) consecutive days unless mutually agreed upon by the supervisor and the employee.

Year: For the purposes of this Agreement, shall mean July 1 through June 30, unless otherwise specified.

ARTICLE 3 ASSOCIATION RIGHTS

A. Dues Deduction

1. All Association dues may be withheld by payroll deduction during a period of nine (9) months, September through May, upon receipt of the authorized membership application. If the employee's membership authorization is through a digital form, the District will accept an email by the employee, from their District email address, authorizing dues deductions based on the digital form. This deduction shall be at no cost to the employee or the Association. Deductions withheld will be paid monthly to the KPESA Treasurer, or designee, within five (5) working days after the payday for which the deductions are withheld.
2. The dues transmittal will include the name of each employee for whom the deduction was made, and the amount deducted from each employee's pay.
3. The Association shall annually notify the District as to dues amount to be deducted.
4. Employees who join KPESA after the start of the school year may authorize their dues for association membership deducted from their paychecks in equal amounts over the months remaining in the school year.

B. Continuing Membership

Payroll deduction will continue from year to year unless a different method of payment is requested in writing by the Association or the individual employee. A member who wishes to stop payroll deduction of dues must notify the Association and the District in writing. The District shall then notify the Association in writing of members dropping deductions.

C. Association Representatives

The Association shall have the right to designate an Association/Building representative in at every building/work site. The Association will provide the Superintendent's office with the name of the Association/Building representative so designated for each site. The Association Representative(s) may actively seek to assist in problem-solving and to represent employee's rights to the processes outlined in this agreement, in accordance with law.

An employee, acting as an Association Representative, shall suffer no loss of pay for working hours spent in conferences/meetings scheduled at District request.

Authorized representatives of the Association will be permitted to visit employees during non-working time on site when such visits will not interfere with the employee's work, duty assignment or normal school operations. Representatives from outside a school shall follow the school's normal visitor procedures.

Association Representatives will be allowed time before or after any staff meeting, training, or other gathering to meet with their members for Association business, provided the time and location are requested in advance, and that it does not interfere with the regular operation of the academic program or work time. The Association shall be responsible for inviting their members, and scheduling, reserving, and organizing the location for its Association business.

D. Inter-School Mail

The Association may use the inter-school mail distribution consistent with United States Postal Rules and Regulations.

E. School Board Meetings

A representative of the Association will be recognized on each School Board agenda, and a copy of the school board packet shall be sent to the Association president prior to each Board meeting.

F. School District Budget

It is agreed that the Association President shall receive one (l) copy of any District preliminary budget draft and the final approved budget on the same date that individual Board members receive their copy.

G. Use of District Facilities and Equipment

The Association and its representatives shall have the right to use District buildings, facilities, and equipment, at no cost to the Association at all reasonable hours, for Association business with advance approval of the principal.

Any equipment lost, stolen, or damaged while in use by the Association shall be repaired or replaced at Association expense.

H. Benefit Information

Each new employee shall receive a packet of information to include a copy of the District Health, Dental, and Optical Plan booklet, and a PERS booklet when available.

I. Membership Materials

The District will include a link to a welcome letter from the Association that includes links to membership materials and applications in their onboarding materials for new hires. If the District delivers onboarding materials in a paper format, the letter from the Association will be included.

J. Bulletin Boards

The District agrees to furnish a bulletin board space at the employees' work site to be used by the Association.

K. Access to Bargaining Unit Member Information

At the beginning of each school year, the District will supply the Association with the

following information for each employee in the bargaining unit:

- Name,
- position,
- FTE,
- working location; and
- work email address.

Monthly, the District shall supply the Association with the following information for any employee in the bargaining unit:

- New hires: name, position, FTE, work location, work email address, start date,
- Transfers: name, current location, current position, new location, new position, new FTE, effective/start date of new position,
- Separations: name, position, location, designation as resignation, termination, or retirement, effective/end date,
- Unpaid leave of absence: name, position, location, effective/start dates; and
- Name Change: previous name and new name.

ARTICLE 4 NONDISCRIMINATION

The District shall comply with all applicable federal, state, and local anti-discrimination laws and regulations, as well as applicable Board policies.

The District and Association shall not discriminate against any bargaining unit member in matters of salaries, fringe benefits, similar terms and conditions of employment, or any other conditions of this Agreement on the basis of race, sex, color, religion, age, physical handicap, marital status, change in marital status, political affiliation, or national origin.

ARTICLE 5 MEMBERSHIP RIGHTS

A. The District agrees that it shall not directly or indirectly impede, restrain, or attempt to restrain any employee from belonging to the Association, taking an active part in Association affairs, or discriminate against any employee because of the employee's Association membership or lawful Association activity.

B. The Association and the District agree that they shall not directly or indirectly harass, coerce, or put pressure of any type on an employee to join or not to join or to support or not support the Association or any of its activities.

C. District employees covered by this Agreement shall not be required to become members of the Association.

ARTICLE 6 MANAGEMENT RIGHTS

The District reserves unto itself the functions and activities of the Board, the standards of educational services, the school curricula, the District budget for operations and capital projects, the utilization of technology in the District's operations, the organization and staffing of school programs, the selection for hire of Educational Support Personnel, assignments and job descriptions.

ARTICLE 7 PERSONNEL FILES

A. All materials, including employee evaluations, placed in the permanent District Office employee's file and originating within the District shall be available to the employee or designee for inspection on an individual conference basis by request and appointment. Permission must be given on the established form, in writing.

B. Material originating within the District regarding an employee's conduct, service, character, or personality shall not be placed in an employee's file unless it is dated and signed by the author, or a person witnessing the delivery of the material to the employee in question. A U.S. Postal return receipt card may be used as proof of signature. The employee shall have an opportunity to read any material before it is entered into the employee's file. The employee will be requested to affix the employee's signature to the actual copy to be filed. Such signature indicates only that the material has been seen, not agreement to its content.

C. Materials included in the employee's personnel file are subject to removal at the discretion of the Superintendent. One (1) year after inclusion of material, an employee may make an appointment and meet with the Superintendent to discuss the removal of such material.

D. If the Superintendent deems it necessary to retain the material, the employee shall be informed. The employee shall have twenty (20) days to respond to the material in the file.

E. Evaluation forms and other documents pertaining to employee performance will remain in the employee's personnel file, except as approved for removal in C, above.

F. Only one official personnel file shall be maintained for each employee. The employee shall have the right to respond in writing to any material filed, and such response shall be included in the file.

G. All references and information originating outside the District on the basis of confidentiality and information obtained within the District in the process of evaluating the employee for initial employment shall not be available for inspection or response by the employee. It is also agreed that such material shall be destroyed, upon employee request after the employee has worked for the District for one (1) year.

H. Each employee shall receive a copy of their evaluation.

I. It is recognized by the Association that building files are maintained. Building files will not be transferred between worksites. Building files for all non-probationary employees will be destroyed by the outgoing administrator when the administrator is no longer employed at that site. Materials in the building file that are not contained in the personnel file will be destroyed after twenty-four (24) months.

ARTICLE 8 SAFETY AND LIABILITY

A. Employee Negligence

Except for acts of proven negligence or deliberate action, employees shall not be responsible for stolen or damaged property, lost credit cards or other credit documents if the employee promptly reports such damage or loss to the District.

B. Employee Safety

1. The District shall provide all clothing, when required by State Law or Regulation, tools, and equipment required, which will be maintained in a safe and satisfactory condition.
2. Safety devices and first aid equipment, as determined by the District, shall be provided at District expense. Employees shall be responsible for tools and equipment so supplied; ordinary wear and tear will be expected. Tools or equipment which become damaged or stolen through the employee's proven negligence or deliberate act shall be replaced or paid for by the employee.
3. No employee shall be discriminated against in any manner because of a refusal to operate unsafe equipment or work in an unsafe work environment as determined by State or Federal regulations. Employees who fail to comply with established equipment operations or work environment rules will be subject to District disciplinary procedures.
4. Employees shall be required to turn in equipment condition reports and unsafe work environments when requested by the District.

C. Reporting Safety Concerns

1. Employees should raise safety concerns at their site and may make recommendations to the building administration and/or the District office.
2. If concerns are not addressed to the employee's satisfaction, the employee may request and shall be granted a meeting with the Risk Management Office and the appropriate director.

D. Dispensing of Medication

The District recognizes that nurses dispensing of medication is the preferred option of the District. Employees working in the school buildings may be required to issue medication to students in accordance with the direction of a parent or a guardian. The District is

responsible for the proper instruction of employees so required. The District shall indemnify employees who issue medication as directed and instructed as well as employees who train in the dispensing of medication. In schools without an on-site nurse, the employee dispensing medication may request temporary assistance.

E. Personal Property Reimbursement

The School Board shall not be responsible for the reimbursement of any employee personal property which may be stolen, destroyed or maliciously damaged while being used in District schools except in the event the personal property is medically necessary. The District shall reimburse employees for damaged medically necessary personal property, so long as reasonable precautions have been taken to ensure protection of said property.

ARTICLE 9 TERM OF EMPLOYMENT

A. Personnel Action Form

Each employee and the employee's administrator will receive a "Personnel Action" form by the employee's last working day that provides employment information for the following fiscal year:

1. Number of working days.
2. Pay schedule (pay range and step).
3. Special terms of employment where applicable.
4. Location.
5. Job classification.
6. Date of original hire.
7. Reporting date.

If any change in the Personnel Action Form is made during the year, the employee and the employee's administrator shall receive copies.

Should the District be unable to comply with the above notification date for good and sufficient reasons they shall notify the Association and each affected employee, in writing, explaining the reasons for the delay and the expected date of compliance. In no event will the notification be later than May 15.

B. Probationary Period

Each new employee will be employed for a 90-day probationary period to determine the employee's potential in a position, as defined in Article 2. During the probationary period, an employee may be dismissed for lack of job skills or other just cause.

ARTICLE 9A RANGE ASSIGNMENT AND RE-CLASSIFICATION

Range assignments for each position are listed in Appendix A. An advisory classification committee will consist of employees and administrators. The Association shall select five (5) employees within different job classifications to serve on the committee. In addition to the employees, two (2) or more representatives should be appointed by the Superintendent. The number of administrators shall not exceed the number of employees.

The committee shall meet once a year in January to consider any classification requests. All requests must be submitted in writing to Human Resources before December 15.

After the committee has met and reached consensus on classification recommendations, the committee will meet with the Superintendent prior to the end of the school year to present its recommendation(s). Any changes approved by the Superintendent shall become effective July 1 of the coming fiscal year. All decisions by the Superintendent are final.

This Article is not subject to the grievance procedure.

ARTICLE 10 WORK RULES

A. Workday/Work Week

The District shall determine the workweek and workday. Employees shall be notified in writing a minimum of five (5) days prior to changes in assignment, including number of hours, days and/or week.

B. Job Openings

Prior to determining a job opening, employees within a building who meet the qualifications and are currently in a position eligible for health benefits may be considered for placement in position within the same job classification. Within twelve (12) working days of determining that a mid-year job opening has or will occur the District shall post the job opening on the KPBSD web site. Job opening announcements shall be posted for a minimum of five (5) full working days.

1. Positions Within the Same Classification

Prior to determining a job opening, employees within a building who meet the qualifications and are currently in a position eligible for health benefits may be considered for placement in positions within the same job classification.

Employees currently working hours below the threshold for health care benefits must apply for a position that would result in health care benefits. A one-time opportunity to opt out of health care plan will be provided to these employees if the hours worked will be less than thirty (30) hours per week.

2. Interim Positions

When an employee fills an interim position and it ends, that employee will be returned to the same or comparable position within the same geographic area. If position(s) have been eliminated, the RIF procedure will be used for reassignment. If the individual on leave does not return, those placed in interim positions shall be assigned to those positions. The time served in the interim assignment will count towards seniority and salary advancement.

C. Transfers

1. Voluntary

a. Employees who desire to apply for vacancies must submit a transfer request using the electronic application on the District website: http://www.kpbsd.k12.ak.us/departments.aspx?id=194

b. Employees who meet the minimum qualifications shall comprise at least sixty-six (66) percent of the number of applicants interviewed. If all transferees are granted interviews, the sixty-six (66) percent rule does not apply. Employees shall not be allowed to transfer more than one time during a school year unless the new position is more than twenty (20) miles from the current assignment and/or the new position has benefits, which the current position does not have. Employees who are interviewed but not selected may request in writing reasons for not being selected. A written response will be provided.

c. The most qualified applicant shall be selected to fill the position. All things being equal, preference will be given to District employees.

d. Years of experience with the District, within the job classification, shall be considered as one of the qualifications.

2. Involuntary

a. Should it be necessary to involuntarily transfer an employee in the midst of the begin/end dates of the Personnel Action form, the employee shall be given written reasons and granted an interview prior to the involuntary transfer. The employee shall receive five (5) days' notice prior to the transfer. Should the employee desire, the employee may request a meeting with the Superintendent. The employee is entitled to Association representation at the meeting.

b. An employee involuntarily transferred shall have a priority to return to the employee's previous assignment for a period of eighteen (18) months following such involuntary transfer.

D. Summer Employment

Summer work positions will be filled by current employees, whenever possible. If summer work is an extension of the same job, the employee shall receive pay presently in force for the employee's position.

E. Shift Changes

Employees shall be scheduled to work regular shifts. Employees' work schedules shall not be changed without notice to the employee at least five (5) work shifts prior to the date the change is to be effective, unless the Superintendent, Association President and employee agree to other arrangements.

F. Show-Up Time

Employees reporting to work and not put to work shall receive two (2) hours pay at their appropriate rate, unless notified not to report at the end of their previous shift or two (2) hours prior to the start of their shift. Any permanent employee starting a shift or second half of the shift shall be guaranteed a minimum of one-half the number of hours in their normal work shift or second half of the shift.

G. Leave During Emergency Closures

1. Emergency Closures

a. In the event that it becomes necessary to close the worksite(s) because of inclement weather, volcanic disruption or other natural or manmade disasters, the District administration shall make every attempt to notify the appropriate media services.

b. No employee shall be required to remain at a worksite after the students have been dismissed and the building administrator has closed the worksite because of hazardous health and safety conditions. Employees may be assigned to another worksite.

c. Employees who are on approved leave on a day in which schools are closed shall not lose such approved leave.

d. When the District determines to make up school days missed, such scheduling of makeup days shall be accomplished with input from members of the bargaining unit in the affected buildings.

e. In case of extended closure these rules shall not apply (i.e., fire, earthquake, etc.).

2. Emergency Delayed Starts

In the event KPBSD delays the start of a school or worksite, employees are entitled to the following options:

a. If the employee believes it is safe to report to their worksite, they may report at their normally scheduled time and work their regular shift.

b. The employee may work beyond their regular shift an amount of time commensurate with the length of the delay. Normal overtime approval procedures still apply.

c. The employee has the option to work missed hours, with building administrator

approval, on a weekend day within the same week and pay period.

d. The employee may follow the delay notice and delay the start of their shift. Employees electing this option will only be paid for the hours actually worked.

3. Emergency Early Release

In the event KPBSD closes a school or worksite early due to an emergency, employees are entitled to the following options:

a. If the employee and administrator believe it is safe to remain at the worksite, the employee may work their regular shift.

b. The employee has the option to work missed hours, with building administrator approval, on an alternate day within the same week and pay period. Normal overtime approval procedures still apply.

c. The employee may follow the early release directive. Employees electing this option will only be paid for the hours actually worked.

H. Stand by Time

When employees are required to stand by because of temporary breakdown or shortage of materials, or for any other cause beyond their control, no time shall be deducted from this period and the finishing time or shift shall not be extended to make up the stand by time.

I. Call Back

An employee who is called back to work within four (4) hours after the employee's regular shift is completed shall be paid for a minimum of four (4) hours. Overtime will be paid when applicable.

J. Building Checks

When an employee is required by the District to return to the employee's building site outside of the employee's regular workday, the employee shall be paid for a minimum of two (2) hours. Overtime will be paid when applicable.

K. Job Orientation

The District will provide job orientation to each new employee. The job orientation, at a minimum, shall include training in the following:

- the location of this Agreement and a description of this Agreement as provided by the Association,
- a directory for and an orientation to the employee's worksite(s) and department(s), and

- how to access district systems, electronic platforms, and forms.

Additionally, this may include participating in job-alike opportunities; job-shadowing, working with department chairs or mentors, etc.

L. Overtime Pay

Any employee required to work more than eight (8) hours per day or forty (40) hours per week shall be paid at the rate of one and one-half (1 1/2) times their hourly rate for each overtime hour worked. In the case where more than one employee can perform the job, the District and/or supervisor, whenever possible will distribute overtime on an equitable basis.

Consistent with the request of an employee, the District may provide compensatory time off for the non-scheduled and/or overtime work to the extent that cash payment is not required by the federal Fair Labor Standards Act.

M. District Meetings

When employees are required by the District to attend meetings, including those for the purpose of orientation or training outside of their scheduled work calendar, they shall be compensated at their regular rate of pay for actual hours in attendance, including overtime when applicable.

N. Lunch Break

An uninterrupted duty-free lunch period of not less than thirty (30) minutes nor more than one (1) hour shall be allowed approximately midway, but not to exceed five (5) hours of continuous work, of each shift. Building administration shall ensure coverage is scheduled to allow for duty-free lunch periods.

Employees not taking a scheduled, uninterrupted duty-free lunch period, as approved by building administration shall adjust their timesheet, as necessary, to reflect actual time worked.

Nurses may be allowed, with agreement between administrator and employee, the flexibility of taking a paid twenty (20) minute lunch break during their contract day. An additional paid twenty (20) minute lunch break shall be allowed when the school nurse works two (2) hours or more past the nurse's normal shift. Exceptions to this section can be made upon prior approval from the site administrator and Human Resources.

O. Relief Periods

All employees shall be allowed one (1) fifteen (15) minute paid relief break within every four hour segment of work performed.

P. Pay Warrants

1. Pay Checks

a. Monthly pay warrants will be issued on actual hours worked.

b. If a regular day for pay warrants falls on a holiday or bank holiday, then the last working day before such a holiday shall be considered the day for pay warrant.

c. All new hires will have their paychecks automatically deposited in one (1) or more financial institutions of their choosing.

d. The District shall itemize all deductions, as space permits on the pay warrant so employees can clearly determine the purpose for amounts which have been withheld, and the pay warrant shall include the number of straight-line hours and dues/deductions.

e. An employee may request and receive an advance payment on their first monthly payroll of the school year, based on a draw of actual hours worked. At other times throughout the year, an employee may request, but is not guaranteed, an advance payment based on a draw of actual hours worked.

2. Savings Account Option

The District shall provide an automatic savings deduction through direct deposit. Completion of a savings direct deposit form is required to initiate this process.

The savings direct deposit form is available on the District Forms page.

Q. Pay Shortages

Pay shortages shall be processed after receipt of the employee's proven complaint. Pay shortages shall be paid as soon as possible, but in no event later than the next pay period.

R. Time Sheets

Time sheets shall reflect actual hours worked. Employees can access their timesheet history on the Webpay employee portal.

S. Termination Pay

When an employee is terminated, the employee's wages become due immediately and shall be paid in accordance with Alaska Statute 23.05.140.

T. Transportation of Students

Employees shall not be required to transport students in their own vehicle unless warranted by medical emergency.

U. Student Instruction/Supervision

No employee other than educational support Instructional staff shall be required to perform teaching duties, or to assume sole responsibility for student supervision duties.

Instructional staff as used in this section shall include Aide (excluding Aide/Library), Tutor, Student Support Specialist, Student Success Liaison, Speech and Language Pathology Assistant, and Occupational Therapy Assistant.

V. Substitutes

Substitutes will be hired for all employees unless the building administrator and the employee agree otherwise.

W. Subcontracting

The District recognizes that employees currently working for the District are valued and provide an integral component in the education family. Every effort will be made not to contract out work currently performed by bargaining unit members or that could be performed by bargaining unit members. The District will provide the KPESA president a monthly report of each bargaining unit position filled with a subcontractor during this previous month.

X. Forced Absences

If the building administrator, a licensed personal physician, and/or a physician selected by the District, requires an employee to leave the building because of a work-caused health hazard not normally present in the environment which causes a physical illness or complicates a physical health condition, the employee shall be provided with leave with full pay and suffer no loss in benefits (including, but not limited to sick leave) until such time as the unusual condition is eliminated.

Y. Staffing Formulas

If the District anticipates a change in the current staffing formulas for employees, the District shall meet with KPESA leadership to discuss options.

Z. Workload Management

Employees should discuss any concern regarding workload management with their building administrator. If the concern is not resolved to the employee's satisfaction, the employee will have the opportunity to meet with the District to discuss such concern and may choose to bring an Association Representative.

ARTICLE 11 DISCIPLINE AND DISCHARGE

The Association agrees that the District has the right to discipline an employee, for just cause.

A. An employee is entitled to Association Representation at any meeting that may lead to disciplinary action. The District will schedule the meeting at a time that allows Association presence without unnecessary delays.

B. In cases where the District determines to discharge, suspend or demote an employee,

said employee shall have the charges presented in writing and tendered, at the request of the employee, in the presence of an Association Representative. The employee shall be given two (2) weeks notice or two (2) weeks pay prior to involuntary discharge. In cases of an employee being under the influence of drugs and/or alcohol at work, dishonesty, insubordination, abandonment of duties, or unexcused absence of more than three (3) consecutive days, the employee shall be subject to immediate suspension and/or discharge without two (2) weeks' notice or two (2) weeks' pay.

C. Documented chronic use of sick leave in excess of sick leave accrual and/or patterned use of sick leave may be subject to discipline and discharge.

D. Where any disciplinary action involving an employee is undertaken, it will be handled in a confidential manner.

E. Any employee disciplined, discharged, suspended or demoted shall have full access to the rights as provided in Grievance Procedures. In cases of termination, the appeal process will begin at Level II.

F. Any employee found by the Board, or the Administration, to have been suspended or discharged unjustly shall be reinstated with full compensation for all lost time and full restoration of all other rights and conditions of employment.

G. The District agrees to follow a policy of progressive discipline, provided, however, disciplinary action taken against an employee shall be appropriate to the behavior which precipitates said action.

H. Any complaint known by the Administration, and not called to the attention of the employee within thirty (30) days, may not be used as the basis for any disciplinary action against the employee.

ARTICLE 12 RESIGNATION

A. The employee shall give the District two (2) weeks' notice before leaving ~~her/his~~ employment. Employees leaving without two (2) weeks' notice may not be eligible for re-hire.

B. This notice period may be shortened through mutual agreement beforehand between the District and the employee.

ARTICLE 13 REDUCTION IN FORCE

A. **Layoff ***

A reduction in force includes elimination of a position or a reduction in hours below eligibility for health benefits. Whenever possible, layoff will be accomplished through normal attrition. Further, the District shall attempt to lessen the impact and extent of a

layoff through voluntary transfers, encouragement of unpaid leaves, and early retirement when available. The District shall consider seniority transfer requests of qualified employees at affected sites in lessening the RIF impact. Should a layoff be determined necessary by the District for a reason not prohibited by law, the following procedure will apply:

1. All employees shall have a seniority date, established as the date of hire.

2. All employees shall be assigned to one (1) of three (3) major geographic zones: Homer, Central Peninsula, and Seward.

3. The District shall prepare and maintain the seniority list. The initial seniority list shall be prepared and distributed to the Association each year within thirty (30) days of the first day of school. The list will be updated each January.

4. The Seniority list shall indicate an employee's seniority, job classification, school assignment, and range.

5. The District shall first lay off the least senior employees within the job classification and geographic area affected.

6. In the event of more than one (1) individual employee having the same seniority ranking, all employees so affected shall participate in a drawing by lot to determine position on the seniority list. The Association and affected employees shall be notified of the drawing in writing and shall have the opportunity to be present.

Should RIF be necessary for employees and positions at: Port Graham, Nanwalek**,** Hope**,** Seldovia, or Tyonek the least senior employee at the site shall be laid off.

B. Rehire

1. Laid off employees shall be recalled in reverse order of layoff to any position for which they are qualified. If the new position is more than twenty-five (25) miles from the previous work site, the employee may refuse to take the offered position and still retain all rehire rights. The employee must accept the offer of position within five (5) working days of notification by certified letter, or forfeit rehire rights.

2. Laid off employees shall remain on a rehire list eighteen (18) months following the layoff. It is the laid off employee's responsibility to inform the District of the current address and phone number of contact.

3. It is the responsibility of the laid off employee to inform the School District of interest in and availability for rehire, before March 15 annually, in order to retain rehire rights. Failure to inform the District will result in loss of rights to preferential hire.

C. Definitions

Qualified for the purposes of this section shall mean the employee has previous

satisfactory District experience in job classification and/or demonstrates skills required for the position.

Seniority shall be defined as length of continuous service part-time or full-time, or a combination of both, measured from most recent date of employment. District-approved professional, educational, sabbatical, health or military leave shall not be considered as interruption of service and time on such leaves shall be counted toward seniority.

ARTICLE 14 MILEAGE REIMBURSEMENT

When an employee is required by the employee's immediate supervisor to use the employee's own vehicle for District business, the District shall reimburse the employee at the mileage rate established per Board policy. (See http://www.gsa.gov).

ARTICLE 15 SPECIAL CERTIFICATE OR LICENSE REIMBURSEMENT

Bargaining unit members who are required, as a condition of employment, to acquire or maintain a certificate or license shall be reimbursed for the cost of such certificate or license.

Employees whose certificate or license expires must submit proof of complete application at least thirty (30) days prior to expiration to be eligible for reimbursement.

ARTICLE 16 SALARY SCHEDULE

Salary ranges and schedules are found in Appendix A.

ARTICLE 17 PAYMENT CONDITIONS

A. Shift Differential

The District shall pay a shift differential of a 3.75% increase over their basic hourly wage to all employees assigned to work the swing shift, and a 7.5% increase over their basic hourly wage to all employees assigned to work the graveyard shift.

B. Pay Step

One (1) work year with the District will qualify an employee for one (1) step on the salary schedule. New employees hired prior to January 1 who complete their Personnel Action Form will qualify for one (1) step on the salary schedule.

C. Rate of Holiday Compensation

Holidays shall be paid for at a straight time rate if not worked. Employees required to work

on any of the holidays named in Article 19 shall be paid two (2) times their basic rate of pay.

An employee on unpaid status either the workday before or after a holiday shall not receive holiday pay.

D. Initial Pay Schedule Placement

All previous KPBSD experience will be recognized for initial placement on the salary schedule. The District reserves the right to start an employee at other than the Initial Step of the Pay Schedule.

E. Nurses

All school nurses hired by the School District shall be a Registered Nurse (Non-BSN or an RN-BSN).

F. Longevity

All employees not receiving a step increase will receive a longevity increase of two percent (2.0%) each year based on the same year's salary in that row and column. A one hundred dollar ($100) flat payment will be paid per year for each year the employee remained at longevity.

G. National Board Certification of School Nurses

The district shall add two thousand dollars ($2,000) to the salary of each nurse who holds a current and valid national board certification. "National board certification" means individual achievement of national professional job-role standards as certified by a nationally recognized board and shall include National Board for Certification of School Nurses (NBCSN) and any other similar national certification.

ARTICLE 17A DISCRETIONAL FUNDS

The School Board shall allocate a discretional material fund in the amount of one hundred twenty-five dollars ($125) per each Tutor, Bilingual Instructor, and Interpreter for the Hearing Impaired for incidental instructional materials. Half-time employees shall receive one-half (½) the amount allocated to full-time employees. Any monies not utilized by May 1 will revert to the site's general fund.

ARTICLE 17B CELL PHONE REIMBURSEMENT

Microcomputer Technician II, Truck Driver/Warehouse, Custodian III/Head, and itinerant Nurses

serving two or more schools daily may be required to be available in times of emergency or reachable when they are not near a district phone. Personal contact information, such as home telephone or cell phone numbers is shared with building Administration and District Office and distributed only to those who need information in the course of District business. Reimbursement of up to five hundred dollars ($500) annually will be provided to employees in these positions to assist them with their individual cell phone plan costs. Reimbursement will be made once documentation has been provided to Accounts Payable.

ARTICLE 18 LEAVES AND BENEFITS

Annual Leave: Applies to 12-month employees only.

A. All permanent 12-month employees shall accrue annual leave at the following rates, and all permanent 12–month employees working less than eight (8) hours, but for four (4) or more hours shall accrue annual leave at the following rates on a pro rata basis. Permanent part-time employees working less than four (4) hours daily or less than twelve (12) months per year are not eligible for annual leave.

LENGTH OF SERVICE EARNED MONTHLY ANNUAL LEAVE

Zero through 2 years	**16 annual leave days per year**
Over 2 years through 5 years	**22 annual leave days per year**
Over 5 years	**25 annual leave days per year**

B. Employees remaining in the same job classification receiving a change in status of a permanent full-time employee who works less than twelve (12) months to a 12-month position will have the employee's length of service determined by each year of less than twelve (12) month employment being equal to one (1) year of employment. Should a 9 or 10-month position employee transfer to a 12-month position, the person must have completed at least one half (½) of their work year for that year to count towards 12-month service.

C. Annual leave will not begin to accrue until an employee has completed the employee's probationary period. Thereafter, the employee will accrue annual leave retroactive to the day of employment. Annual leave will not accrue while an employee is on leave without pay.

D. Annual leave may be accrued to a total of forty-three (43) days. One-half (½) of the annual leave accrued must be used by June 30 of each current year.

E. An employee must have been employed for a total of six (6) months before becoming eligible to apply for annual leave benefits.

F. Prior approval is required before annual leave days are taken.

G. All unused annual leave shall be automatically cashed in upon termination or resignation based on employee's regular rate of pay. Upon death of the employee, one hundred percent (100%) of the employee's unused annual leave shall be paid to the employee's estate based on the employee's regular rate of pay. This provision is not applicable when terminated for just cause.

H. Annual leave may be used in a minimum of one (1) hour increments.

ARTICLE 19 HOLIDAYS

All employees will receive the following paid holidays if included in their work year: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after Thanksgiving, the day before Christmas and Christmas Day. An employee on unpaid status either the workday before or after a holiday shall not receive holiday pay.

If any of the above holidays fall on Sunday, the following Monday shall be considered the legal holiday. When any of the above holidays fall on Saturday, the Friday immediately preceding the holiday shall be considered to be the holiday.

ARTICLE 20 PERSONAL LEAVE

A. All employees may earn five (5) of their assigned workdays as personal leave each year cumulative to fifteen (15) working days.

B. Except in the case of extreme emergency or situation in which the administrator involved and the District Superintendent shall consider as particularly extenuating, personal leave will not be granted for the first or last day of school. Personal leave may be granted on the day before and/or the day after school vacation or holiday.

C. Prior approval is required before personal leave days are taken.

D. Unused personal leave may be cashed in by submitting an application no later than November 30 or May 31 per the following guidelines:

1. No more than five (5) cumulative days per year may be cashed in.
2. The value of each day will be equivalent to the employee's per diem.
3. The cash out provision is available only on the December payroll and at the end of the school year.

E. Personal leave shall be used in a minimum of one (1) hour increments.

An employee working a 215- or 216-day work calendar where at least one day falls in each calendar month shall receive one (1) additional day of personal leave. This day may not accumulate or have cash value.

Upon death of the employee, one hundred percent (100%) of the employee's unused personal leave shall be paid to the employee's estate based on the employee's per diem rate.

ARTICLE 21 ASSOCIATION LEAVE

The Board shall provide the Association sixty (60) days per year for Association Leave for Association business. All Association leave shall have prior approval of the KPESA president, building administrator, and Human Resources. Days beyond the sixty (60) if approved, shall be done so with the understanding that the Association will pay the substitute costs, if any. The unused leave will be allowed to accumulate from year to year to facilitate negotiation years.

A maximum of fourteen (14) days, to be used for official NEA State or National business, at District expense, shall be approved for employees elected to State or National NEA office. Days beyond the fourteen (14) if approved, shall be done so with the understanding that the Association will pay the substitute costs, if any.

Whenever any representative of the Association or any support employee is mutually scheduled by the School Board or the Administration and the Association to participate during the working hours for grievance proceedings, conferences or meetings, the employee shall suffer no loss in pay, nor shall there be any leave charged to the employee or the Association.

Association President

The District agrees to grant a release time request for the President of the Kenai Peninsula Education Support Association for each year of the current contract, if requested. This release time is granted based on recognition that the employee's time in their role is spent on administrative duties that include labor representation and liaising. The President's release time shall be granted by the District, provided that the following conditions are met:

(a) the Association shall reimburse the District the salary and benefits equal to the amount of release time;

(b) the President shall not be released until the District has found an acceptable substitute who can perform the President's professional duties and responsibilities;

(c) the request, with the expected contracted days and FTE of the release, must be made in writing prior to April 15 of each year for the following school year;

(d) should the Association choose to have .50 or more release time for the President, the Association will bear one hundred percent (100%) of the annual benefit package for the President.

The employee shall continue to accrue credit for service toward salary increases and retirement, if and as allowable under the Division of Retirement and Benefits, while serving in this position.

At the conclusion of President's release, the employee shall be returned to the employee's building position held prior to the leave.

ARTICLE 22 CIVIC LEAVE

A. Jury Duty

Employees required to serve on Jury Duty or subpoenaed as a witness shall suffer no loss in regular earnings to a maximum of forty (40) hours per week.

1. If an employee misses work because of jury duty, or is required by subpoena to give testimony before a judicial or administrative tribunal in a proceeding in which the employee is not a part, i.e., plaintiff, defendant, etc., the employee shall be paid the employee's normal compensation for any periods of work so missed. Any compensation issued to the employee by the legal system will not be submitted to the district.

2. When an employee is summoned as a witness or for Jury Duty, this shall constitute the employee's work shift and the employee shall not be required to report to the employee's work site for that day.

B. Community Service

If an employee is a volunteer firefighter, or is an Emergency Medical Technician the employee may be immediately released from duty in order to respond to an emergency call. Any compensation earned while performing such volunteer service shall be remitted to the District in an amount not to exceed the salary which would have been earned had the employee been on duty. Procedures for such use shall be on file in the principal's office.

C. Public Office

The Superintendent shall grant a leave without pay to any employee to campaign or serve in a public office, including positions on a tribal council, not to exceed ten (10) employees at any time.

Unpaid leave shall be granted, not to exceed five (5) days, for an employee to campaign for a candidate for public office, including positions on a tribal council. other than the employee.

ARTICLE 23 UNPAID LEAVE OF ABSENCE

A. Any employee may, upon written request to the Superintendent or designee and with approval of the School Board, be granted an unpaid leave of absence for illness, professional study, military duty, or for personal reasons. Unpaid leaves of absence may only be granted to employees who have completed three (3) years of service in the District. At their discretion, the Superintendent may approve applications to the school board of employees with less than three years of service.

B. An unpaid leave of absence is a benefit of the contract and not meant to incur the District the cost of unemployment insurance. An employee on an approved LOA may request to be assigned to an open position before their normal return time.

C. When granted unpaid leaves of absence, employees will only be guaranteed re-employment upon their return to duty if they return on the date specified in their request for leave. However, upon mutual agreement, any unpaid leave may be extended. Notification of such return must be given to the Superintendent in writing by February 1. Further, the employee, upon the employee's return, may be assigned to the same or comparable position within the employee's geographic area and continue on the same range and step on the salary schedule the employee was on when the leave was granted.

D. If an employee on unpaid leave of absence remains away from duty beyond the expiration of the employee's leave or renewal, the employee's position shall be considered vacant.

E. Leaves under this Article of two (2) weeks or less for extenuating circumstances may be approved by the Superintendent or Designee. This short-term unpaid leave may be granted to an employee, including those in their first year of employment except when an administrator believes granting leave would make operation of a building impossible.

F. Employees may leave their contributions with the retirement system during leave of absence, and will have the option of maintaining health and life insurance at the employee's expense.

ARTICLE 24 LEAVE OF ABSENCE FOR RESERVE OR AUXILIARY MEMBERS OF ARMED FORCES (AS 39.20.340)

An employee who is a member of a reserve or auxiliary component of the United States Armed Forces is entitled to a leave of absence without loss of pay, time or efficiency rating on all days during which the employee is ordered to training duty, as distinguished from active duty, with troops or at field exercises, or for instruction, or when under direct military control in the performance of a search and rescue mission. The leave of absence may not exceed sixteen and one half (16 ½) working days in any 12-month period. If the military pay is less than the employee's normal gross wage, the employee will be compensated up to the employee's normal gross wage from the District.

If an employee is called to active duty by the governor, an employee otherwise qualified under (a) of this section is entitled to five (5) days leave of absence without loss of pay, time, or efficiency rating.

Upon approval of the Board of Education, the above leave and conditions may be extended for up to one (1) year of leave.

For the purpose of computing leave and longevity, short-term military leave will count as full-time service with the employer.

If the employee has the option to serve the employee's military duty when school is not in session, that person shall elect that option.

ARTICLE 25 SICK LEAVE

A. Employees shall be credited, at the beginning of their employment year or upon hire, with sick leave equal to the amount that would accrue over the course of the remaining fiscal year, calculated at the following rates:

a. Each permanent eight (8) hour employee shall accrue sick leave from the date of employment at the rate of one and one-third (1 1/3) days per month, per pay period according to an employee's personnel action form with unlimited accumulation, regardless of status. A minimum of one (1) hour will be used for each absence. Absences that exceed one (1) hour will be recorded in 15-minute increments.

b. Each employee working less than eight (8) hours shall accrue sick leave from the date of employment on a prorated basis per month with unlimited accumulation. A minimum of one hour will be used for each absence. Absences that exceed one (1) hour will be recorded in 15-minute increments.

B. An employee may use accrued sick leave for leave due to illness, accidents, or medical, dental, or optical appointments.

C. Employees will be eligible for sick leave due to personal disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery in the same manner as all other disabilities.

D. A maximum of ten (10) days of sick leave shall be granted to an employee, in the event of serious illness, accident, hospitalization or temporary confinement in the employee's immediate family.

E. Employees may be eligible to use additional leave under the federal Family and Medical Leave Act, the Alaska Family Leave Act, or short-term disability insurance, and should contact Human Resources for more information.

F. For leave of more than five (5) days, the District shall require a written statement from a licensed physician or practitioner.

G. A maximum of fourteen (14) days of sick leave may be used for parental purposes within the first (1st) month of the birth or adoption of a child. Employees may be eligible to use additional leave under the federal Family and Medical Leave Act, the Alaska Family Leave Act, or short-term disability insurance, and should contact Human Resources for more information.

H. For purposes of this section, members of the immediate family include spouse, domestic partner, parent, child, parent-in-law, child-in-law, grandparent, grandchild, sibling, guardian, and ward.

I. Due to extenuating circumstances, exceptions to any of the provisions contained in this section may be granted at the discretion of the Superintendent.

J. Upon request by the District, the employee will submit proof that the leave was used for approved purpose(s).

K. Unused sick leave may be donated as described in Article 25A, or may be cashed in by submitting an application no later than November 30 or May 31 per the following guidelines:

a. Employees must maintain a minimum of ten (10) days' sick leave in their account, except as described in N, below.

b. No more than two (2) total days per year may be cashed in.

c. The value of each day will be equivalent to the employee's per diem.

d. The cash out provision is available only on the December payroll and at the end of the school year.

Q. Upon resignation after twenty (20) school years of service with the District or upon retirement from the District through PERS, an educational support employee shall be paid sixty-seven percent (67%) of the employee's normal hourly rate for unused sick leave.

R. If the State grants credit for unused sick leave under PERS, the employee shall be allowed to apply for retirement credit all or a portion of accrued sick leave.

S. The employee's estate shall receive the monetary value of sixty-seven percent (67%) of the deceased's unused sick leave balance at their per diem rate upon the death of the employee.

ARTICLE 25A: DONATIONS OF SICK LEAVE

Members shall be allowed to donate sick leave to and receive donations of sick leave from leave eligible members subject to the following conditions:

A. Each member wishing to donate sick leave will fill out, date and sign a leave slip showing the amount of leave to be donated. The leave slip will have written along the bottom, or in the space provided, "Leave donation to (employee name), or directly to the sick leave bank."

B. The Association will be responsible for gathering all leave donations to be forwarded to the District. Leave donations will become available during the pay period in which the Association approved donation is received by the HR department.

C. With the exception of provisions in item I, the total amount of leave credited to the recipient's donated leave account shall not exceed twenty (20) days per school year. Donated leave may not be used until all accrued sick leave and sick leave bank appropriations have been exhausted.

Members may donate any amount of accumulated sick leave to the sick leave bank.

D. The member must maintain a minimum of ten (10) days sick leave in their account in order to donate, except upon separation of employment from the District, when members may donate all remaining leave down to zero (0).

If the donation is upon the member's separation from employment with the District, the Association approved donation form must be received by the HR Department within thirty (30) calendar days of the member's last day of active employment, or by June 30 if the employee completes their work calendar for the year.

E. The donation cannot be withdrawn, modified or otherwise returned to the donor's leave account.

F. Coercion of members to donate sick leave to another member is prohibited.

G. Any unused leave by a member who has received donated sick leave shall be forwarded to the sick leave bank at the end of the following school year.

H. The District shall provide, on an annual basis, a donated leave report to the Association reflecting donated leave activity.

I. Family members have the right to donate and receive an unlimited amount of sick leave days, keeping a ten (10) day balance in their account, except upon termination from employment with the District as described in Section D, above, to and from family members. For purposes of this section, members of the immediate family include spouse or domestic partner, fiancé, fiancée, parent, child, parent-in-law, child-in-law, grandparent, grandchild, sibling, guardian, and ward. Additions to this list may be made by the Superintendent.

ARTICLE 25B SICK LEAVE BANK

The sick leave bank will be administered as follows:

1. All employees beginning services with the District shall contribute one (1) day to the sick leave bank following the January pay period.

2. Employees shall not be requested to make further contributions unless the number of days in the bank drops below 250.
3. At such time the bank drops below 250 days, each employee shall contribute one (1) day to the sick leave bank.
4. The bank is to be administered jointly by the Superintendent and the Association.
5. Sick leave days from the bank may be granted only when the number of sick leave days accumulated by the bargaining unit member have been exhausted. Withdrawals may be made for up to twice the number of sick leave days accumulated before the employee's first (1st) scheduled workday or twenty-four (24) days, whichever is greater. The employee is not automatically entitled to the number of days for which the employee may be eligible.

ARTICLE 25C USE OF SICK LEAVE FOR BEREAVEMENT

Accrued sick leave may be used for bereavement in the event of death in the immediate family, for a maximum of ten (10) workdays; in the event of a death of a spouse, fiancé, fiancée, domestic partner, or child, a maximum of thirty (30) workdays. This leave must begin within thirty (30) calendar days of death of the immediate family member.

For purposes of this section only, immediate family is defined as (including in-law and step relationships) parent, spouse, fiancé, fiancée, domestic partner, parent's sibling, first cousin, child, sibling, grandchild, grandparent, guardian, ward, and dependents living in the household.

In the event of the death of a colleague or student, the employee may use up to eight (8) hours of accrued sick leave to attend a funeral or memorial service. The employee may claim on the employee's timesheet up to four (4) hours of this leave from the sick leave bank.

Exceptions to the provisions contained in this section may be granted upon submission of the request to the Superintendent.

Upon request by the District the employee will submit proof that the leave was used for the approved purpose. For the purposes of this section, acceptable proof includes but is not limited to an obituary, a funeral program, a prayer card, or verifiable details including date of death, city of death, and relationship to the deceased.

ARTICLE 27 HEALTH CARE

1. Health Care Plan Committee (HCPC):

A Health Care Plan Committee (HCPC) shall be composed of four (4) representatives selected by the Kenai Peninsula Education Association, three (3) representatives selected by the Kenai Peninsula Education Support Association, one (1) representative selected by the Kenai Peninsula Administrator Association, and three (3) current employee representatives selected by the Superintendent. All

voting representatives must be either elected representatives of their respective Association or participants of the health care plan. The Plan Administrator and Benefits Manager are non-voting advisors to the committee. The HCPC shall select a chairperson from its committee of voting members.

A quorum for the meetings shall require no fewer than nine (9) committee members. The HCPC will conduct a formal vote on any matter that could impact the cost or benefits of the health care program or on any matter that would require a change in the summary plan description. Formal votes shall require an eighty percent (80%) vote of the total voting committee members to pass.

The committee shall annually review by-laws in September of each year unless the committee deems that an alternate time would be better. The committee will meet monthly unless this is changed by the committee members in accordance with the committee's by-laws.

The HCPC shall be empowered to determine health care benefits different from benefits in the plan in place on January 1, 2025. The committee will determine and control the health care program for all District employees covered bythe program during the term of this agreement including but not limited to the following: benefits and coverage provided, cost containment measures, preferred provider programs, co-payment provisions, evaluating other health insurance programs, and implementing any wellness measures it deems beneficial to employees and the health care program. Year-to-date fees associated with Brokers and Third-Party Administration shall be shared with the committee at each meeting.

The District may issue a Request for Proposal (RFP) for health care insurance providers independently or shall do so at the direction of the HCPC. Any proposals received by the District shall be presented to and reviewed by the HCPC at the subsequent meeting. The District shall take all necessary and reasonable steps required by the quoting agency to ensure fair and transparent access to quotes from any quoting agency. The HCPC will evaluate the need for future RFP's annually. The District shall not be required to adopt changes made by the HCPC which would result in violations of established laws or regulations.

The HCPC shall be advisory to matters related to Broker selection, Third (3rd) Party Administration and Stop-Loss insurance.

The District agrees to work with the HCPC to provide reasonable time for meetings and provide adequate support, including an expert health care consultant for plan design. Administrative leave will be provided for all participants.

All HCPC and subcommittee meetings shall be subject to and conducted in compliance with the Open Meetings Act. Minutes and recordings of each meeting shall be posted on the KPBSD website.

2. **General Conditions:**

Benefits are afforded to the employee, spouse and all eligible dependents. All benefits are subject to the terms, conditions, limitations, and definitions contained in the Plan Document, and Summary Plan Description (SPD), which shall govern in the event of any conflict.

As of November 7, 2016, all employees who work thirty (30) or more hours per week or at least .75 FTE are eligible for year-round health benefits and are required, as a condition of employment, to participate in the KPBSD health plan. Any employee who as of November 7, 2016, has been working between twenty (20) and thirty (30) hours per week or between .50 and .75 FTE, and has previously been receiving health benefits, shall be grand parented as eligible for health benefits for the remaining length of time they are employed by the District.

Employees who have alternative health insurance coverage meeting the minimum ACA requirements may elect to waive their entitlement to District provided health insurance coverage.

A flexible benefit account program, under the provision of Section 125 of the Internal Revenue Service Code, will continue.

Dental and vision benefits shall be provided separately from medical and prescription benefits. Employees may elect not to receive dental and vision coverage. The cost of the dental and vision benefits shall be included in the calculation of the employer and employee contribution amounts. The employer and employee contributions will be the same for an employee who receives dental and vision coverage as it is for an employee who elects not to receive dental and vision coverage.

3. **Self-Funded Health Plan Costs**

The District health care program is currently self-funded. Program costs are solely a product of administrative expenses and actual claims experience as reported in the District's Comprehensive Annual Financial Report.

Total District dollar share of health plan costs is calculated based on the negotiated District percentage as applied to actual plan costs. The District will make contributions to the health care program for each participant on a 12-month basis.

Ninety percent (90%) of the health care costs are paid by the District. Tenpercent (10%) of the health care costs are paid by the employees.

4. **Health Care Plan Description**

Employees have the option of either a Health Reimbursement Arrangement (HRA) or a Health Savings Account (HSA).

The HDHP will offer four healthcare plan tiers. The tiers will be: Employee Only, Employee and Spouse, Employee and Children, and Employee and Family.

Employee premium rates for each tier shall be set annually and made available on the District website at https://employees.kpbsd.org/health-care-plan prior to the annual open enrollment period.

Selection of employee tier for the following calendar year will be made during the November 15 –

December 15 Open Enrollment period, to begin on January 1, or during a special enrollment period as required by a qualifying event.

Employees who are married to another KPBSD employee, or who are a dependent child under age 26 of another KPBSD employee, may choose to waive their own District-provided health insurance and be covered together under a single policy with the appropriate tier.

High Deductible Health Plan (90%/10%)		
	HRA Plan	HSA Plan
Deductible	$1,500 / Individual $3,000 / Family	$1,700 / Individual $3,400 / Family
Out of Pocket Maximum (Not including deductible)	$2,000 / Individual $4,000 / Family	$2,000 / Individual $4,000 / Family
HRA or HSA Contribution	~~$800/ Year~~ $1,000/Year per covered employee	~~$800/ Year~~ $1,000/Year per covered employee

The District shall make an annual contribution, per covered employee, of one thousand dollars ($1,000) to each employee's HRA or HSA, up to allowable IRS limits. When two or more employees are covered under the same policy, the policy-holder shall receive an annual contribution equal to one thousand dollars ($1,000) per employee covered on the policy, up to allowable IRS limits.

The health care subcommittee comprised of KPEA, KPESA, and KPAA HCPC representatives, shall determine the employee contribution amount.

Employee Health Care Reserve Account: The existing employee health care reserve account shall be maintained. Any interest gained on this account shall be retained in this account. Seven hundred fifty thousand dollars ($750,000) of the employee health care reserve account shall be set aside for use at year end for payment of the employee portion of program costs that exceed employee deposits. If the employee health care reserve falls below $750,000, an amount needed to replenish the fund to $750,000 will be calculated by the sub-committee and added to the employee's annual rate in the following year prior to the open enrollment period. Any amount in the employee health care reserve exceeding the $750,000 balance will be used to offset future employee costs as determined by the sub-committee.

The HCPC subcommittee of Association health care committee representatives (KPEA, KPESA, and KPAA) will have the authority to address the usage of any amount remaining above the $750,000 requirement stated above. These monies can be used to pay down the employee share of the health care employee contribution, reduce employee premiums for the following year, or may remain in the Employee Health Care Reserve account topay down future costs or overages.

*Guidelines involving "qualifying event" and "pre-existing conditions" will be followed in accordance to the health plan document, which is available at: https://employees.kpbsd.org/health-care-plan.

The District shall maintain a "reward" system to protect the plan from inaccurate charges by Service Providers. The District and employee shall evenly divide any monetary benefits resulting from the correction of such charges. Errors made by the plan administrator are ineligible for this reward.

5. **Plan/Benefit Changes**

The HDHP in place at the time of ratification shall continue, with the following exceptions. Changes to these exceptions or any other term specified in this agreement (deductible, HRA/HSA contributions, premium cost-sharing, etc.) may not be modified by the HCPC unless the parties agree to an MOU. Effective January 1. 2027:

- Physician services received from providers not in the KPBSD Health Plan PPO network will be reimbursed at a flat sixty percent (60%) benefit level. Payments for such non-PPO physician services will not apply toward the participant's out-of-pocket maximum. These penalties shall be waived if current information about PPO providers is inaccurate or unavailable. The HCPC will have authority to assist in the implementation of this provision (such as identifying PPO providers).
- Dental Basic Care Benefit will change to eighty percent (80%).
- The fourth quarter deductible will no longer rollover for HRA plans.
- Employees will accrue two (2) additional days of leave per procedure completed using Transcarent.

6. **Implementation Timeline**

Due to the logistics of implementing plan changes for FY26, this Article/Section shall not be retroactive, except the following shall apply:

- A special open enrollment period will be available in November/December 2026, for coverage to start on January 1, 2027.
- Existing employees that were participants in the healthcare plan for at least six (6) months during FY26 will receive a one-time payment in September 2026 of one thousand dollars ($1000). This will be paid on the September 2026 paycheck.

ARTICLE 28 LIFE INSURANCE

A. Life insurance coverage in an amount equal to two (2) times the employee's annual salary rounded to the next highest thousand will be provided by the District at no cost to all

eligible employees. An employee may increase coverage to a maximum of double their salary by paying the additional premium. In the event of accidental death, the insurance shall pay double the specified amount.

B. It is the employee's responsibility to sign and return the application card. All employees will complete and have on file in the accounting office a listing of beneficiaries.

C. Term life insurance in the amount of ten-thousand dollars ($10,000) or the employee's annual salary, whichever is less, shall be provided for the spouse of the employee at no additional cost to the employee. The ten-thousand dollar ($10,000) coverage does not apply when both spouses are employees of the School District.

D. Dependent coverage (optional): Dependent benefits shall be two thousand dollars ($2,000) per dependent. The cost to the employee shall not exceed the per month premium rate established by the carrier and shall cover all listed dependents.

E. Conversion provisions: Any employee may obtain, within thirty (30) days after termination (for any reason), an individual policy without a physical examination, subject to the provisions and rates established by the insurance carrier.

ARTICLE 29 TRAVEL INSURANCE

A. The District shall provide a travel insurance policy with a benefit in the amount of one hundred thousand dollars ($100,000) in the event an employee is killed while traveling on District approved business or during the course of any bona fide trip made by an employee for the District. Such trip shall be deemed to have commenced when the employee leaves the employee's residence or place of regular employment for the purpose of going on such trip, whichever last occurs, and shall continue until such time as the employee returns to the employee's residence or place of regular employment, whichever first occurs.

B. Air travel is covered only if on a commercial flight or commercially licensed air taxi service approved by the District for such trip.

C. Travel to and from work is not covered.

D. The beneficiaries will be the same as those listed for the regular life insurance program.

ARTICLE 30 WORKER'S COMPENSATION

A. The School District, being required by law to carry worker's compensation insurance on all employees, agrees to cover those accidents that happen while an employee is on the job or in any function in compliance with a direct order by a supervisor(s).

B. A worker's compensation report must be filed in the District Office within forty-eight(48)

hours of the accident. Forms shall be available in all school offices.

C. The employee has two compensation options during any absence in conjunction with a work-related injury. The employee may choose to take either:

1. Worker's compensation payments in lieu of a salary benefit and therefore retain the employee's accrued sick leave;

or

2. Worker's compensation payments and receive, through use of sick leave, additional wages up to the employee's normal gross wage. The sick leave payments will be made when the employee returns to work with no limitation.

   If the employee selects this option but is unable to return to work, the employee shall be made whole from the time the employee is absent due to a work-related injury to the date the employee is terminated due to inability to return to work.

D. An employee on worker's compensation shall accrue all leave benefits available for that position.

E. Employees involved in a long-term work-related injury shall receive an orientation on the ramifications of workers' compensation, to include leave, pay, and benefit issues.

ARTICLE 31 IN-SERVICE TRAINING

In an effort to improve employee skills, the District agrees to provide in-service day(s) on an as needed basis in identified areas. These in-service day(s) shall be workdays and shall be planned by the District.

All in-service days will occur during the employee's work calendar.

ARTICLE 32 OTHER DEDUCTIONS

Upon appropriate written authorization by the employee, as established by the District, the School Board shall deduct from the salary of any employee and make appropriate remittance for tax sheltered annuities, credit union, bank or any other plan or program approved by the School Board.

ARTICLE 33 CAREER DEVELOPMENT PROGRAM

A. A career development program shall be funded at a cost not to exceed twenty thousand dollars ($20,000) for each contract year. Unused funds shall roll over from year to year to a maximum balance of $40,000.

B. The Association may make program recommendations to the Superintendent for the

expenditure of these funds, up to an annual maximum of two thousand dollars ($2,000) per employee. Upon request, a member of the Superintendent's staff will serve as an advisor to the committee.

C. When funding is available and the District elects to offer a program supporting employees wishing to earn an Alaska State educator certificate, terms of such a program affecting working conditions and compensation shall be developed jointly with the Association.

ARTICLE 34 GRIEVANCE PROCEDURES

A. Definitions

Grievant shall mean an employee, or group of employees, or the Association filing a grievance.

Grievance shall mean a claim by a grievant that there has been an alleged violation, misinterpretation, or misapplication of the Agreement, or a violation of official Board policy.

Party of Interest is the person, or persons, making the claim and any person who might be required to take action, or against whom action might be taken in order to resolve the claim.

Days shall mean work days, except as otherwise indicated.

B. Right to Representation

The Board shall recognize grievance representatives upon their identification by the Association. At least one (1) Association representative shall be present for any meetings, hearings, or appeals, or other proceedings relating to a grievance which has been formally presented. The Association Representative(s) may actively seek to assist in problem-solving and represent employees' rights to the process outlined in this agreement, in accordance with law. Nothing contained herein shall be construed as limiting the right of any employee having a grievance (complaint) to discuss the matter informally with the employee's supervisor, then the Superintendent, and finally the School Board. It is understood that the KPESA is the only organization that may provide representation for a grievant.

C. Procedure

Level I

The parties of interest acknowledge that it is usually most desirable for an employee and the employee's immediate supervisor to resolve problems through free and informal communications. The grievant may present the grievance in writing within thirty (30) days to the immediately involved supervisor, who will arrange for a meeting to take place within ten (10) days after receipt of the grievance. The grievant and/or the Association and the supervisor shall be present for the meeting. The supervisor shall provide the aggrieved party

and the Association with a written answer to the grievance within five (5) days after the meeting. Such answer shall include the reasons upon which the decision was based.

Level II

If the grievant is not satisfied with the disposition of the employee's grievance at Level I, or if no decision has been rendered within five (5) days after presentation of the grievance, the grievance may be referred to the Superintendent or official designee. This must be done within fifteen (15) days from the time of the Level I disposition. The Superintendent shall arrange for a hearing with the grievant and/or the Association, to take place within five (5) days of the Superintendent's receipt of the appeal. The parties of interest shall have the right to include in the representation such witnesses and counselors, as they deem necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent and/or designee will have five (5) days to provide a written decision, together with the reasons for the decision to the Association.

Cases involving language or contract interpretation will move to Level IV without a Board hearing.

Level III – Board Level

The Board Level will be used exclusively for employee discipline. If the grievant is not satisfied with the disposition of the employee's grievance at Level II, or if no decision has been rendered within five (5) days after presentation of the grievance, then the grievance may be referred to the School Board, within fifteen (15) days of receipt of Level II disposition. The School Board shall arrange for a hearing with the grievant and/or the Association, to take place within fifteen (15) days of their receipt of the appeal. The School Board may hear the grievance or appoint a hearing officer. The parties of interest shall have the right to include in a representation such witnesses and counselors, as they deem necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the School Board will have ten (10) days to provide their written decision, together with the reasons to the Association.

Level IV – Binding Arbitration

a. If the Association is not satisfied with the disposition of the grievance at Level III by the School Board, or Level II by the Superintendent (cases involving language or contract interpretation), or if no decision has been rendered, the Association can submit the grievance to arbitration before an impartial arbitrator. This must be done within thirty-five (35) days from the time of the Level II or Level III disposition, or from the date when the disposition was due. The arbitrator shall be selected by the American Arbitration Association in accordance with its rules, which shall likewise govern the arbitration proceeding. Neither the employer nor the Association shall be permitted to assert in such arbitration proceeding any grounds or to rely on any evidence not previously disclosed to the other party. The arbitrator shall have complete authority to make any decision and provide any remedy appropriate except as otherwise expressly prohibited by law or this Agreement. Both parties agree to be bound by the award of the

arbitrator, and that judgment thereon may be entered in any court of competent jurisdiction.

b. The costs for the services of the Arbitrator, including per diem expenses, if any, and the arbitrator's travel and subsistence expenses and the costs of any hearing room, will be shared equally by the Board and the Association. All other costs will be borne by the party incurring them.

D. No Reprisals

No reprisals of any kind will be taken by the Board or the school administration against any employee because of the employee's participation in this grievance procedure.

E. Association Testimony

No member of the bargaining unit may testify against another member of the bargaining unit in a grievance or arbitration hearing, nor may a member of the bargaining unit be present as a representative of management at such hearings. However, a bargaining unit member maybe called as a witness to fact, by either party.

F. Cooperation of Board and Administration

The Board and Administration will cooperate with the Association in its investigation of any grievance; and further, will furnish the Association such information as is required for the processing of any grievance. Requests for information shall be in writing and submitted by the Association president or designee.

G. Release Time

Should the investigation or processing of any grievance require that an employee or an Association representative be released from their regular assignment, they shall be released without loss of pay or benefits if the investigation cannot be done at another time.

H. Personnel Files

All documents, communications, and records dealing with the processing ofa grievance shall be filed separately from the personnel files of the participant(s).

I. Grievance Forms

Forms for filing grievances, serving notices, taking appeals, reports and recommendations, and other necessary documents will be prepared jointly by the Superintendent or designee and the Association so as to facilitate operation of the grievance procedure. The costs of preparing such forms shall be borne by the Board.

ARTICLE 35 CONTRACT DISSEMINATION

A. All new hires, on the date of employment, shall be presented a copy of the current

Agreement.

B. The district will post a copy of the Agreement on the District's Web page, within thirty (30) work days of ratification.

C. The District shall provide an electronic document version of the Agreement to the KPESA President within thirty (30) work days of ratification.

ARTICLE 36 CONTRACT CONDITIONS TERM AND SAVINGS CLAUSE

The Agreement will remain in full force and effect from July 1, 2025 until June 30, 2028.

No later than January 15th of the year in which this agreement terminates, either party may give notice of its desire to open negotiations with respect to a successor agreement by delivering a written request to the other party.

The parties will meet to negotiate on such termination, modification, or amendments no later than February 15th of the year in which this agreement terminates. Those items brought to the first bargaining session shall be the only items discussed during the negotiations sessions, unless mutually agreed.

Nothing herein will preclude the termination, modification, or amendment of this Agreement at any time by written mutual consent of the parties.

This Agreement shall supersede any rules, regulations, policies, or resolutions of the District, which shall be contrary to, or inconsistent with its terms.

This Agreement will be governed and construed according to the Constitution and laws of the State of Alaska. If a provision of this Agreement is declared by a court of competent jurisdiction to be invalid, or if during the life of this Agreement any federal, state or local law is legislated in conflict with this Agreement, the remaining provisions of this Agreement shall continue in full force and effect. The parties agree to meet within thirty (30) days for the purpose of bringing the affected section into compliance with the law or court decision.

The Parties agree that should there be changes in the statute, regulation, or funding, this agreement will be reopened for the express purpose of negotiating the affection sections.

ARTICLE 37 EXTRACURRICULAR PROGRAMS

An extracurricular program is defined as a separate volunteer position outside of the employment relationship for an activity, club, or sport. Acceptance of an extracurricular agreement is voluntary. Refusal to accept or willingness to accept an extracurricular agreement shall have no bearing on continued building assignment or formal evaluation.

A. The nominal fees set forth in the Nominal Fee Schedule and Range Assignments in Appendix B represent the amount to be paid by the School District when the activity has been approved

by the Board and the employee has fulfilled the volunteer agreement.

B. No extracurricular fee will exceed or be less than the ranges specified except as provided under the terms of this agreement.

C. The following payment method shall be used for employees receiving an extracurricular volunteer agreement:

For administrative convenience, a lump sum payment will be made at the end of the activity with the regular paycheck specifying regular salary and extracurricular fee. Extracurricular fees shall not be paid early by separate check.

D. A written volunteer agreement for each extracurricular activity will be issued prior to the beginning of the activity.

E. When dividing a single activity between two or more volunteers, the nominal fee shall be prorated between/among them.

F. In the event the Board adds a new activity or program to the extracurricular agreement, or significantly redefines an existing activity, the range for this new or redefined activity will be commensurate with equal or similar activities.

G. Providing the status of an extracurricular program is known, if a volunteer of an extracurricular activity is not being offered the same extracurricular agreement for the subsequent year, they will be notified in writing before the last day of the school term.

H. As positions to sponsor/coach extracurricular activities become vacant, positions will first be noticed to certificated and support staff within their respective buildings for a minimum of five (5) working days. Building employees who are interest shall be interviewed, with priority consideration given to academic relationships. If not filled by a qualified candidate within the building, the position will be advertised outside the building. Current employees outside the building will be guaranteed the opportunity to interview as part of the normal process for advertised positions. Priority consideration will be given to qualified KPBSD employees.

I. If a lawsuit or administrative action under the Federal Fair Labor Standards Act is filed challenging the legality of this Article, this Article shall immediately and automatically become null and void, as will all extracurricular contracts issued pursuant to this Article.

AGREEMENT

KENAI PENINSULA EDUCATIONAL SUPPORT ASSOCIATION
AND
KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Ratified by:

Susanna Litwiniak

Susanna Litwiniak, President
Kenai Peninsula Educational Support Association

Date 10/15/2026

Jason Tauriainen, President
Board of Education
Kenai Peninsula Borough School District

Date 10/ 15 / 2026

APPENDIX A: SALARY RANGE ASSIGNMENTS AND SCHEDULES

1	RANGE

2	RANGE
	FS Cashier/Kitchen Assistant
	FS Itinerant Substitute

3	RANGE
	FS Manager I-FV
	FS Manager I-S

4	RANGE
	Aide/Instructional
	Aide/Title VI
	Custodian I
	FS Manager I-P

5	RANGE
	FS Manager II
	Secretary I

6	RANGE
	Custodian I/Head
	Custodian I/Pool

7	RANGE
	Aide/Library
	Aide/SpEd - Emotional Disabilities
	Aide/SpEd - Intensive Needs
	Aide/SpEd - Preschool
	Aide/SpEd - Resource
	Aide/SpEd - Vision
	Bookkeeper
	Secretary I/Administrative
	Secretary II
	Student Allocation Specialist
	Transportation Specialist

8	RANGE
	Secretary II/Administrative
	Storekeeper
	SNS Specialist
	Supply Buyer
	Theater Technician
	Tutor/ELL
	Tutor/Instructional
	Tutor/Migrant
	Tutor/Title I
	Tutor/Title VI

10	RANGE
	FS Manager III
	Secretary II/Head

11	RANGE
	Custodian III/Head
	Pool Manager
	Secretary III
	Secretary III/Administrative
	Truck Driver/Warehouse

12	RANGE
	Grants Specialist
	Head Supply Buyer

13	RANGE
	Educational Sign Language Interpreter
	Homeless Liaison
	Homeless & At-Risk Student – Support Specialist
	Microcomputer Technician II
	OTA-Occupational Therapy Assistant
	Pupil Services Tech Specialist
	SLPA-Speech Language Pathology Assistant

14	RANGE

15	RANGE

-

16	RANGE

17	RANGE

18	RANGE

-

19	RANGE
	Homeless Liaison Coordinator

NURSE RANGES

1	RANGE
	Nurse (AAS)

2	RANGE
	Nurse (BSN)

2025-26 ($1.25 Increase)

Salary Schedule RANGE	Initial	A	B	C	D	E	F	G	H	LONGEVITY 2% I
~~1~~	~~19.33~~	~~20.01~~	~~20.68~~	~~21.57~~	~~22.26~~	~~23.09~~	~~23.96~~	~~24.86~~	~~25.33~~	~~25.84~~
2	20.28	21.03	21.78	22.72	23.48	24.34	25.25	26.23	26.73	27.26
3	20.69	21.45	22.21	23.17	23.96	24.81	25.77	26.74	27.25	27.80
4	21.40	22.19	23.03	24.03	24.84	25.75	26.72	27.77	28.30	28.87
5	22.07	22.90	23.74	24.80	25.65	26.57	27.59	28.65	29.20	29.78
6	22.76	23.58	24.51	25.60	26.47	27.44	28.49	29.61	30.18	30.78
7	23.47	24.39	25.32	26.45	27.36	28.36	29.47	30.60	31.18	31.80
8	24.24	25.21	26.22	27.42	28.36	29.40	30.55	31.71	32.32	32.97
9	25.11	26.13	27.17	28.40	29.38	30.47	31.65	32.88	33.52	34.19
10	26.02	27.07	28.23	29.50	30.55	31.67	32.91	34.16	34.82	35.52
11	27.02	28.13	29.33	30.64	31.73	32.92	34.19	35.53	36.22	36.94
12	28.09	29.23	30.50	31.92	33.05	34.29	35.63	37.01	37.72	38.47
13	29.17	30.45	31.75	33.23	34.45	35.74	37.12	38.58	39.33	40.12
14	30.42	31.74	33.16	34.74	35.98	37.34	38.77	40.30	41.08	41.90
15	31.73	33.13	34.65	36.26	37.57	39.01	40.52	42.09	42.91	43.77
~~16~~	~~30.42~~	~~31.74~~	~~33.16~~	~~34.62~~	~~35.75~~	~~37.08~~	~~38.53~~	~~40.05~~	~~40.82~~	~~41.64~~
~~17~~	~~31.80~~	~~33.21~~	~~34.66~~	~~36.12~~	~~37.31~~	~~38.69~~	~~40.22~~	~~41.77~~	~~42.58~~	~~43.43~~
18	33.18	34.70	36.25	38.38	40.19	41.70	43.33	45.02	45.90	46.82
19	37.15	38.71	40.37	42.22	43.65	45.21	46.87	48.62	49.56	50.55

2026-27 ($2.00 Increase)

Salary Schedule RANGE	Initial	A	B	C	D	E	F	G	H	LONGEVITY 2% I
~~1~~	~~21.33~~	~~22.01~~	~~22.68~~	~~23.57~~	~~24.26~~	~~25.09~~	~~25.96~~	~~26.86~~	~~27.33~~	~~27.88~~
2	22.28	23.03	23.78	24.72	25.48	26.34	27.25	28.23	28.73	29.30
3	22.69	23.45	24.21	25.17	25.96	26.81	27.77	28.74	29.25	29.84
4	23.40	24.19	25.03	26.03	26.84	27.75	28.72	29.77	30.30	30.91
5	24.07	24.90	25.74	26.80	27.65	28.57	29.59	30.65	31.20	31.82
6	24.76	25.58	26.51	27.60	28.47	29.44	30.49	31.61	32.18	32.82
7	25.47	26.39	27.32	28.45	29.36	30.36	31.47	32.60	33.18	33.84
8	26.24	27.21	28.22	29.42	30.36	31.40	32.55	33.71	34.32	35.01
9	27.11	28.13	29.17	30.40	31.38	32.47	33.65	34.88	35.52	36.23
10	28.02	29.07	30.23	31.50	32.55	33.67	34.91	36.16	36.82	37.56
11	29.02	30.13	31.33	32.64	33.73	34.92	36.19	37.53	38.22	38.98
12	30.09	31.23	32.50	33.92	35.05	36.29	37.63	39.01	39.72	40.51
13	31.17	32.45	33.75	35.23	36.45	37.74	39.12	40.58	41.33	42.16
14	32.42	33.74	35.16	36.74	37.98	39.34	40.77	42.30	43.08	43.94
15	33.73	35.13	36.65	38.26	39.57	41.01	42.52	44.09	44.91	45.81
~~16~~	~~32.42~~	~~33.74~~	~~35.16~~	~~36.62~~	~~37.75~~	~~39.08~~	~~40.53~~	~~42.05~~	~~42.82~~	~~43.68~~
~~17~~	~~33.80~~	~~35.21~~	~~36.66~~	~~38.12~~	~~39.31~~	~~40.69~~	~~42.22~~	~~43.77~~	~~44.58~~	~~45.47~~
18	35.18	36.70	38.25	40.38	42.19	43.70	45.33	47.02	47.90	48.86
19	39.15	40.71	42.37	44.22	45.65	47.21	48.87	50.62	51.56	52.59

2027-28 ($1.00 Increase)

Salary Schedule RANGE	Initial	A	B	C	D	E	F	G	H	LONGEVITY 2% I
~~1~~	~~22.33~~	~~23.01~~	~~23.68~~	~~24.57~~	~~25.26~~	~~26.09~~	~~26.96~~	~~27.86~~	~~28.33~~	~~28.90~~
2	23.28	24.03	24.78	25.72	26.48	27.34	28.25	29.23	29.73	30.32
3	23.69	24.45	25.21	26.17	26.96	27.81	28.77	29.74	30.25	30.86
4	24.40	25.19	26.03	27.03	27.84	28.75	29.72	30.77	31.30	31.93
5	25.07	25.90	26.74	27.80	28.65	29.57	30.59	31.65	32.20	32.84
6	25.76	26.58	27.51	28.60	29.47	30.44	31.49	32.61	33.18	33.84
7	26.47	27.39	28.32	29.45	30.36	31.36	32.47	33.60	34.18	34.86
8	27.24	28.21	29.22	30.42	31.36	32.40	33.55	34.71	35.32	36.03
9	28.11	29.13	30.17	31.40	32.38	33.47	34.65	35.88	36.52	37.25
10	29.02	30.07	31.23	32.50	33.55	34.67	35.91	37.16	37.82	38.58
11	30.02	31.13	32.33	33.64	34.73	35.92	37.19	38.53	39.22	40.00
12	31.09	32.23	33.50	34.92	36.05	37.29	38.63	40.01	40.72	41.53
13	32.17	33.45	34.75	36.23	37.45	38.74	40.12	41.58	42.33	43.18
14	33.42	34.74	36.16	37.74	38.98	40.34	41.77	43.30	44.08	44.96
15	34.73	36.13	37.65	39.26	40.57	42.01	43.52	45.09	45.91	46.83
~~16~~	~~33.42~~	~~34.74~~	~~36.16~~	~~37.62~~	~~38.75~~	~~40.08~~	~~41.53~~	~~43.05~~	~~43.82~~	~~44.70~~
~~17~~	~~34.80~~	~~36.21~~	~~37.66~~	~~39.12~~	~~40.31~~	~~41.69~~	~~43.22~~	~~44.77~~	~~45.58~~	~~46.49~~
18	36.18	37.70	39.25	41.38	43.19	44.70	46.33	48.02	48.90	49.88
19	40.15	41.71	43.37	45.22	46.65	48.21	49.87	51.62	52.56	53.61

Nurse Salary Schedule

2025-26 ($1.25 Increase)

Salary Schedule RANGE	Initial	A	B	C	D	E	F	G	H	LONGEVITY 2% I
1	35.72	37.04	38.46	39.92	41.05	42.38	43.83	45.35	46.12	47.04
2	42.45	44.01	45.67	47.52	48.95	50.51	52.17	53.92	54.86	55.96

2026-27 ($2.00 Increase)

Salary Schedule RANGE	Initial	A	B	C	D	E	F	G	H	LONGEVITY 2% I
1	37.72	39.04	40.46	41.92	43.05	44.38	45.83	47.35	48.12	49.08
2	44.45	46.01	47.67	49.52	50.95	52.51	54.17	55.92	56.86	58.00

2027-28 ($1.00 Increase)

Salary Schedule RANGE	Initial	A	B	C	D	E	F	G	H	LONGEVITY 2% I
1	38.72	40.04	41.46	42.92	44.05	45.38	46.83	48.35	49.12	50.10
2	45.45	47.01	48.67	50.52	51.95	53.51	55.17	56.92	57.86	59.02

APPENDIX B: EXTRACURRICULAR NOMINAL FEES AND RANGE ASSIGNMENTS

RANGE ASSIGNMENTS				
ACTIVITY	**POSITION**	**HIGH SCHOOL**	**MIDDLE SCHOOL**	**ELEMENTARY**
FOOTBALL	Varsity	12		
	Assistant	10		
FOOTBALL CHEERLEADING	Varsity	7		
CROSS COUNTRY	Varsity	11	6	
	Assistant	8	4	
VOLLEYBALL	Varsity or A-Team or Mix 6	12	6	
	Assistant or B-Team	10	4	
SWIMMING	Varsity	12		
	Assistant	10		
	Diving	8		
WRESTLING	Varsity or A-Team	12	6	
	Assistant or B-team	10	4	
BASKETBALL	Varsity or A-Team	12	6	
	Assistant or B-Team	10	4	
BASKETBALL CHEERLEADING	Varsity	7		
HOCKEY	Varsity	12		
	Assistant	10		
NORDIC SKI	Varsity	12	6	
	Assistant	10	4	
SOCCER	Varsity or A-Team	11	6	
	Assistant or B-Team or Co-Ed	9	4	
TRACK & FIELD	Varsity	11	6	
	Assistant	9	4	
	Unified Coach	9		
BASEBALL	Varsity	11		
	Assistant	9		
SOFTBALL	Varsity	11		
	Assistant	9		
INTRAMURAL/ CLUBS/ ACADEMIC TEAMS	Intramural- SPORTS ONLY	2	2	2
	Yearbook	7		
	Drama Debate Forensics	7		
	Forensics		1	1
	Play (2 plays per year)	7	1	
	Competitive	3	1	1
	Non-Competitive	2	1	1
	Student Council Advisor	3	1	
	National Honor Society	3		
	Junior / Senior Lead Class Sponsor	2		
Musical Theater (1/year)	Overall Director	4	3	2
	Vocal Director	3		
	Choreographer	2		
	Orchestra Director	2		
	Rehearsal Accompanist	2	1	1

RANGE ASSIGNMENTS				
ACTIVITY	**POSITION**	**HIGH SCHOOL**	**MIDDLE SCHOOL**	**ELEMENTARY**
High School Choir (**yearlong**) Rehearsals and Performances	Accompanist	4		
Performance Arts	Drill / Dance Team	10		
Music Stipends - basic out of school supervision and performance - Fall, Winter, Spring, Pops as well as Borough and State Festivals	Music		5	
Music - Small School (Not attending festivals)	Music, Band or Choir	5		
	Secondary School Combined Band/Choir	6		
Pep Band (# of After School Performances)	5 to 11	3		
	12 to 17	4		
	18 +	5		
Vocal Taping (# of tapings, outside the regular day w/instructor present) Tapes must be presented for All-Borough, All State or All Northwest	10 to 25	2		
	26 to 50	3		
	51 to 80	4		
	81 +	5		
Instrumental Taping (# of tapings, outside the regular day w/instructor present) Tapes must be presented for All- Borough, All State or All Northwest)	10 to 25	3		
	26 to 50	4		
	51 to 80	5		
	81 +	6		
Special Performances (# of performances above and beyond the standard concerts and festivals)	5 to 13	2		
	14 to 20	3		
	21 +	4		
Solo/Ensemble Festival (Outside of the school day) (# number of entrants)	5 to 15	3		
	16 to 30	4		
	31 +	5		
E-Sports	Fall/Spring Coach	7	2	

APPENDIX B: EXTRACURRICULAR NOMINAL FEES AND RANGE ASSIGNMENTS

(4% increase in FY27, 4% increase in FY28)

Range	FY26 Amount	FY27 Amount	FY28 Amount
1	$388.40	$403.94	$420.09
2	$484.40	$503.78	$523.93
3	$775.71	$806.74	$839.01
4	$969.91	$1,008.71	$1,049.05
5	$1,454.32	$1,512.49	$1,572.99
6	$1,939.82	$2,017.41	$2,098.11
7	$2,424.22	$2,521.19	$2,622.04
8	$2,909.73	$3,026.12	$3,147.16
9	$3,394.14	$3,529.91	$3,671.10
10	$3,879.65	$4,034.84	$4,196.23
11	$4,364.05	$4,538.61	$4,720.16
12	$4,848.46	$5,042.40	$5,244.09