

PROFESSIONAL AGREEMENTS

BETWEEN

THE BOARD OF EDUCATION

AND

THE MURRAY EDUCATION ASSOCIATION

Covering the Period

July 1, 2021 to June 30, 2023

**Murray City School District
5102 S Commerce Drive
Murray, Utah 84107**

*MURRAY CITY SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, GENDER, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, PREGNANCY, CHILDBIRTH, SEXUAL ORIENTATION, OR GENDER IDENTITY IN ITS PROGRAMS.
PLEASE CONTACT YOUR SCHOOL PRINCIPAL FOR FURTHER INFORMATION.*

TABLE OF CONTENTS

A. PROCEDURAL AGREEMENT 1

Article I- DEFINITIONS 1

Article II- RECOGNITION..... 1

Article III- NEGOTIATIONS 2

Article IV- MEDIATION AND FACT FINDING 3

Article V- COSTS 3

Article VI- TERM OF AGREEMENT..... 4

Article VII- PROCEDURE FOR ANNUAL NEGOTIATIONS..... 4

B. MASTER AGREEMENT..... 6

ARTICLE 1- DEFINITIONS..... 6

ARTICLE 2- PROFESSIONAL SALARY..... 7

ARTICLE 3- INSURANCE PROTECTION 9

ARTICLE 4- SICK LEAVE 10

ARTICLE 5- BEREAVEMENT 12

ARTICLE 6- PARENTAL LEAVE 12

ARTICLE 7- PERSONAL LEAVE..... 13

ARTICLE 8- OTHER LEAVE..... 13

ARTICLE 9- PROFESSIONAL LEAVE 13

ARTICLE 10- UNPAID LEAVES OF ABSENCE..... 14

ARTICLE 11- PROFESSIONAL RELATIONS COUNCIL 15

ARTICLE 12- PROFESSIONAL GRIEVANCE PROCEDURE..... 16

ARTICLE 13- TEACHER FILES 17

ARTICLE 14- LUNCH DUTY AND INCLEMENT WEATHER COMMITTEE / BUS DUTY 18

ARTICLE 15- CHILD CARE LEAVE 18

ARTICLE 16- PAYROLL DEDUCTIONS 19

ARTICLE 17- LEARNING ENVIRONMENT 19

ARTICLE 18- TEACHER RIGHTS 20

ARTICLE 19- ASSOCIATION-BOARD CONTRACTUAL RELATIONS..... 21

ARTICLE 20- DURATION..... 23

ARTICLE 21- AMENDING PROCEDURE 23

ARTICLE 22- – RETIREMENT 23

ARTICLE 23- ASSOCIATION LEAVE 26

ARTICLE 24- PROVISIONAL TEACHERS 27

ARTICLE 25- OTHER 27

APPENDIX “A-1” 30

EXTRA PAY FOR EXTRA DUTY ERROR! BOOKMARK NOT DEFINED.

JUNIOR HIGH ATHLETIC AND NON-ATHLETIC..... 31

GUIDELINES & REFERENCES..... 35

A. PROCEDURAL AGREEMENT

This Agreement is made and entered into by and between the Board of Education of the Murray City School District in the City of Murray, County of Salt Lake, and State of Utah and the Murray Education Association, a corporation this 9th day of July 1969.

The Board and the Association recognize that providing a high-quality education for the children of Murray City is the paramount objective of the School District, that high morale of the District personnel is necessary for the best education of the children, and that:

1. The development and operation of educational programs of the highest quality can best be achieved through discussion, consultation, and cooperation between all regularly assigned certificated personnel and the school board.
2. The Board of Education, as the elected governing body for the School District, possesses powers delegated to it by the constitution and laws of the State of Utah, together with the duties and responsibilities imposed thereby.
3. The Superintendent is the Chief Executive Officer of the Board of Education, and as such administers the affairs and policies of the Board and other duties as provided by law.
4. The purpose for this recognition is the mutual agreement that the parties will negotiate with regard to matters of common concern as specified under Article IV, for appeal in the event of impasse.
5. The instruction process is the primary function of the schools and all personnel of the District should work to enhance this process in so far as possible.

NOW, THEREFORE, the parties agree as follows:

Article I-DEFINITIONS

- 1.1. The term "Board" as used in this agreement shall mean the Board of Education of the Murray City School District, Murray City, Utah.
- 1.2. The term "Association" as used in this agreement shall mean the Murray Education Association, Murray City, Utah.
- 1.3. The term "Teacher" as used in this agreement shall refer to all regularly assigned certificated day school personnel in the negotiation unit for whom a contract is issued and as defined in Article II, Recognition.
- 1.4. The term "School District" as used in this agreement shall mean the Murray City School District, Murray City, Utah.
- 1.5. The term "Superintendent" as used in this agreement shall mean the Superintendent of Schools of the Murray City School District, Murray City, Utah.
- 1.6. The term "Site-based decision making" as used in this agreement shall mean a joint planning and problem-solving process that seeks to improve the quality of working life and education. It is a cooperative effort in which a local school/community group engage in collaborative decision making at the school level on matters critical to the achievement of school goals established by the group.

Article II-RECOGNITION

- 2.1. The Board hereby recognizes the Association as the exclusive representative of all certified personnel of the District but excluding the Superintendent, Deputy Superintendents, Assistant Superintendent, Supervisors, Directors, Principals, and Assistant Principals.

- 2.2. The Association shall present evidence that the organization in fact represents a majority of such employees. Such evidence is a statement from a certified public accountant, not more than ten (10) days before annual negotiations begin, that the Association has in its possession a statement signed by a majority of the members of the unit authorizing the Association to negotiate in their behalf.

The rights and privileges granted to the Association under the terms of the agreement shall be for the exclusive right and privilege to negotiate for those in the unit on matters of salary, wages, and working conditions mutually agreed upon with the Board provided that any individual member of the teaching staff shall have the right to be heard by the Board.

- 2.3. The legal rights inherent in the State Laws and Rulings and Regulations of the State Department of Education affecting certificated personnel are in no way abridged by this agreement.
- 2.4. The Superintendent or designee shall meet with the association president to review the agenda of district principals meetings.

Article III-NEGOTIATIONS

It is agreed that all proposals that may arise under this Agreement shall be negotiated as follows:

- 3.1. Written requests for negotiations between the Board and the Association may be submitted by either party on matters concerning Teachers' salaries, wages, and working conditions that the parties mutually agree to negotiate. Such requests shall specify the subject matter to be considered and will include the special written proposal or proposals to be negotiated. In the case of requests to the Board such requests will be made to the Superintendent or his designated representative, with a true copy being sent to the President of the Board. In the case of requests to the Association, such requests shall be made to the President. A written response will be made within 15 calendar days of the receipt of any such written request. Negotiations will be conducted at a time and place mutually agreeable to the negotiators named by each party; provided, however, that the first meeting shall be held within 20 calendar days of such written response.
- 3.2. The parties agree that they will bargain in good faith in an effort to resolve matters to their mutual satisfaction and agreement. In furtherance of this objective, it is recognized that either party may, if it so desires, invite consultants in if approved by a majority of the negotiators.
- 3.3. During negotiations, the Board and the Association will present relevant data, exchange points of view, and make proposals and counter proposals. Such information shall include complete and accurate financial data.
- 3.4. For their mutual assistance in successfully concluding negotiations, the parties by mutual agreement may appoint special study committees to do research, to study and develop projects, programs and reports and to make findings and recommendations to the parties.
- 3.5. It is understood and agreed that all tentative agreements negotiated between the Board and Association shall be set down in writing, and upon official approval of the Board as such shall become a policy of the Board. Any agreement that strikes or replaces language from the MASTER AGREEMENT must include the stricken language and/or revised article numbers when presented to the association and the Board for approval and a copy kept for documentation. Any Intent Language (if provided) associated with changes to the MASTER AGREEMENT will be kept for future reference.
- 3.6. It shall be the general procedure that meetings will not be scheduled during school hours. If a meeting is scheduled by mutual agreement during school hours, the negotiating committee will be allowed released time without loss of pay.
- 3.7. During negotiation procedures contemplated by this agreement, releases to news media regarding subjects negotiated or under negotiation may be made jointly by the parties or separately by either or both parties, provided that prior to any such release being made separately, the party desiring to

make such release, shall either, orally or in writing advise the other party of the subjects to be covered by such proposed release.

- 3.8. Provisions of the Written Agreement in Site Based Schools shall not be waived unless approved in writing by the Murray City School District Board President and the Association President. The duration and exact provisions shall be stipulated in a mutually agreed document. Teacher rights provisions or retirement shall not be waived.

Article IV-MEDIATION AND FACT FINDING

4.1. MEDIATION

- 4.1.1. In the event that the parties fail to reach agreement, the parties may upon mutual agreement, select a mediator to assist the negotiating parties to reach a voluntary agreement.
- 4.1.2. In the event the parties are unable to agree on a mediator, the mediator shall be selected in the following manner: One representative shall be appointed by the Board and one by the Association. These two shall select a third to serve as the mediator. The mediator shall have a good knowledge of the educational program.
- 4.1.3. All meeting agreements such as dates, agenda, etc. shall be arranged by the mediator.
- 4.1.4. All agreements reached through mediation shall, as in the case of all other negotiated agreements, be tentative subject to ratification by the parties as provided in Section 3-5.

4.2. FACT FINDING

- 4.2.1. In the event the parties fail to reach agreement as a result of direct negotiations by June 5, either party may request that the issues still in question be submitted to a fact finder. Through mutual agreement the fact finder may be selected at a date earlier than June 5.
- 4.2.2. Immediately after demand for or submittal to fact finding, the fact finder shall be chosen in the following manner: Each party will select one person. The two thus selected shall choose a third person to serve as the fact finder.
- 4.2.3. The fact finder shall have the authority to hold hearings and make procedural rules.
- 4.2.4. All hearings conducted by the fact finder shall be held in closed session and no news releases shall be made concerning progress of such hearings.
- 4.2.5. Within a reasonable time after the conclusion of such hearings, the fact finder shall submit a report in writing to the Board and the Association only, and shall set forth in the report his findings of fact, reasoning and recommendations on the issues submitted. The report shall be advisory only, and binding on neither the Board nor the Association.
- 4.2.6. Within five (5) days after receiving the report of the fact finder, the Board and the Association will meet to discuss the report. No public release shall be made until after such meeting.
- 4.2.7. The respective parties shall take official action on the report of the fact finder no later than fifteen (15) days after the meeting described in Section 4-2-6 above.
- 4.2.8. To the extent agreement is reached on issues in dispute as a result of such fact finding, the procedures provided in Section 3-5 shall apply.

Article V-COSTS

- 5.1. All costs and expenses incurred in securing and utilizing the services of advisors and consultants shall be paid by the party engaging the advisor or consultant.

- 5.2. All costs and expenses, including per diem payments and travel allowances, incurred as a result of research shall be paid by the party engaging the service except that in the case of the mutually agreed upon mediator, fact finder, and study committees, the costs and expenses shall be shared equally by the parties.

Article VI-TERM OF AGREEMENT

This agreement shall remain in effect from the inception date of August 27, 1969, and shall continue in full force and effect from year to year thereafter unless terminated or changed pursuant to the following conditions.

- 6.1. If either party desires to change any provision of this Agreement, such party shall notify the other in writing not less than thirty (30) days nor more than sixty (60) days prior to November 30 of any following calendar year. Upon such notification, the parties agree to enter into negotiations for modification of this Agreement. Changes in this Agreement must be mutually agreed to on or before December 31 of the calendar year.
- 6.2. All agreements reached by the parties subsequent to the ratification of this agreement shall have full force and effect as Board Policy when formally approved by the Board.
- 6.3. All agreements formally adopted by the parties shall be submitted to the Board at the next official board meeting for its official consideration and ratification by the Association.

Article VII-PROCEDURE FOR ANNUAL NEGOTIATIONS

- 7.1. After approval and execution of this agreement and upon request of the Association to the Board or the Board to the Association, items to be submitted for negotiation shall be submitted in writing as prescribed under Article 3-1. Such requests shall be filed between April 1st and April 15th of each year during the term of the Agreement. Each party shall be limited to six non-monetary proposals. Any proposals that are in response to changes in laws/board policies and/or items that have been discussed in prior negotiations will not count towards this six proposal limit. Additional items will not be filed after April 15th unless mutually agreed upon. A meeting will be set where members of both teams will meet to exchange packages and explain rationale for proposals.
- 7.2. Negotiations shall be conducted annually at times and places mutually agreeable to the persons named by each party, however, the first annual meeting shall be on or before the last day of April. Negotiations shall terminate no later than the final instructional day of each year unless extended by mutual consent.

/s/ Briant S. Stringham

/s/ Walter H. Prothero

MASTER AGREEMENT
BETWEEN
THE BOARD OF EDUCATION
OF
MURRAY CITY SCHOOL DISTRICT
AND
THE MURRAY EDUCATION ASSOCIATION

Covering the Period
from
July 1, 2021 to June 30, 2022

B. MASTER AGREEMENT
AMENDMENT AGREEMENT

This Amendment Agreement, made and entered into in duplicate by and between the Board of Education ("Board") of the Murray City School District ("District") in the City of Murray, County of Salt Lake, Utah and the Murray Education Association ("Association"), a corporation, this 28th day of June, 1972, effective as of July 1, 1972.

WITNESSETH

WHEREAS, the Board and the Association under date of December 9, 1970, entered into a Master Agreement pertaining to educational matters common to the Board and the Association, and

WHEREAS, the Board and the Association have deemed it advisable and in the best interests of each party to amend the Master Agreement in accordance with the terms and conditions hereinafter set forth, and

WHEREAS, the Board and the Association recognize that providing a high-quality education for the children of Murray City is a paramount objective of the District and the Association and that high morale of District personnel is necessary for the best education of the children, and

WHEREAS, the development and operation of an educational program of the highest quality can best be achieved through discussion, consultation, and cooperation between all District personnel and the Board and their respective representatives, and

WHEREAS, the Board as a body corporate and political subdivision of the State of Utah possesses powers delegated to it by the Constitution and laws of the State of Utah together with the duties and responsibilities imposed thereby and is responsible for the District's educational program and cannot absolve itself from this responsibility, and

WHEREAS, the determination and administration of school policy, the operation of the schools in the District and the direction of all of the employees and functions of the District are vested by law exclusively in the Board, and

WHEREAS, the Board and the Association have agreed to cooperate with each other in the fulfillment of the foregoing objectives in the manner hereinafter set forth,

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and promises hereinafter appearing, the Board and the Association agree as follows:

Article 1-Definitions

When used in this Agreement:

- 1.1. The term "*Superintendent*" means the Superintendent of the Schools of the District, and in his absence, his designee.
- 1.2. The term "*Teacher*" refers to all regularly assigned certificated day school personnel for whom a contract is issued by the Board but does not include the Superintendent, Deputy Superintendents, Assistant Superintendents, Supervisors, Directors, Coordinators, Principals and Assistant Principals.
- 1.3. The term "*Principal*" includes the Principal of a District school, and in his absence, his designee.
- 1.4. The term "*contract year*" is the number of days specified in each contract of employment between the District and a Teacher for any one school year.
- 1.5. The term "*school year*" refers to the period of time from the first day of opening institute in the fall, through the closing of district schools in the spring as contained in the official school calendar approved by the Board.
- 1.6. The phrase "*one school year of experience*" means the entire school year that a Teacher has been employed as a full-time Teacher, provided that a Teacher who uses paid leave, unpaid leave or partially paid leave of absence

during a school year will be credited with one school year of experience if such leave does not exceed sixty (60) school days.

- 1.7. The term "*Association Representative*" means an officer or a person appointed by the executive Board of the Association to represent it for any purpose.
- 1.8. The term "*substitute teaching*" means teaching performed on a day-to-day basis by an individual not paid under a yearly contract for the school year.
- 1.9. The term "*professional improvement program*" is a program of improvement submitted to and approved by the Professional Relations Council and by the Board.
- 1.10. The term "*active military service*" refers to the participation by any person in military service on a continuous day-by-day, twenty-four (24) hour basis in the armed forces of the United States or the State of Utah.
- 1.11. The term "*doctor*" includes any person who is duly licensed by the Utah State Department of Business Regulation to practice medicine or any of the other systems or methods of treating human ailments.
- 1.12. The masculine gender includes the feminine gender and the singular number includes the plural number.
- 1.13. The term "spouse" of an employee will include domestic partners when the following criteria are met:
A person of the same or opposite sex who:
 - shares the employee's permanent residence;
 - has resided with the employee for no less than 12 months;
 - is not younger than 18;
 - is not married to, or is not a Domestic Partner or tax dependent of, another person;
 - is not so closely related by blood to the employee that a legal marriage would otherwise be prohibited;
 - has either 1) registered as a Domestic Partner with the employee in a state, city, or county which has a registration procedure for the Domestic Partners or 2) signed jointly with the employee in a notarized "Declaration of Domestic Partnership" that is submitted to the Employer; and
 - is financially interdependent with the employee and has proven such interdependence to the Employer by providing documentation of at least two of the following arrangements:
 - ✓ common ownership of real property or a common leasehold interest in such property;
 - ✓ common ownership of a motor vehicle;
 - ✓ a joint bank account or a joint credit account;
 - ✓ designation as a beneficiary for life insurance or retirement benefits or under the employee's will;
 - ✓ assignment of durable power of attorney;
 - ✓ such other proof as is considered by the Employer to be sufficient to establish financial interdependency under the circumstances of the particular situation.

This will not include health insurance as a benefit to domestic partners.

Article 2-Professional Salary

- 2.1. The basic salaries of Teachers covered by this Agreement are set forth in the attached schedule entitled "Professional Teachers' Salary Schedule," marked Appendix "A" and made a part of this Article II by the reference.
- 2.2. Credit for a previous teaching experience.
 - 2.2.1. Teachers who have previously taught in the District but withdrew from employment from the District are considered new Teachers upon re-employment by the District unless the prior withdrawal was for a leave of absence authorized by the Board. When such leave was granted by the Board, reinstatement will be made according to the arrangements made at the time the leave was granted.
 - 2.2.2. New Teachers with teaching experience in public elementary or secondary schools shall, upon employment by the District, be granted full credit for such experience for the first ten (10) of teaching experience. Experience in private and parochial schools will be evaluated by the Superintendent and credit given for such experience as s/he

determines. For difficult to fill positions, MCSD and MEA may agree to award additional steps upon approval from the MCSD Board.

- a) New Teachers who have not held teaching positions within recent years prior to employment in the District shall not be allowed credit for such previous experience unless otherwise determined by the Superintendent who shall, in such event, determine the teaching experience that shall be counted.
- b) No credit shall be allowed for substitute teaching.
- c) Teachers who teach full time at least one-half of the school year in the District will be given one school year credit on the salary schedule provided that this policy will be limited to one application per Teacher. After the first application, if the Teacher teaches at least one-half of the school year, credit will be given for only one-half school year.

2.3. Credit for military service. A person successfully completing eighteen consecutive months or over of active military service will be given two school years credit on the salary schedule.

2.3.1 Credit for Industry Experience. A Teacher coming from industry (e.g., automotive, business, etc.) to fill an area of need may receive up to ten (10) years of credit for placement on the salary schedule as determined by the Human Resource Department. For difficult to fill positions, MCSD and MEA may agree to award additional steps upon approval from the MCSD Board.

2.4. Movement of Teachers from one salary lane to another will be done upon recommendation by a standing committee appointed by the Board. This committee shall meet and approve lane changes in September and January of each school year. Applications must be received by August 30th and January 10th to be considered. This committee shall be known as the Professional Advancement Committee and shall consist of ten members, five of whom shall be selected from a list of ten submitted to the Board by the Association. Guidelines adopted by the Committee shall be subject to approval by the Board and the Association.

2.4.1. Employees shall receive credit for all academic degrees awarded by an accredited university. Salary lanes will include:

- Bachelors
- Bachelors + 20 semester hours
- Bachelors + 30 semester hours
- Masters
- Masters + 27 semester hours

All approved credits accumulate to qualify the employee for lane changes. (i.e., the coursework used to qualify for previous lane changes shall be part of the total for future lane changes. The 20 credit hours earned for the BS+20 lane change can be used to fulfill the BS+30 lane change total credit requirement so an additional 10 new credits are required to reach the 30 total.) Credit may be earned as part of an advanced degree program, or separate from any advanced degree. Advanced degrees must be related to an educational field. Credits earned before a bachelors degree or before a professional license cannot be used for lane changes.

2.4.2 Licensing required for employment, in addition to a teaching certificate, may be given credit for a lane change as agreed upon by MCSD and MEA. One additional lane will be granted for this licensure in addition to lane changes awarded by the lane change committee. This will include awarding the Master's lane and Master's +27 if they obtain a Master's degree or earn an additional 27 credit hours not previously used.

Applications should be submitted to the Director of Human Resources and approved by the association president and the Superintendent.

Once approved for lane change, the lane status may not revert, regardless of teaching assignment, as long as the current licensure is maintained by the Teacher.

2.5. Teachers approved for salary lane changes will be moved horizontally across the schedule to the appropriate salary lane and advanced one additional step from that of the previous contract year.

2.6. All licensed employees with contracts will be advanced one step after working a full contract year.

Article 3-Insurance Protection

3.1. The Board will provide a hospitalization, surgical, surgical assistants, extended coverage, and catastrophic illness insurance program for full-time Teachers. Teachers who complete the contract year will be covered by insurance to September 1. The term "full-time Teachers" as used herein refers to Teachers who work on a continuing basis, thirty hours or more per week and are paid on a monthly basis. Prorated insurance coverage for employees on a half-time or greater contract will be provided. The District will pay the premium for the percent of the FTE and the employee will pay the difference.

3.2. Lifetime Insurance

The Lifetime Insurance benefit (Medicare Supplement) and any associated payout apply to Teachers who were placed on contract during the 1991-92 school year or before.

Teachers retiring before June 30, 2006

An eligible Teacher retiring on or before July 1, 2006 will have the choice to maintain a Medicare supplement plan for himself/herself and his/her spouse or receive a one-time \$15,091 contribution to their 401K. "Spouse" is defined as the Teacher's spouse at the time of retirement. Coverage under the Medicare supplement plan will end for both the Teacher and spouse at the death of the Teacher.

In order to receive the Medicare supplement plan, a Teacher must be age 62 at the time of retirement. A Teacher may retire at age 61 and maintain the Medicare supplement benefit by giving up ½ of the early retirement incentive. A Teacher may retire at age 60 and maintain the Medicare supplement benefit by giving up 100% of the early retirement incentive. "Age" is defined as the Teacher's age on September 30th of the year of retirement.

Teachers retiring after June 30, 2006

An eligible Teacher retiring after July 1, 2006 will receive a one-time contribution to his/her 401K plan in the amount of \$15,091. The contribution can be made to the 401K plan at any time once the Teacher is eligible for retirement according to the Utah State Retirement System.

On July 1, 2004, the \$15,091 will be allocated to the Teacher and the interest added until such time that the Teacher is eligible for retirement. Interest will be added on June 30th of each year based on the average interest rate the District earned from the Public Treasurer's Investment Fund.

When the Teacher becomes eligible for retirement, the Teacher will request in writing that the District make the contribution to his/her 401K plan. Upon receipt of the request, the District will send \$15,091 and any accumulated interest to the State 401K plan on the Teacher's behalf.

Any eligible Teacher leaving the District before he/she qualifies for retirement will forfeit his/her right to the \$15,091 and any accumulated interest.

3.3. The Board shall pay the monthly premium of a long term salary protection and waiver of retirement contribution plan as approved by the Board.

3.3.1. When a Teacher becomes entitled to receive benefits under this program and enters the program, the Teacher's salary shall cease. Nothing in this section should be construed to affect the Teacher's right to sick leave or re-employment during the initial term of disability under the provisions of the agreement. If after an initial period of up to twenty-four months* it is determined that the Teacher is unable to return to their regular assignment, rights to sick leave and re-employment will cease.

*MURRAY SCHOOL DISTRICT
1994-95 Long Term Disability Benefits Summary
Page 2 "Maximum Length of Benefit Payments"

This will have no effect on Teachers now under long term assistance.

3.3.2. The District or its insurer shall provide any Teacher who may become eligible for long term disability benefits written notice of the requirements for making application for such benefits at least 45 calendar days before the Teacher becomes eligible for each benefit.

- 3.4. The Board will provide a \$50,000 term life insurance policy for the employee and a dependent life insurance policy of \$2,000.

The Board will provide a term life insurance policy for Teachers working beyond age 65. After age 65, a reduced term life insurance policy will be in effect.

Article 4-Sick Leave

- 4.1. **Sick Leave General Provisions.** Paid Sick Leave is a negotiated benefit and is subject to the restrictions set forth in the master agreement and Board policy. The terms and restrictions of this policy do not apply to leave that is available to an eligible Teacher pursuant to The Family and Medical Leave Act ("FMLA"), nor shall the terms of this policy be interpreted to limit or infringe upon the benefits or protections of the FMLA.
- 4.1.1. **Entitlement.** Teachers shall be entitled to absence with pay from their duties with the District because of illness and injuries as hereinafter set forth, provided that such absence shall be in addition to leave of absence from duty granted for other reasons, and shall relate to absences during the contract year, and shall not relate to succeeding contract years except as expressly provided herein.
- 4.1.2. **Purpose.** Such leave shall be compensation protection and job security for illness and injuries which precludes the Teacher from carrying out the Teacher's regularly assigned duties.
- a) Sick leave is for illness and injuries described above and will not be used for recreation or vacation activities during the school year even if these activities are prescribed by a practicing medical professional.
- All travel exceeding 100 miles from the Teacher's home, excluding medical travel, while the Teacher is on sick leave must be approved by HR with a statement from the Teacher describing the purpose for such travel and a physician's note approving of such travel.
- 4.1.3. **Definitions of Immediate Family.** Sick leave may be taken by a Teacher for the following immediate family members: spouse and children. Sick leave may be taken for other immediate family members if they live in the home or the illness has been diagnosed as serious: father, mother, brothers, sisters, grandparents, grandchildren or the same relatives of one's spouse.
- 4.1.4. **Extraordinary Cases.** The Superintendent may, in extraordinary cases of illness, family sick leave, injury, or bereavement including other family members or close friends, may allow additional days of leave with pay.
- 4.1.5. **Right of Teacher to Meet with the Board.** If for any reason relating to sick leave a Teacher believes he has a special problem, he may follow the grievance procedure hereinafter set forth.
- 4.1.6. **Reporting Absence.** A Teacher who is absent from school shall report the absence through sub-finder as well as contacting the School/principal via email or telephone.
- 4.1.7. **Funding.** The sick leave policy will be funded in full provided the total yearly salaries for substitute Teachers for the above-described absences do not exceed the base amount which equals the number of full-time equivalent professional Teachers covered under the policy, multiplied by the maximum pay rate of substitute Teachers, multiplied by a factor of 4.5. The balance of this account will continue year to year. The balance of this account shall be reported to the Association Executive Board via the Association President before January 15 and June 30 of each year.
- 4.1.8. **Adjustments.** If this amount is exceeded in any one school year, the cost of the excess will be charged to all absentees for sick leave based on the number of sick days and/or maternity days used in that contract year. Bereavement leave will not incur this charge. If a Teacher pays the cost of the substitute for a sick leave absence, this possible "end of year overage charges" would not apply to those absences. At the end of any school year an equivalent shall be made of the formula to determine if the base amount is sufficient to provide compensation under the above provisions. (Maternity Leave is regulated by federal law which is currently 6 weeks leave, an additional 2 weeks for caesarean delivery, and can apply for additional unpaid leave under the Family Medical Leave Act).
- 4.1.9. **Abuse.** The abuse or misuse of the sick leave policy shall be grounds for dismissal.

4.2. Sick Leave Provisions

4.2.1. **First Three Years of Service:** Full-time Teachers with less than three consecutive school years of service with the District, including those Teachers defined as new Teachers in Article 2.2.1 of this Agreement, shall be allowed the following sick leave:

- a) Ten (10) days accumulative sick leave per school year of service up to a maximum of thirty (30) days with full pay. Leave beyond ten (10) cumulative days in a school year will require a note from a healthcare provider.
- b) After a Teacher has used his/her entire accumulated "full pay" of sick leave he shall be entitled to receive sick leave equal to full pay, less the daily rate paid to a certificated substitute Teacher as determined and disclosed at the beginning of the contract year for a period of ten (10) days. After a period of ten (10) additional cumulative days a Teacher will receive sick leave without pay.
- c) Leave with pay taken by a Teacher because of illness of a member of the Teacher's immediate family shall be charged against the Teacher's accumulative sick leave days and may not exceed five days in any contract year.
- d) Teachers that serve for periods less than the contract year shall be entitled to the above provided sick leave in ratio to the number of days served to the days of service required for that contract year. This ratio shall be computed at the rate of one half day for each month of service not to exceed a total of ten (10) days.
- e) Any sick leave adjustment in salary will be made at the end of six months of employment or at the time of termination whichever occurs first.

4.2.2. **Beyond Three Year Service.** Full-time Teachers with three years or more of consecutive service shall be allowed the following sick leave:

Sick leave at full pay throughout the contract year without limit, subject to the provisions of section 3.3.1, 3.3.2, 4.2.3 and 4.2.4 of this Agreement.

- a) Teachers will have 180 days of sick leave for a two-year period. For any given year, a Teacher's sick leave would be calculated at 180 days less their prior year usage. Sick leave beyond the 180 days in a two-year period would be the next 90 days at the cost of a substitute, the remaining 90 days at the full cost of their daily salary, and then the Teacher will be placed on a leave of absence status for up to two years and sick leave benefits would cease until the Teacher returns to full-time employment with the district. Leave beyond ten (10) cumulative days in a school year will require a note from a healthcare provider.
- b) A returning Teacher (a Teacher who is eligible to return to employment in the District for the ensuing school year and expresses his/her written intent to do so) who because he is ill or was injured during the summer months, and who is unable, because of such illness or injury, to return at the beginning of the school year or for the entire school year shall be entitled to sick leave at full pay throughout the ensuing contract year.
- c) A Teacher whose illness is anticipated to extend beyond 6 months, and/or has reached 90 consecutive sick leave days, will be required to apply for long-term disability benefits. Upon approval of long term disability by the district carrier, the Teacher will be placed on a leave of absence status for two years and sick leave benefits would cease until the Teacher returns to full-time employment with the district.
- d) Sick leave taken because of illness of any member of a Teacher's immediate family may not exceed (5) days in any one contract year. An additional five (5) days of leave for family illness may be taken at the cost of a substitute with approval of the Superintendent.

4.2.3. **Medical Doctor's Verification.** Before approval of sick leave, based on a Teacher's illness or injury for five or more consecutive days, the Board shall require a Teacher to submit a doctor's statement as to the Teacher's condition to the Human Resources Department.

In the event a Teacher requests sick leave at more than normal frequency, as determined by the Board, the Board may require a doctor's statement as to the Teacher's physical condition without regard to the number of days of sick leave claimed at any one time. When a Teacher's health appears, in the opinion of the Administration, to impair a Teacher's ability to execute that classroom work in a satisfactory manner, the Board may be petitioned to require the Teacher to accept a complete examination by the Teacher's physician. The Teacher shall submit a medical statement evidencing the Teacher's fitness.

The petition and the medical statement are subject to joint review by the parties.

The cost of the examination shall be satisfied by the District.

Article 5-Bereavement

5.1. Bereavement General Provisions.

- 5.1.1. **Entitlement.** Teachers shall be entitled to absence with pay from their duties with the District because of bereavement as hereinafter set forth, provided that such absence shall be in addition to leave of absence from duty granted for other reasons, and shall relate to absence during the contract year, and shall not relate to succeeding contract years except as expressly provided otherwise.
- 5.1.2. **Purpose.** Such leave shall be for bereavement which precludes the Teacher from carrying out his regularly assigned duties.
- 5.1.3. **Definition of Immediate Family.** Bereavement leave may be taken for the following immediate family members: spouse, children, father, mother, brothers, sisters, grandparents, grandchildren, or the same relatives of one's spouse (See 4.1.3).
- 5.1.4. **Right of Teacher to Appeal to the Superintendent.** If, for any reason relating to bereavement, a Teacher believes he has special circumstances, he may write a letter of appeal to the Superintendent. (Refer to 4.1.4)
- 5.1.5. **Abuse or Misuse.** The abuse or misuse of the bereavement leave policy for absences other than those defined in paragraph 5.1.1 of this article shall be grounds for dismissal.
- 5.1.6. **Bereavement.** Teachers shall be allowed up to five (5) days of bereavement leave with pay for each case of covered bereavement. Such leave shall be for those covered under 5.1.3, i.e., immediate family - spouse, children, father, mother, brothers, sisters, grandparents, grandchildren, or the same relatives of one's spouse.

Article 6-Parental Leave

6.1. Parental Leave General Provisions

6.1.1. Entitlement.

Career educators shall qualify for Parental Leave under the provision of Section 4.2.4 (Article 4 – Sick Leave).

Provisional educators shall qualify for Parental Leave under the provision of Section 4.2.3 (Article 4 – Sick Leave).

Parental Leave absences shall relate to absence limits as prescribed in Article 4 – Sick Leave during the contract year, but shall not relate to succeeding contract years except as expressly provided otherwise.

- 6.1.2. **Purpose.** Such leave shall be for pregnancy which precludes the Teacher from carrying out his or her regularly assigned duties.
- 6.1.3. **Length of Leave.** Parental Leave may be taken by a Teacher who gives birth for 6 weeks [30 days] following the birth of a child. If the birth is by caesarian section, this period will be extended for 2 more weeks. Parental Leave may be taken by a Teacher whose spouse gives birth for 1 week [5 days] following the birth of a child. If the birth is by caesarian section, this period will be extended for 2 more days.
- 6.1.4. **Extraordinary Cases.** The Teacher may appeal to the Superintendent for additional Parental Leave if there are medical reasons substantiated by a physician. Additional days of leave with pay or at the cost of a substitute may be granted.
- 6.1.5. **Right of Teacher to Meet with the Board.** If for any reason relating to Parental Leave, a Teacher believes she has a special problem, she may follow the grievance procedure hereinafter set forth.
- 6.1.6. **Funding.** The Parental Leave policy will be funded under the base factor calculated for the sick leave as outlined in section 4.1.7. Parental Leave days will be subject to excess charges that may occur at the end of the year. The abuse or misuse of the parental leave policy shall be grounds for dismissal.

Article 7-Personal Leave

- 7.1.1. During each contract year, each Teacher shall be allowed two (2) days of paid leave for personal matters. Teachers with ten (10) or more years teaching experience in the Murray City School District (years 11 and on), as determined on the salary schedule, shall be entitled to one (1) additional day of paid leave. Except in the case of emergencies, written notice to the Principal, or his designee, shall be made at least one day before such leave is to be taken.
- 7.1.2. A total of eight (8) unused Personal Leave days may be carried forward to the next school year. All accrued unpaid days not used by the conclusion of the 2022-2023 school year will be forfeited and not carried forward to the next school year.
- 7.1.3. Upon the end of each school year, Teachers with nine, ten or eleven unused Personal Leave days will receive a payment for the paid Personal Leave day(s) that cannot be carried forward to the next year. This payment will be at the daily rate paid to a licensed substitute Teacher as determined and disclosed at the beginning of each contract year. When a Teacher retires, they shall be paid for all unused paid Personal Leave days. Pay for unused paid Personal Leave days will be at the daily rate paid a licensed substitute teacher.
- 7.1.4. Each school year, personal leave is not to be used either the first or last five (5) days that students are in school. Personal leave is also not to be used on full or half professional development days that are calendared by August 15th of each school year.
- 7.1.5. No more than ten percent of the Teachers in a given school may take Personal Leave on any given day. However, no school will be allowed fewer than two.
- 7.1.6. Exceptions to the personal leave policy must be approved by the Superintendent.

Article 8-Other Leave

- 8.1. A Principal may, in his discretion, excuse a Teacher from regular assignment for a period not to exceed one-half day provided the Teacher's classes can be covered by other Teachers and no substitute is hired.
- 8.2. In the event that a Teacher is called for jury duty or a court appearance requested by MCSD, The teacher will be excused without loss of pay by endorsing any compensation check over to the Board, less expenses paid by the court. Court appearances unrelated to employment with MCSD will require the Teacher to utilize accrued personal leave. In both instances the employee should immediately notify their principal or immediate supervisor.
- 8.3. During each contract year, each Teacher shall be allowed up to ten days of paid leave for the purpose of adopting a child.
- 8.4. A request for any other leave may be appealed to the Superintendent of Schools.
- 8.4.1 Unpaid leave, if granted, will be at the cost of the daily rate (salary divided by contract days) plus the cost of the substitute as determined in this agreement. Teachers in their first three years in MCSD may have the cost of the sub waived upon approval of the Superintendent.

Article 9-Professional Leave

- 9.1. An amount of money equal to 100 percent of the first step of the bachelor's degree times a factor of $n/225$ where n represents the number of Teachers in the District will be set aside each year. For the first year, this will not be less than 27,000.
- 9.1.1. Professional leave, when recommended by the Teacher Improvement Committee and approved in advance by the Superintendent or his designee, will be granted for the purpose of:
 - a) Viewing other instructional techniques or programs.
 - b) Attending conferences, workshops, or seminars conducted by colleges, universities and the Utah and National Education Associations and affiliate departments thereof. Application for such professional leave will be made by a Teacher to the Teacher Improvement Committee.

- 9.1.2. The Teacher Improvement Committee membership will consist of administrators and Teachers. The committee will also determine the rotation of members. The committee will develop the guidelines for distribution of funds. The membership of the committee and the guidelines will be brought to the Board for approval after review by the Association.
- 9.2. The Board will provide funds to cover the expenses of one Teacher designated by the Association to attend the annual National Education Association Convention. The expenses will be computed according to the policy regarding convention reimbursement. Expenses shall be taken from funds other than those set aside for the Teacher Improvement Program.
- 9.3. Certified personnel may request to use personal or professional leave the last five days of school to attend conferences or training that would be of benefit to their teaching assignment. The decision to approve or deny any such request will be made by the school principal.

Article 10-Unpaid Leaves of Absence

- 10.1. A Teacher with a minimum of three years experience in Murray School District may be granted an unpaid leave of absence for up to one year when approved by the Board. An exception to the three year experience requirement may be granted by the Board.
 - 10.1.1. The request for such leave must be submitted in writing to the Superintendent by the Teacher at least 45 days prior to the last day of work before the commencement of such leave. In cases involving unusual factors which make the above notice requirement impracticable, the Superintendent may recommend waiver of the notice to the Board.
 - 10.1.2. When an unpaid leave is approved by the Board, the Teacher will return to his teaching duties in the District for at least one year after the expiration of the leave, unless, in the opinion of the Board, circumstances warrant otherwise.
 - 10.1.3. A Teacher returning to the District from an unpaid leave, approved by the Board, will be assured of employment with the District. In the event it is not practicable for the District to assign the Teacher to the same school or teaching area where he previously served, reasonable effort will be made to place the Teacher in an area or position in which the Teacher is qualified.
 - 10.1.4. Premiums for group insurance coverage will not be paid by the District for Teachers on unpaid leave. However, the Teacher may retain the group insurance coverage during the unpaid leave period by paying the monthly premiums thereon through the District.
 - 10.1.5. A Teacher returning to the District from unpaid leave shall retain the same sick leave benefits as he had accrued at the time of entering upon such leave.
- 10.2. Upon return to the District employment from such special leave of absence, the Teacher shall be placed at the same step position on the salary schedule he occupied when entering upon such leave.
- 10.3. Subject to approval by the Board, leave of absence without pay of up to one year may be granted to a Teacher to enable him to participate in exchange teaching programs in other states, territories, countries, or military teaching programs. Upon return from such leave, a Teacher shall be placed at the same step position on the salary schedule as he would have been had he taught in the District during such period.
- 10.4. Subject to approval by the Board, leave of absence without pay of one year may be granted to a Teacher to enable him/her to engage in study reasonably related to his/her professional responsibilities at an accredited college or university. Upon return from such leave, the Teacher shall be placed at the same step position on the salary schedule as he/she would have been had he/she taught in the District during such period. Upon application, this leave may be extended for an additional consecutive year if approved by the Board. However, upon return of such leave, advancement on the salary schedule shall be allowed for the first year only of such leave.
- 10.5. Military Leave
 - 10.5.1. A military leave of absence without pay shall be granted, according to law, to any Teacher who shall be inducted into or enlist for active military service. Upon return to the District from such leave, a Teacher shall be placed at

the same step position on the salary schedule as he would have been had he taught in the District during such period. The District will comply with current Federal and State law.

- 10.5.2. A Teacher who is a member of an organized United States Army, Navy, Air Force, or Marine Reserve shall be allowed leave of absence to attend annual encampment or other duties in connection with reserve training requirements under the following conditions:
- a) If the unit(s) require such training to be taken during the Teacher's normal work year.
 - b) No Teacher will receive less than his pro-rated salary amount during such leave. If the military salary is equal to or greater than his District salary, the Teacher will receive no remuneration from the District. If the military salary is less, then the District will make up the difference so that the Teacher does not suffer a salary loss while on military leave.
 - c) The Principal will direct the Teacher regarding his responsibilities to the substitute so that a smooth transition will take place during the absence of the Teacher of military leave.
 - d) Military leave will be granted only on the basis of official military orders which must be filed with the Director of Personnel.
- 10.6. Any Teacher elected to the position of President of the Utah Education Association will be granted a leave of absence without pay for three years. Upon return to the District from such leave, the Teacher shall be placed in the same step position on the salary schedule he occupied at the time he entered upon such leave.
- 10.7. In the absence of legal reason to the contrary, a Teacher shall have the right to become a candidate for public office and to serve in such office. Only Teachers elected to public office will be granted a leave of absence without pay in order to serve in public office if such duty would interfere with their teaching assignment. Upon return to the District from such leave, a Teacher shall be placed at the same step position on the salary schedule he occupied at the time he entered upon such leave. Teachers elected to full time public office shall be granted unpaid leave for four years or one term in office whichever is longer.
- 10.8. Subject to approval of the Board, leave of absence without pay of up to one year may be granted to a Teacher for reasons of extended illness. Upon return to the District from such leave, a Teacher shall be placed at the same step position on the salary schedule he occupied at the time he entered upon such leave.

Article 11-Professional Relations Council

- 11.1. The Board authorizes the establishment of the Professional Relations Council (PRC) to act as an informal discussion group on matters of mutual concern to the Teachers and the Board. The purpose of the Council shall be to accumulate ideas, make recommendations, and provide feedback.
- 11.2. The Professional Relations Council shall be composed of the following:
- a) The President of MEA and a representative from the elementary level and a representative from the secondary level as designated by MEA.
 - b) The Director of Personnel and a representative from the elementary principals and a representative from the secondary principals.
 - c) The District Administration and the Association shall each appoint a co-chairperson. The chairmanship shall alternate monthly between the two co-chairpersons.
 - d) Length of service for appointed members will be a maximum of three consecutive years.
- 11.3. Meetings of the Council shall be held monthly or as often as needed upon the call of the Chairpersons. Dates, places, and agendas shall be determined by Council members.
- 11.4. The written agenda for each meeting will be the joint responsibility of the Chairpersons. Items may come through MEA leadership and school or district leadership.
- 11.5. The co-chairpersons for the next school year shall be appointed by their respective groups at the last meeting of the Council in the spring of each year.

- 11.6. The clerical expenses of the Council shall be paid by the Board.
- 11.7. It shall be the general procedure that Council meetings will not be scheduled during school hours. If a meeting is scheduled by joint agreement during school hours, the Council members will be allowed released time without loss of pay.
- 11.8. All items of business or recommendations coming from this Council are advisory only.

Article 12-Professional Grievance Procedure

- 12.1. Definition: a grievance is any claim by the Association or a Teacher of an alleged misapplication of this Agreement or established written Board policy.
- 12.2. Purpose and clarification of procedure: The purpose of this grievance procedure is to secure, at the lowest possible administrative level, prompt and equitable solutions to problems which may arise.
 - 12.2.1. Nothing herein contained will be construed as limiting the right of any Teacher having a grievance to discuss the matter informally with any appropriate member of the District Administration of his choice. No adjustment of any grievance shall be inconsistent with the terms of this Agreement or established written Board policy and no adjustment of any formal grievance shall be made without notification of the Association and opportunity for an Association representative to be present.
 - 12.2.2. The Board and the Association shall have the opportunity of having their representatives present at any step in the grievance procedure beyond Step One hereinafter set forth. Written notice of any grievance which goes beyond Step One shall immediately be given to the Association by the Teacher.
 - 12.2.3. Upon request of the Teacher, the Association representative may act in behalf of the Teacher at any point beyond Step One.
 - 12.2.4. The number of days indicated with respect to each step shall be observed strictly but may be extended or shortened by written mutual agreement of the parties. In the event a grievance is filed after May 15, of any year, and strict adherence to the time limits may result in hardship to any party, the parties shall use their best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.
- 12.3. The steps for processing the grievance procedure shall be:
 - 12.3.1. Step One - In the event that a Teacher believes there is a basis for a grievance, he shall first discuss the alleged grievance with his building Principal with the objective of resolving the matter promptly and informally. This must be done within 15 school days after the date the Teacher becomes aware of the alleged grievance.
 - 12.3.2. Step Two - If, as a result of the informal discussion with the building Principal, a grievance still exists, the Teacher may invoke the formal grievance procedure by submitting his grievance in writing to the building Principal.
 Within five school days after receipt of the written grievance, the Principal shall meet with the Teacher in an effort to resolve the grievance. The Principal shall indicate his disposition of the grievance in writing within five school days after such meeting, and shall furnish a copy thereof to the Teacher.
 - 12.3.3. Step Three - If the Teacher is not satisfied with the disposition of the grievance, or if no disposition has been made within five school days after such meeting (or ten school days from the date of filing, whichever shall be later) the written grievance shall be transmitted to the Superintendent by the Principal.
 Within five school days after the receipt of such written grievance, the Superintendent shall meet with the Teacher and shall decide the disposition of the grievance in writing within five school days after such meeting, and shall furnish a copy thereof to the Teacher.
 - 12.3.4. Step Four - If the Teacher is not satisfied with the disposition of the grievance by the Superintendent or if no disposition has been made within five school days following such meeting (or ten school days from the date of filing of the written grievance with the Superintendent, whichever shall be later), the grievance may be submitted to an impartial third party from outside the District for his/her review and recommendations.
 - a) Representatives of the Superintendent and the Association shall agree upon an impartial third party hearing examiner from outside the District within ten working days after receipt of notice of referral. The hearing

examiner shall be notified of his selection by a joint letter from the District and the Association stating the issue(s) and requesting that he set a date and time for the hearing.

- b) The hearing examiner shall have no authority to amend, modify, ignore, add to or subtract from the provisions of this Agreement. His authority shall be strictly limited to making a recommendation to the Board regarding only the specific issue or issues submitted to him/her in writing by the District and the Association. The examiner shall have no authority to make recommendations on any other issue not so submitted to him. The examiner shall have no power to make recommendations contrary to or inconsistent with the law. The examiner's recommendations to the Board must be based solely and only upon his interpretation of the meaning or application of the express relevant language of this Agreement to the facts of the grievance presented. The hearing examiner shall submit his recommendations in writing to the Teacher, the District and Association, within 20 working days after the close of the hearing or submission of agreed-upon briefs by the parties, whichever is later, unless the parties agree to an extension thereof.
- c) In the hearing, the Teacher and the Association may not present or rely on any evidence, material, allegation or remedy that was not presented in steps one through three. In the event that new evidence is discovered which might have a bearing on the grievance, the grievance will return to step two.
- d) The recommendation of the hearing examiner to the Board shall be advisory only. The Board shall make a final disposition of the case within 20 working days after receiving the recommendations of the hearing examiner unless the parties agree to an extension. The decision of the Board shall be submitted in writing to all parties, and shall be final and binding on all parties to the grievance, provided the Board in its decision does not exceed its authority as established in the law.
- e) Expenses for the hearing examiner's services shall be shared equally by the District and the Association.

12.3.5. Nothing herein shall be construed to limit the right of the Teacher to appeal the Board's decision to an appropriate court of law.

Article 13-Teacher Files

- 13.1. Each Teacher shall have the right, by appointment, to review during office hours the content of his own Teacher personnel file maintained in the District Office. A representative of the Association may, at the Teacher's request, accompany the Teacher during his review.
- 13.2. The Teacher personnel file shall contain, among other items, the following items of information:
 - Teacher personnel card
 - Required medical information
 - Annual Teacher evaluation reports
 - Copies of annual contract
 - Record of Teacher certificate
- 13.3. Records regarding the professional advancement program (B.S. + 30, etc.) will be maintained in separate individual files. Each Teacher shall also have the right to review the professional advancement program file, by appointment, during office hours.
- 13.4. Documentation regarding unsatisfactory performance or conduct shall be removed after four (4) years of satisfactory performance or conduct. This excludes performance or conduct that resulted in documented suspension, probation or an improvement plan or any documentation resulting from illegal acts, illegal drugs, alcohol, abuse, pornography, or inappropriate relationships with a student.
- 13.5. No unfavorable entry shall be made in a Teacher's official school or district file unless the Teacher has had an opportunity to read the material before the end of the school year during which the principal became aware of the occurrence or condition upon which the entry is based. The Teacher shall acknowledge that he/she has read such material by affixing his/her signature and the date on the copy to be filed. It is understood that the Teacher's signature does not indicate agreement with the content of the material and shall serve only to verify that the material was shown to the Teacher.
- 13.6. The Teacher shall have the right to answer and attach any material filed and attach to the file copy.

Article 14-Lunch Duty and Inclement Weather Committee / Bus Duty

14.1. Duty Free Lunch.

All Teachers shall have a daily assignment-free lunch period. The lunch period for Secondary Teachers shall be the same length as the lunch period for students. Elementary Teachers are required to escort their students to and from the lunchroom and/or recess within the allotted lunchtime schedule as determined by the building administrator. A supervisory schedule for inclement weather will be developed at each site by the Duty Free Lunch Committee by Oct. 1 of each school year. The committee will meet to make modifications when necessary.

a) An inclement Weather Supervision Stipend of up to \$10 will be paid to all Teachers who supervise students during an inclement weather day. A maximum of fifty percent (50%) of licensed classroom Teachers will supervise per inclement weather day. The stipend will be paid at the end of the year and may be less than \$10 depending on funds available. The current balance of the fund will be paid as outlined above until funds are depleted. After five years this program will expire unless renewed and the remaining balance of funds will be available as one time money for negotiations. The \$10,000 in annual appropriations that has funded this program will be available for negotiations. The fund balance will be reported to the MEA President in November of year.

1. Elementary school principals will submit a School Inclement Weather Plan developed by the school committee by October 1st of each year to the Director of Personnel & Student Services.

14.2. Bus Duty

- a) The District will provide a Bus Assistant for each elementary school with buses.
- b) During the first 7 days of a school year, one Teacher will be assigned per bus, supervise the loading and acquainting the students with the Bus Assistant. The Principal is responsible for making the assignments.
- c) Each classroom Teacher will discuss bus safety and rules with their class.
- d) After this training period, the Bus Assistant will monitor students waiting for the bus.
- e) During the school year, the Teachers will assist the Principal and the Bus Assistant in resolving problems which interfere with bus safety.

14.3. Teachers' supervision schedule of students outside of their regular classroom duties will be developed by administration and faculty and shall be fair and equitable.

Article 15-Child Care Leave

15.1. On the birth of one's child, a Teacher will be granted, upon request, a one year's leave of absence without pay for child care when it immediately follows maternity leave or FMLA maternity leave. Teachers may make similar requests up to one year after the birth as long as it is prior to the beginning of the school year. Due to the interruptions to students and schools, requests shall not be made after August 1st. The Teacher will return at the beginning of the school year following the calendar year in which leave is taken. Any Teacher who is pregnant shall be entitled to leave without pay during the pregnancy where sick leave is not applicable to the situation.

15.1.1. Upon return of the Teacher, if the previous position is not available, a comparable position shall be offered.

15.1.2. The returning Teacher shall maintain his place on the salary schedule, however, experience credit will not accrue.

15.1.3. During the leave, the Teacher upon arrangement with the District, may continue participation in the health insurance program, the long-term disability insurance program, and any other similar benefits available to Teachers employed by the District. The Teacher shall pay the cost of participation in such programs.

15.1.4. A Teacher may be granted a leave of absence without pay for a period of one school year when approved by the Board for the adoption of a baby. The Teacher may retain his/her place on the salary schedule, but experience credit will not accrue during the time of adoption leave. A Teacher desiring to return to teaching from adoption

leave during the school year will be given special consideration when filling vacancies for which the Teacher is qualified.

Article 16-Payroll Deductions

- 16.1. In accordance with State law, and when directed in a written authorization signed by a Teacher, the Board will, until directed otherwise in writing by the Teacher, deduct from the Teacher's wages a sum specified in such written authorization of the annual adjusted sum as certified by the Teacher not exceeding three percent (3%) per month of such wages for Association dues and/or other voluntary Association contributions and will pay the same to the Association.
- 16.1.1. Authorization for deductions, including any increase in dues, shall remain in effect until revoked in writing during September of any ensuing year. Upon termination the remaining balance of dues will be deducted from the final check.
- 16.1.2. Deductions will be made as requested by the Teacher either in one lump sum from the September check or in equal installments beginning with the September check. In the case of late memberships, deductions may be made in equal installments from each remaining check where so requested by the Teacher.
- 16.1.3. The Board will not deduct from the wages of Teachers any amounts to be paid to:
 - a) a candidate as defined by Utah law;
 - b) a personal campaign committee as defined by Utah law;
 - c) a political action committee as defined by Utah law;
 - d) a political issues committee as defined by Utah law;
 - e) a registered political party as defined by Utah law;
 - f) a political fund as defined by Utah law; or
 - g) any entity established by the Association or other labor organization to solicit, collect, or distribute monies primarily for political purposes.
- 16.1.4. Other deductions required by law will also be made by the Board from wages of Teachers including but not limited to the following and pay the same for such purposes:
 - Utah State Employees Retirement System
 - Federal Insurance Contribution Act
 - Federal Income Tax
 - State Income Tax

Article 17-Learning Environment

- 17.1. **PREPARATION/PLANNING TIME.** Secondary Teacher preparation time and Elementary Teacher planning time shall not be used for faculty meetings, professional development, training, or other administrative assignments without the unanimous agreement of those involved in the activity.
- 17.2. Elementary Teachers will leave their students under the direct supervision and instruction of a para-educator approved by the Assistant Superintendent only when the following conditions are met:
 - a) Teacher is available in the building to assist the para-educator with any student problems that may occur while the para-educator is teaching the class.
 - b) Teacher provides the para-educator with complete lesson plans/instructions on the first day of each week during which the para-educator will be teaching the class. Lesson plans must be tied to the core curriculum.
 - c) During the time in which the para-educator provides direct supervision and instruction, the Teacher will be engaged in one of the following activities as directed by the Building Leadership Team:
 - 1. PLC with other educators.
 - 2. Providing Tier II or Tier III instruction to an individual student or small group of students.
 - 3. Approved Professional Development.

4. Teacher Planning. Personal preparation includes working on lesson plans, observing other Teachers, calling parents, etc. Time may not be used for personal activities not associated with the job of a Teacher.

Article 18-Teacher Rights

- 18.1. **TEACHER RIGHTS.** Every Teacher shall be entitled to the full and unrestricted enjoyment of all rights conferred upon them by the Constitution of the United States and the State of Utah and all applicable laws, rules and regulations thereunder. Subject to said constitutions, laws, rules, regulations, and the Policies of the Board, the Board and the Association agree that:
 - 18.1.1. Every Teacher has the right freely to organize, join and support the Association for the purpose of engaging in lawful activities for the mutual aid and protection of all Teachers.
 - 18.1.2. Neither the Board nor the Association will directly or indirectly discourage, deprive or coerce any Teacher in the enjoyment of any rights, privileges or immunities to which the Teacher is entitled by law.
 - 18.1.3. Neither the Board nor the Association will discriminate against any Teacher by reason of his membership or lack of membership in the Association or in the performance of the Association's lawful activities or the presentation of any grievance, complaint or claim to the Board respecting terms or conditions of employment.
 - 18.1.4. The provisions of this Agreement shall be applied in recognition and concurrence with applicable state and federal laws including the American Disabilities Act.
 - 18.1.5. The Board, the Administration, the Association, or the Teachers will not participate in any reprisal against any participant in a grievance procedure or problem-solving situation by reason of such participation.
 - 18.1.6. Any complaint by a parent or student directed toward an employee shall be called to the employee's attention if considered serious by the employee's immediate supervisor. In all cases, an employee shall be notified of a complaint and have the opportunity to respond to it prior to initiating any due process, corrective discipline, or placement of the complaint in the employee's personnel file. The employee may obtain a copy of any communication, written or otherwise. An employee may place in his/her file a response to any adverse criticism or evaluation.
 - 18.1.7. Instructional coaches and Literacy Specialist communication and/or observation shall not be included, in any way, in formative or summative evaluations, or shared in an evaluative way with administrators.
- 18.2. **REPRESENTATION.** A Principal has the right to discuss with a Teacher any issue related to that Teacher's employment in this District at an appropriate time. When the discussion involves disciplinary action or the potential of such an action the Teacher has the right to have present an Association Representative or a representative of the Teacher's choice, except when involving illegal activities or time sensitive situations and a representative is not available, in addition to the exercise of any due process right as provided by state law and Board Policy.

A Teacher has the right to have a school Principal, Assistant Principal, or District Office Administrator of the Teachers choice present during a meeting with a parent and/or student.
- 18.3. **PRIVACY.** Observations/surveillance cameras are used for security/investigation purposes only. At no time will any video recording be used for Teacher evaluation purposes.
- 18.4. **COMMUNICATIONS.** The Association may use District computers, telephones, and intra-district mail to communicate with its members. Teachers may use District telephones and computer services to communicate with legislators. Teachers will adhere to policies that regulate appropriate use of district equipment. District Acceptable Use Policy Board Policy SP900.3
- 18.5. **DECISION MAKING.** Teachers shall be provided with the opportunity to give input as part of the decision making process when establishing procedures, programs and grants for the individual school.
- 18.6. **PILOT PROGRAMS.** Teachers shall be provided a stipend, as determined by the Teaching and Learning Team, when piloting district curriculum programs. State pilot programs will not be funded by the District. The District will determine which programs are considered "pilots."

Article 19-Association-Board Contractual Relations

- 19.1. This Agreement sets forth terms and conditions of employment applicable to all Teachers and therefore shall be deemed to be a part of each contract of employment executed between the District and the individual Teacher.
- 19.2. Nothing in this Agreement shall be so construed as to preclude the Board from adopting policies, rules, and regulations governing the operation of the school system of the District, not in conflict with terms of this Agreement.
- 19.3. If any provision of this Agreement or any application of this Agreement to any employee or group of employees of the District shall be contrary to law, such provision or application shall not be deemed valid but all other provisions or applications of this Agreement shall continue in full force and effect.
- 19.4. Matters involving Adverse Action Affecting Teachers are covered by Board Policies, Rules and Regulations and are not part of this Agreement. The Professional Grievance Procedure set forth in Article X of this Agreement is in addition to and separate from the procedures specified in the Board's Policies, Rules and Regulations involving Adverse Action Affecting Teachers.
- 19.5. When there has been a negotiated change in the Professional Agreement, the Board shall provide each school with two (2) new copies and thirty (30) new copies to the Association as soon after a settlement as possible.
- 19.6. All new Board Policies, including revisions, shall be sent to the Association President following adoption by the Board. Prior to each Board meeting the Board agenda, approved minutes and other pertinent items, as determined by the Superintendent, shall be sent to the Association President.
- 19.7. The headings in the agreement are for the purpose of convenience only and shall not limit, enlarge or affect any of the covenants, terms, conditions or provisions of this Agreement.
- 19.8. Representatives of the District and the Association will meet to review the Professional Agreement prior to the printing of the Agreement.
- 19.9. **MURRAY EDUCATION ASSOCIATION MEETINGS.** The Association schedules the second Tuesday of each month after 4:00 p.m. to conduct their business. The District and schools will make this time available for those involved in such Association activities.
- 19.10. **COMPENSATION SECONDARY PREPARATION PERIODS**
- All secondary Teachers shall be guaranteed daily preparation regardless of the type of schedule adopted by the board. In the event the board changes a school's schedule, the compensation for teaching on a preparation period shall be negotiated between the association and the board.
- For Jr. High schools:
- Preparation periods shall be no less than one period based on a seven period day. Teachers who agree to teach during this period shall be paid for additional preparation time based on the Teacher's base salary using the following formula:
- Teaching 1 preparation period ½ of year = 1.075% of base
- Teaching 1 preparation period full year = 1.151% of base
- For High Schools:
- Preparation periods shall be no less than two periods based on an eight period day. Teachers who agree to teach during a preparation period shall be paid for additional preparation time based on the Teacher's base salary using the following formula:
- Teaching 1 preparation period ½ of year = 1.069% of base
- Teaching 1 preparation period full year = 1.138% of base.
- 19.11. **COMPENSATION FOR COVERING CLASSES.**
- All secondary Teachers shall be guaranteed a daily preparation. In the event that a Teacher is asked by an administrator to act as a substitute Teacher during their preparation period, they shall be paid the same hourly

rate as the current voluntary pay (1 hour for each class period that they substitute), as long as one of the following criteria applies:

1. The absence is the result of a required school sponsored activity, in which case the program sponsoring the activity will pay the cost for that period. In the event it is coaching related, the cost will be paid from the stipend of the coach or advisor who is absent.
2. The absence is due to a medical appointment that could not be scheduled outside of school time or was an emergency illness. In these cases, the cost for that period will be paid out of the funds allotted for illness.
3. The absence is reported according to policy in a timely manner and a substitute does not show or is not available. In these cases, the district will pay using funds from the program or budget that would have been used for the substitute.

Teachers who receive this pay will be required to submit a form documenting an extra hour of prep time after school that would have been used had s/he not been asked to substitute. This completed form will be submitted as the request for the stipend for performing voluntary extra duties.

- 19.11.1 In the event that an elementary teacher covers another full class, due to a shortage of substitutes, the teacher shall be compensated at the daily rate of a certified substitute.

In the event that an elementary or secondary Teacher is out for extended medical leave, excluding parental leave, and is unable to fulfill the planning duties required, a Teacher designated by the principal will be compensated at the negotiated rate for planning and curriculum.

19.12 **PART-TIME TEACHER COMPENSATION FOR PROFESSIONAL DEVELOPMENT**

Part-time Teachers (less than full time or 1.0 FTE) shall attend all district and/or school led calendared professional development days. They will be compensated for the difference between their contract and a full time equivalent contract at their contract hourly rate for the additional professional development days.

The Teacher is responsible to submit additional hours worked to their principal for approval and will be paid by stipend. These stipends will only be paid for district and/or school led professional development days that are outlined in their contract.

- 19.13. **COMMUNICATIONS PROCEDURE.** We believe a safe and inviting climate is essential for Teachers to teach and students to learn. Trust and communication are necessary to establish such an environment. We also know that problems arise which need to be discussed and resolved, and there are some problems that are more difficult to solve than others. In order to achieve a resolution satisfactory to all parties concerned, the following steps will be taken:
- a) The Teacher(s) will request a meeting with the principal. At this first meeting, the Teacher(s) will clearly state the concerns about a problem/issue and dialogue with the principal to resolve the problem in a manner satisfactory to both parties.
 - b) If a satisfactory resolution is not reached and further discussion becomes necessary, the Teacher(s) will do one or more of the following:
 - 1) request another meeting with the principal and invite the MEA representative to participate in the discussion;
 - 2) request another meeting with the principal and invite an advocate from the school to participate in the discussions;
 - 3) take the problem to an existing school committee, e.g., the Building Leadership Team, grade level teams, or department teams, or Faculty Meeting if appropriate.
 - c) If the problem is not satisfactorily resolved, request a meeting with the appropriate District department and/or administrator.
 - d) If the problem is still unresolved after Steps a), b), and c), the Teacher(s) will make an appointment with the Superintendent. After meeting with the Superintendent, a written response will be provided by him/her within ten (10) business days.

Article 20-Duration

- 20.1. Term of, and method of terminating this Agreement shall be as hereinafter set forth.
- 20.1.1. The term of this Agreement shall extend from the effective date first herein above appearing to and including June 30, 1971, and, unless terminated as hereinafter provided, shall thereafter be automatically renewed each year for successive additional terms of one year.
- 20.1.2. This Agreement may be terminated in the following manner:
- a) By service of written notice by either party upon the other party no later than ninety (90) days prior to June 30, 1971, of its desire to terminate this Agreement upon that date and, in the event such notice is served, this Agreement will terminate on that date; or
 - b) In the event this Agreement is renewed as above provided, by service of written notice by either party no later than ninety (90) days prior to the next June 30 expiration date, of its desire to terminate this Agreement upon that date and, in the event such notice is served, this Agreement will terminate on said date, provided that the notice of termination shall set forth the reason for such termination and specify a time and place within ten days following the date of such notice when and where representatives of both parties can meet to discuss such reason, it being the mutual intent of both parties that this Agreement will not be terminated for capricious or transient cause, or for no reason at all, but that any such notice of termination will be based upon just and sufficient reason, provided further, that such termination shall not take effect until representatives of both parties have had full opportunity to meet as above set forth, and from time to time thereafter, if necessary, during said 90-day period, to discuss the reason for such notice of termination and both parties hereby agree that during such discussions they will endeavor in good faith to reach agreement in overcoming and removing the reason upon which such notice of termination is based in order that this Agreement may continue in full force and effect.

Article 21-Amending Procedure

- 21.1. This Agreement may be amended in the following manner:
- The party proposing the amendment or amendments shall serve upon the other party between **April 1st and April 15th** of any year a written notice setting forth in clear language and text of the amendment or amendments proposed, provided that additional notices will not be sent or served after **April 15th** of any year except by mutual consent of the parties.

Article 22- Retirement

- 22.1 The Utah State Retirement Systems (URS) applies to all employees who work at least twenty (20) hours per week. The District will make required contributions on behalf of eligible employees as determined by URS.

Retirement is defined as retiring from the Murray City School District and/or Utah Retirement System (URS). An employee that has retired previously under URS will not qualify for Murray City School District retirement benefits. Employees wishing to retire must make application to the Superintendent of Schools by April 1st of the year they elect to retire. Failure to provide said notification will result in a \$1,000 reduction in the employee's post-retirement benefits.

For District benefits, age is the age of the employee on September 30th of the school year in which they elect to retire and subsequent years and is measured in whole years regardless of the actual birth date of the employee.

Retirement benefits for those working under contract before the 2007-2008 school year.

22.2 Retirement – Prior to age 62

Teachers with fifteen (15) years of “full time equivalent” service in Murray City School District shall be eligible for the following District paid retirement benefits for three years unless dismissed for cause. Teachers with ten (10) years of “full time equivalent” service in Murray City School District shall be eligible for one-half of the benefits.

The District will pay fifty percent (50%) of the difference between Step 3/Lane 1, and the average of the highest three (3) consecutive years of the base salary of the retiring employee.

- a) The District will contribute the lesser of the capped medical premium (as listed at the end of Article 22) or the amount being paid by the District for couple health insurance on behalf of active Teachers in the year of retirement.
- b) The sum of these benefits will be divided into monthly payments and deposited into the District post-retirement special pay plan or the District sponsored post-retirement health care trust. The decision as to which of these accounts will be utilized will be determined by an exit interview with the retiree conducted at the time of retirement.
- c) If a retiree elects to purchase health insurance through the District, the retiree will be charged the full premium rate for the first three years. Following the first three years, the premium charge will be a retiree rate as determined by the District insurance carrier. In no event will a retiree be able to purchase insurance through the District upon Medicare eligibility (current age 65).
- d) All payments into the selected post-retirement account terminate at the end of the month in which death occurs.
- e) In lieu of the monthly payments referenced above, an employee may elect to use these funds to purchase retirement years through URS. Because these years must be purchased before retirement, the employee must notify the District by May 1st of their intent to use all or a portion of these funds to purchase retirement years. Any balance after the purchase of retirement years will be divided into monthly payments and contributed to the employee’s post-retirement account.

22.3 Retirement – Age 62-66

Teachers with fifteen (15) years of “full time equivalent” service in Murray City School District shall be eligible for the following District paid retirement unless dismissed for cause. Teachers with ten (10) years of “full time equivalent” service in Murray City School District shall be eligible for one-half of the benefits.

The District will pay fifty percent (50%) of the difference between Step 3/Lane 1, and the average of the highest three (3) consecutive years of the base salary of the retiring employee for the lesser of three (3) years or age 67 (age of employee on September 30th of the school year).

The District will contribute the lesser of the capped medical premium as listed at the end of Article 22 or the amount being paid by the District for couple health insurance on behalf of active Teachers in the year of retirement into the employee’s post-retirement account for the lesser of three (3) years or full Medicare eligibility.

- a) The sum of these benefits will be divided into monthly payments and deposited into the District post-retirement special pay plan on the District sponsored post-retirement health care trust. The decision as to which of these accounts will be utilized will be determined by an exit interview with the retiree conducted at the time of retirement.
- b) If a retiree elects to purchase health insurance through the District, the retiree will be charged the full rate for the first three years. Following the first three years, the premium charge will be a retiree rate as determined by the District insurance carrier. In no event will a retiree be able to purchase insurance through the District upon Medicare eligibility (current age 65).
- c) All payments into the selected post-retirement account terminate at the end of the month in which death occurs.

- d) In lieu of the monthly payments referenced above, an employee may elect to use these funds to purchase retirement years through URS. Because these years must be purchased before retirement, the employee must notify the District by May 1st of their intent to use all or a portion of these funds to purchase retirement years. Any balance after the purchase of retirement years will be divided into monthly payments and contributed to the employee's post-retirement account.

22.4 Retirement – Age 67 and Beyond

Teachers with fifteen (15) years of service in Murray City School District shall be eligible for the following District paid retirement unless dismissed for cause:

One-half of one percent of the final base salary times the number of years of service in Murray City School District up to thirty (30) years.

The benefit will be paid in a lump sum by August 31st of the year of retirement and deposited into the District post-retirement special pay plan or the District sponsored post-retirement health care trust. The decision as to which of these accounts will be utilized will be determined by an exit interview with the retiree conducted at the time of retirement.

Retirement benefits for those who were hired and began work after the 2006-2007 school year.

22.5 Retirement before age 67.

Teachers with fifteen (15) years of service in Murray City School District shall be eligible for the following District paid retirement benefits for the lesser of three years or age 67 (age of employee on September 30th of the school year) unless dismissed for cause.

(Two Percent 2%) times (Years of service in Murray School District, up to 30 years) times (Difference) between the retiree's base salary and step 3 of lane one)

This benefit will be divided into monthly payments and deposited into the District post-retirement special pay plan or the District sponsored post-retirement health care trust. The decision as to which of these accounts will be utilized will be determined by an exit interview with the retiree conducted at the time of retirement.

- a) All payments into the selected post-retirement account terminate at the end of the month in which death occurs.
- b) If a retiree elects to purchase health insurance through the District, the premium charge will be a retiree rate as determined by the District insurance carrier. In no event will a retiree be able to purchase insurance through the District upon Medical eligibility (current age 65).
- c) In lieu of the monthly payments referenced above, an employee may elect to use these funds to purchase retirement years through URS. Because these years must be purchased before retirement, the employee must notify the district by April 1st of their intent to use all or a portion of these funds to purchase retirement years. Any balance after the purchase of retirement years will be divided into monthly payments and contributed to the employee's post-retirement account.

22.6 Retirement Age 67 and beyond

Teachers with fifteen (15) years of service in the Murray City School District shall be eligible for the following District paid retirement benefits unless dismissed for cause:

One-half of one percent of the final base salary times the number of years of service in the Murray City School District up to thirty (30) years.

The benefit will be paid in a lump sum by August 31st of the year of retirement and deposited into the District post-retirement special pay plan or the District sponsored post-retirement health care trust. The decision as to which of these accounts will be utilized will be determined by an exit interview with the retiree conducted at the time of retirement.

22.7 Retirement Savings

Savings generated from salary differences between early retirees and average new hires will first be utilized to pay for post-retirement benefits. All savings remaining after the payment of these benefits shall be available for negotiations.

**Post-Retirement
Capped Insurance Amt**

YEAR	AMOUNT	YEAR	AMOUNT
2006-07	\$6,648	2022-23	\$12,452
2007-08	\$6,914	2023-24	\$12,950
2008-09	\$7,190	2024-25	\$13,468
2009-10	\$7,478	2025-26	\$14,006
2010-11	\$7,777	2026-27	\$14,567
2011-12	\$8,088	2027-28	\$15,149
2012-13	\$8,412	2028-29	\$15,755
2013-14	\$8,748	2029-30	\$16,385
2014-15	\$9,098	2030-31	\$17,041
2015-16	\$9,462	2031-32	\$17,722
2016-17	\$9,841	2032-33	\$18,431
2017-18	\$10,234	2033-34	\$19,169
2018-19	\$10,644	2034-35	\$19,935
2019-20	\$11,069	2035-36	\$20,733
2020-21	\$11,512	2036-37	\$21,562
2021-22	\$11,973	2037-38	\$22,425

Article 23-Association Leave

- 23.1 Teachers who are officers of the Associations that represent the majority of their respective employee groups or their designated representatives shall be granted a total of ten (10) contract days of professional leave for association duties and/or assignments.
- 23.2 All duties or assignments performed by a District employee during paid association leave shall directly benefit education in Murray School District as outlined in Murray District Board policy. This policy will adhere to current law.

- 23.3 Written request for such leave shall be submitted to the Director of Personnel by the president of the Association or an officer authorized to act for the Association at least one (1) week in advance of the date the Professional Leave is to commence. The request shall include the following information:
- a) Name, school, and assignment of employee;
 - b) Location and duration of leave;
 - c) Reason for leave;
 - d) Assurance by the employee that no time will be spent on:
 - Engaging in political activity;
 - Campaigning for candidates for public office;
 - Fundraising for political organizations, political parties, or candidates
 - e) Expenses related to the leave of the employee; and
 - f) Assurance that any expenditure of district funds directly benefits education within the district including:
 - Full explanation of how the district is benefited by the expenditure of district funds.
- 23.4 In case of emergency, the written request shall be submitted no less than twenty-four (24) hours before the leave is to commence. The Director of Personnel will notify the appropriate principal or supervisor of the action taken.
- 23.5 Violation of this policy may result in employee disciplinary action under district policy and/or Utah Code Annotated §53A-8-104.
- 23.6 The Director of Personnel shall be responsible for supervising employees on paid Association leave and for the accounting for all costs and expenditures incurred by paid Association leave.

Article 24-Provisional Teachers

- 24.1 Within fifteen (15) working days of the District issuing a written notice of non-renewal to a provisional Teacher, the Association or Teacher may request an additional year of provisional status for a Teacher if the district has not complied with district policies, procedures, rules, and regulations. The request for an additional year shall be made in writing to the Superintendent.

Article 25-Other

- 25.1 An MEA representative, as designated by the MEA President, will serve on each of the following committees:
- Professional Advancement Committee
 - Teacher Improvement Committee
 - Evaluation Committee
 - District Technology Committee

The District Insurance Committee voting members shall be as follows:

- 4 Teacher representatives
- 2 classified representatives
- 1 administration representative
- 1 business administration representative

In the event of a tie vote, the Superintendent or designee, in consultation with the MEA president, will make the final decision.

The school calendar will be developed by the district and reviewed by MEA leadership before submission for board approval.

- 25.2 Teachers approved for salary lane changes shall be moved horizontally across the schedule to the appropriate salary lane and advanced one additional step from that of the previous contract year.
- 25.3 Teachers who have received a doctoral degree by August 30th shall receive an additional annual stipend of \$1,500. The stipend shall be reflected on the Teacher salary schedule.
- 25.4 Teachers who have received National Board Certification by August 30th shall receive an additional annual stipend of \$1,000. The stipend shall be reflected on the Teacher salary schedule.
- 25.5 A longevity annual stipend will be given to each Teacher that is equal to a given percentage of the salary of each Teacher as follows:
- .036 Longevity Add-On (Years 17-19)
 - .0525 Longevity Add-On (Years 20-22)
 - .0695 Longevity Add-On (Years 23-24)
 - .0815 Longevity Add-On (Years 25+)

Longevity 17 shall begin according to the following schedule:

- a) For BS lane, frozen at step 9 for 8 years.
For BS+20 lane, frozen at step 11 for 6 years.
For BS+30 lane, frozen at step 13 for 4 years.
For MS lane, frozen at step 14 for 3 years.
For MS+27 lane, frozen at step 14 for 3 years.
- b) Any Teacher who has previously retired from the Utah Retirement Systems is not eligible for longevity add-on until an additional seven (7) post-retirement years in Murray is completed.
- c) Once qualifying for the longevity add-on, a Teacher will receive longevity each year thereafter and continue to accumulate years towards longevity increases regardless of future movement on the salary schedule.

25.6

1. Pay for a "day" shall be calculated based on the salary schedule base, step and lane rate for a 1 FTE.
2. A committee consisting of MEA representatives, secondary school administrators, and the Director of Human Resources shall assess the current system of pay for coaching and other extracurricular assignments. The following may be assessed:
 - a. The job description and expectations for extra pay.
 - b. The pay formula and need for adjustments.
 - c. Practices of neighboring districts.
 - d. Other items as determined by the committee.
3. The committee will submit all recommendations to the Director of Human Resources and MEA President. Upon agreement, changes submitted by May 1st will be implemented for the following school year. Items that require policy changes will need to be brought to the Board by the April board meeting of each year.

25.7 **Pay Dates.** Beginning in the 2017-18 school year, pay dates will be semi-monthly.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on their behalf on the day and year first herein above appearing.

Attest: THE BOARD OF EDUCATION
MURRAY SCHOOL DISTRICT
/s/ Arthur L. Bishop by /s/ John Richard Evans

Attest: MURRAY EDUCATION
ASSOCIATION

/s/ Allen Harrison by /s/ Karl Dee Ostler

Appendix “A-1”

Pay for Extra Duty

The amount of money set aside for extra-duty will be determined as follows:

Junior High School – (BS Lane)

.05 x base salary = total amount available for both athletic and non-athletic pay

High School – (BS Lane)

4.35 x base salary = total amount available for both athletic and non-athletic pay.

80% of total amount available is to be distributed to athletic pay.

20% of total amount available is to be distributed to non-athletic pay.

**EXTRA PAY FOR EXTRA DUTY
HIGH SCHOOL
High School Athletic**

EXTRA PAY FOR EXTRA DUTY HIGH SCHOOL HIGH SCHOOL ATHLETIC			
FALL	BASE DAYS	RANGE	TEAMS
FOOTBALL	70	60-80	3
GIRLS SOCCER	35	30-40	3
VOLLEYBALL	35	30-40	4
CROSS COUNTRY	12	10-14	
BOYS GOLF	10	8-12	
GIRLS TENNIS	12	10-14	
WINTER			
BOYS BASKETBALL	50	42-58	4
GIRLS BASKETBALL	50	42-58	3
WRESTLING	45	38-52	
SWIMMING	30	25-35	
SPRING			
TRACK	35	30-40	
BOYS SOCCER	35	30-40	4
SOFTBALL	30	25-35	
BASEBALL	35	30-40	3
BOYS TENNIS	12	10-14	
GIRLS GOLF	10	8-12	
ATHLETIC DIRECTOR(S)	20	17-23	

- Days are the total amount that are assigned to each sport. The range may fluctuate from the base days + or – 15% of the base at the discretion of the principal.
- Days will be adjusted for changes in the number of teams per sport (Freshman, Soph, JV, Varsity). Days may be adjusted due to sizable changes in student participation (reviewed annually).
- **Head Coach** pay, at a minimum, will be calculated using the daily rate on the *Masters lane* on the MCSD teacher’s salary scale. Otherwise all licensed coaches with a teaching assignment will be calculated at their daily rate.
- All non-licensed **assistant coaches** will be calculated using the bachelors lane 1.
- Steps on the lane will equal years experience coaching/teaching.
- Daily rate is based on 1.0 FTE and does not include the \$4,200 legislative differential.
- No coach shall receive more than 20 days per season. Exceptions may be considered by ADs/Admin based on comparable market rate, after review.
- Certified Teachers must receive at least 5 days per season (except Golf, Tennis & Cross Country).
- Coach pay will be prorated, not to exceed the total amount of dollars available.

Pay for Extra Duty – High School (BS Lane)

4.35 x base salary = total available for both athletic and non-athletic pay

80% of total amount available is to be distributed to athletic pay

20% of total amount available is to be distributed to non-athletic pay

**EXTRA PAY FOR EXTRA DUTY
HIGH SCHOOL
HIGH SCHOOL ACTIVITY**

NON-ATHLETIC	BASE DAYS	RANGE	NAME
LATINOS IN ACTION	2	2	
PLT	2	2	
NATIONAL HONOR SOCIETY	2	2	
COLOR GUARD	3	3	
MARCHING BAND	3	3	
STERLING SCHOLAR	3	3	
SPARTAN VISION	4	3-5	
YEARBOOK	5	4-6	
DANCE	7	6-8	
DEBATE	8	7-10	
STUDENT GOVERNMENT	10	8-12	
CHORAL MUSIC	10	8-12	
DRAMA	10	8-12	
CHEER	12	10-14	
CHEER ASSISTANT	5	4-6	
DRILL TEAM	12	10-14	
DRILL TEAM ASSISTANT	5	4-6	
PEP BAND/MUSICAL	13	11-15	
NEWSPAPER/ONLINE	N/A		

- Pay for Extra Duty – High School (BS Lane)
- 4.35 x base salary = total available for both athletic and non-athletic pay
- 80% of total amount available is to be distributed to athletic pay
- 20% of total amount available is to be distributed to non-athletic pay

JUNIOR HIGH ATHLETIC AND NON-ATHLETIC

Activity pay to be distributed by Principal each year according to school needs.

SIGNATURES OF AGREEMENT

The signatory parties, herewith, representing the District and Association, acknowledge and concur to the terms of the Memorandum of Agreement including mutually recognized changes.

Signed this 14th day of May, 2021.

MURRAY EDUCATION ASSOCIATION:

By: _____
Mark Durfey
President

BOARD OF EDUCATION OF MURRAY CITY SCHOOL DISTRICT

By: _____
Jaron Cooper
President

GUIDELINES & REFERENCES

*Items in this section are informational and **not negotiable**.*

I. Administrative Guidelines for Teacher Notification

Prior to initiating any type of job action as provided for in the Murray School District Corrective Discipline Procedures, the principal/supervisor will conduct a preliminary investigation to determine if the complaint or allegation can be substantiated and/or merits further action. The following steps are recommended:

1. As soon as possible, speak directly with the employee named in the complaint or allegation in order to:
 - a) Explain to the employee the complaint or allegation.
 - b) Ask the employee to verify or correct the complaint or allegation.
 - c) Ask the employee for the name(s) of potential witnesses to confirm or clarify your understanding of the complaint or allegation.
2. Interview all available witnesses individually. You can conduct the interview person-to-person or ask each witness to write his/her version of what occurred.
 - a) It is important to question witnesses as soon as possible.
 - b) It is also sometimes necessary to ensure that witnesses do not have an opportunity to speak with each other to ensure that you get a valid and reliable report from each witness.
3. If necessary, bring all parties together to explain your findings given all of the information that you have collected. At that time, steps to resolve the issue may be solicited from the parties or you may impose a resolution according to school and/or district policies.

II. Murray School District Leadership Coordinating Meetings

The purpose of these meetings is to increase communication between the Teachers and the district by discussing items that pertain to the “big picture” of this district. These meetings will be held quarterly at the District Office.

1. Participants.

The participants will include the MEA President, Vice-President, two Executive board members, the Superintendent, and members of the district administration.

2. Items for Discussion

The meetings will focus on the overall goals and direction of the district. Items such as curriculum, technology, growth, building projects, city issues, district challenges, legislative issues, and future planning will be presented and discussed

3. Purpose

The purpose of these meetings is to share information. Input from other groups and committees will be solicited at meetings held prior to these meetings. Decisions are not made at these meetings.