

October 4, 2017

TOTEM Members,

Due to the economic and politically charged atmosphere, TOTEM Association of Educational Support Personnel, Inc. and the Anchorage School District engaged in Interest Based Bargaining to address a limited number of contract changes. While the tentative agreement has limited increases, it's important to note that we did not lose anything. Here is a summary of the changes you will find in this agreement:

- Language regarding annual leave usage over the July closure for 12 month employees on probation.
- The reclassification of TA Preschool & Middle School Registrar.
- New position: Transportation Scheduler.
- A \$50 Bonus (pro-rated by FTE) for members on step "P" years 2018 and 2019 of the contract.
- A \$500 Bonus (pro-rated by FTE) for all members during all three years of the contract.
- Step movement during each year of the agreement, but no changes to the wage scale.
- Housekeeping Changes on Professional Certificates.
- A TOTEM Association and Anchorage School District Committee to address evaluations.
- Employer health care contribution shall remain the same. Language added to reopen the health care article the 3rd year of the contract, if we find it necessary. The Employee contribution caps will remain the same through the life of the contract.
- Three year agreement – July 1, 2018 – June 30, 2021.

We will be holding two informational meetings. The meetings will be held at 6 pm on Wednesday, October 11, and 6 pm, Monday, October 16, at the ASD Ed Center Board Room.

Below we have included a list of the exact language changes that will appear in the 2018-2021 TOTEM Contract if it is ratified by our members.

Respectfully,

TOTEM Board of Directors

TOTEM Association of Educational Support Personnel
2018-2021 TOTEM Contract Changes

401 ANNUAL LEAVE

401.3 Annual Leave Accrual for Initial Probationary Employees

New employees become eligible for taking annual leave upon completing 75 probationary workdays of District employment. During the 75 probationary workdays new employees shall accrue leave in accordance with Section 401.2, but may not take leave with the exception of personal illness and those days designated as Winter and Spring break days on the school calendar for school-based employees or July 4th closure for 12 month employees. New employees may not use wellness leave during the 75 probationary workdays.

501 CLASSIFICATION PLAN

The job titles listed are indicative of the type of work performed by the employees in this bargaining unit. Ranges and job titles are for the purpose of establishing appropriate compensation.

<u>Range</u>	<u>Job Title</u>
Range 8	Customer Service Receptionist/Switchboard Library/Media Assistant – Elementary Nurse Assistant Senior Clerk Teacher Assistant Teacher Assistant – NCLB Teacher Assistant, Bilingual/Bi-Literate Teacher Assistant, Kindergarten Teacher Assistant, Kindergarten – NCLB Teacher Assistant, Preschool Teacher Assistant, Preschool – NCLB
Range 10	Classroom Tutor – NCLB IEP Clerical Support Clerk Migrant Education Recruitment Clerk Secretary School Secretary/Alternative School Secretary/Elementary School Secretary/High School School Secretary/Middle School Teacher Assistant, Computer Lab- NCLB Teacher Assistant, Gifted Program <u>Teacher Assistant, Preschool</u> <u>Teacher Assistant, Preschool - NCLB</u> Teacher Assistant, Special Education, ASL/English Teacher Assistant, Special Education, Behavior Support Teacher Assistant, Special Education, Behavior Support-NCLB Teacher Assistant, Special Education, Blind/Visually Impaired Teacher Assistant, Special Education, OT/APE Teacher Assistant, Special Education, Psychology Teacher Assistant, Special Education, Resource Early Childhood & Elementary Teacher Assistant, Special Education, Resource Early Childhood & Elementary - NCLB Teacher Assistant, Special Education, Resource Secondary Teacher Assistant, Special Education, Resource Secondary - NCLB Teacher Assistant, Special Education, Special Programs Early Childhood & Elementary Teacher Assistant, Special Education, Special Programs Early Childhood & Elementary – NCLB Teacher Assistant, Special Education, Special Programs Secondary Teacher Assistant, Special Education, Special Programs Secondary – NCLB Teacher Assistant, Special Education, Speech
Range 11	English Language Learners (ELL) Tutor Brailist Financial Data Control Clerk Instructional Associate International Tutor Lead Distribution Clerk Middle School Registrar Migrant Ed Outreach Tutor Project Liaison, Mentoring for Educational Success Transportation, CIT Activities Clerk Youth Development Tutor
Range 12	Activities Clerk Bibliographic Control Clerk II <u>Middle School Registrar</u> Senior High Registrar <u>Transportation, Scheduler</u>

502 WAGE SCHEDULE

Effective July 1, 2017~~18~~ through June 30, 2018~~21~~

RANGE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
8	13.97	14.54	15.10	15.43	15.77	16.62	17.09	17.49	17.95	18.37	19.34	19.76	20.24	20.66	21.07	21.53
9	14.42	14.98	15.54	15.89	16.22	17.09	17.54	17.95	18.42	18.82	19.83	20.24	20.71	21.13	21.56	22.01
10	14.87	15.43	16.00	16.33	16.67	17.54	18.01	18.42	18.87	19.28	20.29	20.71	21.20	21.61	22.02	22.49
11	15.33	15.89	16.45	16.79	17.12	18.01	18.47	18.87	19.35	19.75	20.78	21.20	21.67	22.09	22.50	22.97
12	15.77	16.33	16.89	17.23	17.58	18.47	18.95	19.35	19.80	20.21	21.25	21.67	22.15	22.56	22.98	23.46
13	16.20	16.76	17.33	17.66	18.01	18.91	19.38	19.78	20.24	20.65	21.69	22.11	22.58	22.99	23.42	23.89

A \$500 ~~bonus~~ **one-time payment** (prorated by FTE) will be paid to eligible members by October 30, 2015~~18~~, **October 30, 2019 and October 30, 2020**. To be eligible for the ~~bonus~~ **one-time payment**, a member must be actively employed on September 30 of that year and have been actively employed as a TOTEM member ~~on the date of ratification of this collective bargaining agreement by the union membership~~ **as of September 30 of the prior year**. Members who qualify for the ~~bonus~~ **one-time payment** and are at the "P" step as of June 30, 2015~~18~~ will receive an extra \$50 ~~bonus~~ **one-time payment**, prorated by FTE. **Members who qualify for the one-time payment and are at the "P" step as of June 30, 2019, will receive an extra \$50 one-time payment, prorated by FTE.** These sums are ~~paid as bonuses and~~ are not eligible for PERS credit.

507 EMPLOYEE RECOGNITION

507.1 Professional Certificates

Employees seeking recognition for certificates must work through the Association office and meet all requirements of the national organization before qualifying for the percentage salary increase. ~~to complete the requirements.~~ Once certification is received from the national organization, it should be submitted to the Human Resources Department for processing in order to receive the appropriate percentage salary increase. Recognition shall be given an employee for certificates based on the following schedule of increases to the eligible employee's current wage. Only the highest percentage earned will be applied, and in no case shall percentages be combined.

614 EVALUATIONS

- A. The District and TOTEM will meet during the 2018-2019 school year for the purpose of reviewing evaluation procedures and recommending changes to the evaluation document and procedures. Any adopted changes to the evaluation process or procedures will be implemented in the 2018-2019 school year.

701 HEALTH BENEFITS

- C. The District's monthly contribution for health benefits per eligible employee per month shall be ~~\$1,540~~ **\$1,645** during the ~~2015-2016~~ **2018-2019** year. The District's monthly contribution amount per eligible employee per month will be ~~\$1,580~~ **\$1,645** effective July 1, 2016~~19~~, and \$1,645 per eligible employee per month effective July 1, 2017~~20~~. 701.C may be reopened for negotiation at the option of either party for the purpose of negotiating a health contribution for the 2020-2021 school year. Health insurance benefits shall be described in the District's summary plan description as periodically amended. The employee contribution for those electing coverage is the difference between the premium amount and the combined total of the District's contribution and any subsidy from the reserve account.

907 DURATION OF AGREEMENT

This Agreement shall become effective July 1, 2015~~18~~, and shall remain in full force and effect through June 30, 2018~~21~~.