

**ANCHORAGE SCHOOL DISTRICT
TOTEM ASSOCIATION
2024-2027**

102 EMPLOYEE REPRESENTATIVES

The Association President and/or a duly authorized representative shall be empowered to speak for the Association in all matters covered by this Agreement, and shall be permitted to visit any unit during work hours after advance notice to the unit principal/supervisor.

No more than fourteen (14) Employee Representatives, (and not more than one (1) per location), including the Association President, shall ~~also~~ be appointed from among bargaining unit members and shall be the last employees terminated unless discharged for just cause. Employee Representatives shall be allowed, upon notification made to the immediate principals/supervisors, to represent employees in disciplinary conferences and investigate/administer grievances during work hours. Employee Representatives shall not suffer any loss of compensation for reasonable time spent in pursuit of Employee Representatives' duties. The District may take appropriate action for excessive use of time by an Employee Representative. The Association shall have access to all employees covered by this Agreement on a not-to-interfere basis.

The Association shall designate to the District in writing Employee Representatives and the District shall not be required to recognize or deal with any employees other than those designated.

TA'd

Sandy Thompson Wallace 12/5/2023
TOTEM Date

TA'd

[Signature] 12/5/23
ASD Date

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104.4 Information Requests

All formal requests from the Association for information pertaining to the District's compliance with this Agreement, or which may be necessary to investigate grievances or prepare for arbitration, shall be in writing to the Chief Human Resources Officer or designee with a copy to the appropriate supervisor, principal or department manager. The District shall respond in writing to such information requests as soon as reasonably possible, ~~but in no event later than fourteen (14) calendar days from the date the request was received by the District.~~ If ~~timely compliance~~ a response by the District **within fourteen (14) calendar days** is not possible, the District shall explain in writing why, and indicate a date certain when compliance will be completed.

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107.2 First Aid/CPR/AED Training

The District and the Association will work cooperatively to ensure that all school-based employees who have regular contact with students shall be current in First Aid/CPR/AED training. It is the employee's responsibility to seek out and complete necessary training, and All newly hired school-based employees will receive should complete training within six (6) months of their initial employment. The District reserves the right to require First Aid/CPR/AED training as a part of applicant criteria for those positions which have regular contact with students. In cooperation with the principal/supervisor, the employee will schedule training at a time that is least disruptive to the workplace. The District reserves the right to require First Aid/CPR/AED training as a part of applicant criteria for those positions which have regular contact with students.

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107.4 Special Training Opportunities for ELL Tutors

The District has implemented and shall maintain a program designed to encourage career development for ELL Tutors, leading to a degree in Bilingual Education or an endorsement in ESL. Each year the District shall deposit a minimum of \$10,000 into a training account to fund tuition reimbursement for ELL Tutors engaged in a bona fide program of education. Employee participation in the program will require proof of acceptance into a course of study designed to result in the tutor's attainment of an advanced certificate or a degree in Bilingual Education. All employees interested in participating in the training program must notify the District no later than May 31 for the upcoming school year, and requests for payment or reimbursement for approved participants must be submitted by no later than March 1 of the year the costs were incurred. If less than \$10,000 is required to fund the training commitment, the District may allocate the funding to another program within the ELL Department. The District commits to maintain the availability of funds for tuition reimbursement at a reasonable level, except in the case of emergency conditions which mandate severe budget cuts for staff training programs District-wide.

Available funding will be distributed fairly among applicants, in such a manner as to ensure maximum participation.

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302 HOLIDAYS OBSERVED

The following days are designated as holidays off with pay provided they fall within the employee's scheduled work year, and in accordance with Section 301:

- New Year's Day
- Martin Luther King, Jr. Day
- February Holiday*
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve
- Christmas Day
- New Year's Eve

School based employees who are supporting summer school programming are not eligible for holidays that occur during the summer school assignment since summer school is extra work outside of employees' scheduled work years.

*As scheduled on the school calendar, to be celebrated on a Monday or a Friday.

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401.3 Annual/Personal Leave Accrual for Initial Probationary Employees

New employees become eligible to take annual/personal leave upon completing their probationary period. During the probationary period new employees shall accrue leave in accordance with Section 401.2, but may not take leave with the exception of personal illness, weather related school closure days, 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 probationary period.

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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 Paraprofessional Educator Paraprofessional Educator, Title I Paraprofessional Educator, Bilingual/Bi-Literate Paraprofessional Educator, Kindergarten Paraprofessional Educator, Kindergarten, Title I
Range 9	Bibliographic Control Clerk I Distribution Clerk Distribution Clerk, Curricular Materials Library/Media Assistant – Secondary
Range 10	Classroom Tutor Classroom Tutor, Title I Clerk, Translation Support IEP Clerical Support Clerk Secretary School Secretary, Alternative School Secretary, Elementary School Secretary, High School School Secretary, Middle School Paraprofessional Educator, Computer Lab, Title I Paraprofessional Educator, Gifted Program Paraprofessional Educator, Preschool Paraprofessional Educator, Preschool, Title I Paraprofessional Educator, Special Education, ASL/English Paraprofessional Educator, Special Education, Behavior Support Paraprofessional Educator, Special Education, Behavior Support, Title I Paraprofessional Educator, Special Education, Blind/Visually Impaired Paraprofessional Educator, Special Education, OT/APE

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507.2 ~~Title I Position Requirements~~

~~Employees seeking education recognition through the 48 College Semester Credit option are responsible for providing official transcripts from an accredited institution to the Human Resources Department for review. The 48 College Semester Credit percentage will be effective on the date of receipt of the official transcripts.~~

~~Employees seeking recognition through the ETS Paraprofessional Assessment option shall receive the percentage when they have passed all required tests and the Human Resources Department has received the confirmation paperwork.~~

- ~~• ETS Paraprofessional Assessment 2%~~
- ~~• 48 College Semester Credits — 2%~~

~~At the District's discretion, and without regard for seniority, employees receiving compensation under this section may be asked to accept reassignment to positions requiring Title I qualifications. An employee who refuses such reassignment will relinquish 2% of additional compensation provided under Section 507.2.~~

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601.3 Probationary Employee

New employees shall serve a ~~seventy-five (75)~~ **ninety (90)** workday probationary period upon initial appointment into a position covered by the TOTEM bargaining unit. The District and the Association may mutually agree to extend the probationary period. Supervisors are encouraged to provide probationary employees with a progress report approximately halfway through the probationary period. In the event of an employee-initiated transfer to a different position during the probationary period, the employee shall serve a minimum of an additional fifty (50) workday probationary period in the new position.

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602.4 Summer School Work Opportunities

Summer school positions will be posted on the District's website. If a TOTEM employee is offered and accepts a summer school position, the following conditions shall apply. The TOTEM employee:

- shall be paid at the range and step of their regular school year position. TOTEM employees will receive step movement in accordance with the collective bargaining agreement in effect at the time;
- shall receive PERS retirement contributions and accrue leave at normal rates while working for summer school;
- shall receive their paychecks for summer school according to the regular bi-weekly schedule;
- ~~• who is in pay status the scheduled workday before and the scheduled workday following July 4th will receive July 4th holiday pay;~~
- working summer school and in the process of being assigned to a new regular school year position will receive the hourly amount for their prior school year position until the effective date of the new position begins;
- will not be able to use leave during summer school.

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603.2 Double Time

~~Double time shall be paid employees required to work on those holidays described in this Agreement in addition to regular pay for the holiday. The District reserves the right to employ personnel for less than eight (8) hours. Work performed on the 7th consecutive day of the scheduled workweek shall be paid at two (2) times the regular hourly rate.~~

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701 HEALTH BENEFITS

For the duration of the Agreement, the District shall contribute to a health plan which meets the requirements of the Patient Protection and Affordable Care Act (PPACA).

- A. Employees assigned to positions of thirty (30) hours or more per week shall be eligible for health insurance coverage. Eligibility is attained after a waiting period of sixty (60) calendar days for employees who do not currently have health benefit coverage with one of the District's employee benefit plans. Coverage shall begin the first day of the month following attainment of eligibility.
- B. Employees who lose their eligibility for health benefits for any reason, such as unpaid leave, layoff, or termination of employment other than retirement or gross misconduct, may elect to pay the cost of the health program provided through COBRA, according to its provisions.
- C. The District's monthly contribution for health benefits per eligible employee per month shall be \$1,695 during each year of the contract. 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.
- D. ~~The employee contribution will not be more than \$225 per eligible employee per month in 2021-2022. Beginning July 1, 2022, the employee contribution will not be more than \$250 per eligible employee and family per month.~~ **The employee contribution for health benefits will not be more than \$300 per eligible employee per month in 2024-2025. The maximum monthly amount of the employee contribution will increase each year thereafter on a percentage basis equal with any increases to the employer contribution.**
- E. The Association may have up to two (2) representatives on the District Health Benefits Task Force.

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