

ASD
1.11.24

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ANCHORAGE SCHOOL DISTRICT
TOTEM ASSOCIATION
2024-2027

104 EMPLOYEE INFORMATION

104.1 Membership Reporting to Association

The District shall furnish to the Association a twice-monthly report listing the names, location, home address, telephone number, job title, hire date, months per year, and hours per week of all employees covered under this Agreement.

104.2 ~~New Bargaining Unit Members~~ Employees Orientation – Onboarding

The District will allow an Association representative to offer an orientation to bargaining unit employees, outside of their workhours, ~~during normal business hours to new bargaining unit members~~, of a duration not in excess of thirty (30) minutes at each worksite. ~~This orientation will occur as part of the District's regular new employee orientation and onboarding and is to be coordinated with the District's Talent Management representative.~~ The Association representative will coordinate with the principal/supervisor when scheduling the worksite orientation.

104.3 Employee Access to Personnel File and Building Unit File

An employee shall have the right, upon request of an appointment, to review any or all materials originating subsequent to employment with the District and placed in the employee's official personnel file and/or building unit file. The review of the personnel file must occur in the presence of a Human Resource representative. The review of the building unit file must occur in the presence of the principal/supervisor. At the employee's request, a TOTEM representative may accompany the employee. The District shall maintain only one (1) official personnel file for each employee. Upon an employee's written request to the Labor Relations Department, letters of warning and reprimand will be removed from the official personnel file after three and one half (3.5) years, provided that no similar subsequent entries have been made into that file, except in cases of serious misconduct, e.g., sexual impropriety, violence, insubordination, etc. This opportunity shall not be given in cases of suspension, termination, or disciplinary demotion.

The District shall provide an employee with a copy of any materials placed in the official personnel file and/or building unit file, at the time of placement, which relate to work performance. An employee shall have the right to respond in writing to any material placed in such file; the response shall become part of the file. Anonymous derogatory materials shall not be placed in the official personnel file and/or building unit file.

Unless otherwise mandated by law or court authority, the District shall not release information on past or present employees without the employee's written release, except the employee's hire and termination dates, and job title(s).

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TA'd

Sandy Thompson Wallace

TOTEM

Date

1-11-2024



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1.11.24

Date

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, before the fourteen (14) days has lapsed the District shall explain in writing why, and indicate a date certain when compliance will be completed.

TA'd

Sandy Thompson Wallace
TOTEM 1-11-2024 Date

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 1-11-24
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ANCHORAGE SCHOOL DISTRICT
TOTEM ASSOCIATION
2024-2027

409 Cultural Leave

409.1 Short-Term Unpaid Leave: 1 to 10 workdays

The District may approve unpaid short-term leave for up to 10 workdays for employee medical or compelling personal reasons, **including to tend to important cultural/religious events**. The employee shall submit the Leave Request to the principal/supervisor for approval at least 30 calendar days in advance except in emergency situations over which the employee has no control. Short-term unpaid leave for medical reasons may require a physician's statement with the leave request form, and a release to return to work from the physician at the end of the leave. Employees who lose District medical and/or life insurance coverage while on unpaid short-term leave must re-establish their benefit eligibility in accordance with Sections 701 and 702 upon their return to work.

TA'd

Sandy Thompson Wallace 1-11-2024
TOTEM Date

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[Signature] [Signature] 1.11.24
ASD Date

ASD/TOTEM Negotiations 2024-2027

302 HOLIDAYS OBSERVED – TOTEM Counter Proposal 1/11/24

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
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve
- Christmas Day
- New Year's Eve

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

TOTEM/ASD Negotiations 2023/2024

TA Date _____

TOTEM Initial _____

ASD Initial _____

ASD
1.11.24



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

502 WAGE SCHEDULE

Effective July 1, ~~2024~~ 2021, through June 30, ~~2027~~ 2024

FY 2023-24

\$1.00 across the board

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
T08	16.09	16.61	17.02	17.37	17.74	18.64	19.14	19.56	20.05	20.49	21.52	21.97	22.48	22.92	23.36	23.85
T09	16.61	17.13	17.49	17.86	18.21	19.14	19.61	20.05	20.55	20.97	22.04	22.48	22.98	23.42	23.88	24.36
T10	17.13	17.65	17.98	18.33	18.69	19.61	20.11	20.55	21.02	21.46	22.53	22.98	23.50	23.93	24.37	24.87
T11	17.54	18.11	18.46	18.82	19.17	20.11	20.60	21.02	21.53	21.96	23.05	23.50	24.00	24.44	24.88	25.38
T12	17.91	18.53	18.92	19.28	19.66	20.60	21.11	21.53	22.01	22.45	23.55	24.00	24.51	24.94	25.39	25.90
T13	18.43	19.00	19.39	19.74	20.11	21.07	21.57	21.99	22.48	22.91	24.02	24.46	24.96	25.40	25.85	26.35

FY 2025-26

1/2 %

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
T08	16.17	16.69	17.11	17.46	17.82	18.73	19.23	19.66	20.15	20.60	21.63	22.08	22.59	23.04	23.48	23.97
T09	16.69	17.21	17.58	17.95	18.30	19.23	19.71	20.15	20.65	21.08	22.15	22.59	23.09	23.54	24.00	24.48
T10	17.21	17.73	18.07	18.42	18.78	19.71	20.21	20.65	21.13	21.57	22.64	23.09	23.62	24.05	24.49	24.99
T11	17.63	18.21	18.55	18.91	19.26	20.21	20.70	21.13	21.64	22.07	23.17	23.62	24.12	24.56	25.00	25.50
T12	18.00	18.62	19.02	19.38	19.75	20.70	21.22	21.64	22.12	22.56	23.67	24.12	24.63	25.07	25.51	26.03
T13	18.52	19.09	19.49	19.84	20.21	21.17	21.67	22.10	22.59	23.03	24.14	24.59	25.09	25.52	25.98	26.48

FY 2026-27

1/2 %

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
T08	16.25	16.77	17.19	17.55	17.91	18.82	19.33	19.76	20.25	20.70	21.74	22.19	22.70	23.15	23.59	24.09
T09	16.77	17.30	17.67	18.04	18.40	19.33	19.81	20.25	20.75	21.18	22.26	22.70	23.21	23.66	24.12	24.60
T10	17.30	17.82	18.16	18.51	18.88	19.81	20.31	20.75	21.24	21.68	22.76	23.21	23.73	24.17	24.61	25.12
T11	17.72	18.30	18.64	19.01	19.36	20.31	20.81	21.24	21.75	22.18	23.28	23.73	24.24	24.69	25.13	25.63
T12	18.09	18.72	19.11	19.48	19.85	20.81	21.32	21.75	22.23	22.67	23.79	24.24	24.75	25.19	25.64	26.16
T13	18.61	19.19	19.59	19.94	20.31	21.28	21.78	22.21	22.70	23.14	24.26	24.71	25.21	25.65	26.11	26.62

502.1 Pay Differential

A pay differential of \$2.00/hr. will be paid to employees in the job title of Paraprofessional Educator, Special Education, Behavior Support. The pay differential may only be applied to regular hours up to a maximum of eight (8) hours per day, is not reflected in the employee's regular wage rate, nor can it be used in calculating overtime wages.

A pay differential of \$1.00/hr. will be paid to employees in the job title of Special Ed Special Programs ECE, Special Ed Special Programs ECE Title I, Special Ed Special Programs Secondary, or Special Ed Special Programs Secondary Title I. The pay differential may only be applied to regular hours up to a maximum of eight (8) hours per day, is not reflected in the employee's regular wage rate, nor can it be used calculating overtime wages.

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TOTEM

Date

ASD

Date

503 COMPENSATION SCHEDULE

503.1 Step Movement - *across the 3*

Step movement shall occur on July 1, ~~2021~~2024, July 1, ~~2022~~2025, and July 1, ~~2023~~2026, and compensation for wages will be in accordance with Section 502, Wage Schedule.

On July 1, ~~2022~~2024, employees that were on step "P" on July 1, ~~2021~~2023, shall receive a 1% increase to their base wage.

On July 1, ~~2023~~2025, employees that were on step "P" on July 1, ~~2022~~2024, shall receive a 1% increase to their base wage.

TA'd

TA'd

TOTEM Date

ASD Date

ASD/TOTEM Negotiations 2024-2027

502 WAGE SCHEDULE – TOTEM Counter Proposal 1/11/24

Effective July 1, 2024, through June 30, 2027

FY 2021-22-24-25 Effective July 1, 2024 each step on the scale will increase by \$7.00

RANGE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
8	14.50	15.00	15.40	15.74	16.09	16.95	17.43	17.84	18.31	18.74	19.73	20.16	20.64	21.07	21.49	21.96
9	15.00	15.50	15.85	16.21	16.54	17.43	17.89	18.31	18.79	19.20	20.23	20.64	21.12	21.55	21.99	22.45
10	15.50	16.00	16.32	16.66	17.00	17.89	18.37	18.79	19.25	19.67	20.70	21.12	21.62	22.04	22.46	22.94
11	15.90	16.45	16.78	17.13	17.46	18.37	18.84	19.25	19.74	20.15	21.20	21.62	22.10	22.53	22.95	23.43
12	16.25	16.85	17.23	17.57	17.93	18.84	19.33	19.74	20.20	20.61	21.68	22.10	22.59	23.01	23.44	23.93
13	16.75	17.30	17.68	18.01	18.37	19.29	19.77	20.18	20.64	21.06	22.12	22.55	23.03	23.45	23.89	24.37

FY 2022-23-25-26 Effective July 1, 2025 the scale will increase by 3%

RANGE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
8	14.79	15.30	15.71	16.05	16.41	17.29	17.78	18.20	18.68	19.11	20.12	20.56	21.06	21.49	21.92	22.40
9	15.30	15.81	16.17	16.53	16.88	17.78	18.25	18.68	19.16	19.58	20.63	21.06	21.55	21.98	22.43	22.90
10	15.81	16.32	16.65	16.99	17.34	18.25	18.74	19.16	19.63	20.06	21.11	21.55	22.06	22.48	22.91	23.40
11	16.22	16.78	17.11	17.47	17.81	18.74	19.22	19.63	20.13	20.56	21.62	22.06	22.55	22.98	23.41	23.90
12	16.58	17.19	17.57	17.93	18.29	19.22	19.72	20.13	20.60	21.03	22.11	22.55	23.04	23.47	23.96	24.41
13	17.09	17.65	18.03	18.37	18.74	19.67	20.16	20.58	21.06	21.48	22.57	23.00	23.49	23.92	24.37	24.86

FY 2023-24-26-27 Effective July 1, 2026 the scale will increase by 3%

RANGE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
8	15.09	15.61	16.02	16.37	16.74	17.64	18.14	18.56	19.05	19.49	20.52	20.97	21.48	21.92	22.36	22.86
9	15.61	16.13	16.49	16.86	17.21	18.14	18.61	19.05	19.55	19.97	21.04	21.48	21.98	22.42	22.88	23.36
10	16.13	16.65	16.98	17.33	17.69	18.61	19.11	19.55	20.02	20.46	21.53	21.98	22.50	22.93	23.37	23.87
11	16.54	17.11	17.46	17.82	18.17	19.11	19.60	20.02	20.53	20.96	22.05	22.50	23.00	23.44	23.88	24.38
12	16.91	17.53	17.92	18.28	18.66	19.60	20.11	20.53	21.01	21.45	22.55	23.00	23.51	23.94	24.39	24.90
13	17.43	18.00	18.29	18.74	19.11	20.07	20.57	20.99	21.48	21.91	23.02	23.46	23.96	24.40	24.85	25.35

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A pay differential of \$1.00/hr. will be paid to employees in the job title of Special Ed Special Programs ECE, Special Ed Special Programs ECE Title I, Special Ed Special Programs Secondary, or Special Ed Special Programs Secondary Title I. The pay differential may only be applied to regular hours up to a maximum of eight (8) hours per day, is not reflected in the employee's regular wage rate, nor can it be used calculating overtime wages.

TOTEM/ASD Negotiations 2023/2024

TA Date _____

TOTEM Initial _____

ASD Initial _____

503 COMPENSATION SCHEDULE

503.1 Step Movement

Step movement shall occur on July 1, 2024, July 1, 2025, and July 1, 2026, and compensation for wages will be in accordance with Section 502, Wage Schedule.

On July 1, 2024, employees that were on step "P" on July 1, 2023, shall receive a 1.5% increase to their base wage.

On July 1, 2025, employees that were on step "P" on July 1, 2024, shall receive a 1.5% increase to their base wage.

On July 1, 2026, employees that were on step "P" on July 1, 2025, shall receive a 1.5% increase to their base wage.

ASD/TOTEM Negotiations 2024-2027

610 EMERGENCY CLOSURE – TOTEM Counter Proposal 1/11

If the Superintendent determines that an emergency closure of school(s) and/or other District facilities is necessary, Association employees may or may not be required to report to work. Compensatory time, annual leave or unpaid leave (in that order) will be used by those employees who do not report to work. Employees on unpaid leave may modify their regular scheduled workday, with principal/supervisor approval, to make up the lost time. With principal/supervisor approval, employees may be allowed to telework to include participation in District-sponsored professional development, during an emergency closure.

If a school closure results in a remote learning day, school-based employees shall be allowed to work remotely on District approved professional development and/or other tasks assigned by their principal/supervisor. At the beginning of each school year, principals/supervisors will meet with their employees to outline the work expectations of remote learning days. If requested, employees must provide proof of hours worked.

If the emergency closure is due to inclement weather, employees may come into work later in the day of the closure if they feel it is safe to do so but will only be paid for hours worked. Any hours that were not worked on the closure date will be handled in the same manner as described in the first paragraph above.

If the Superintendent delays the opening of the school/workday by up to ninety (90) minutes, any employee reporting to work by the rescheduled start time will receive pay for the time between the regular start time and the rescheduled start time.

TOTEM/ASD Negotiations 2023/2024

TA Date _____

TOTEM Initial _____

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ASD/TOTEM Negotiations 2024-2027

612 SAFE WORKPLACE – TOTEM Counter Proposal 1/11/24

Employees have the right to expect a workplace that is not detrimental to their health or safety. Employees will bring to the attention of their principal/supervisor any situation that they believe will place them or others at risk.

~~Employees will be given applicable information regarding behavioral issues relating to the students they support.~~ Employees shall be informed prior to entry into the employee's classroom of a student with known behaviors that could present a safety problem to students or staff. The protocol for informing those with a need to know regarding students with a known history of violent behavior shall include an alert in the student information management system. The list of those with a need to know shall include employees who are assigned responsibility for managing the behavior of such students. Employees shall be provided with suggested strategies for managing student behaviors.

A thirty (30) minute paid break shall be provided to all affected employees immediately following an assault on their person or when witnessing an assault.

Applicable workplace safety codes adopted by the State of Alaska will be the minimum standards for employee workplaces. Safety aids, devices, and equipment which are reasonably necessary to ensure the safety and health of employees will be furnished. Any concerns about safety and health are to be directed to the principal/supervisor. Additionally, the Association will make the Labor Relations Department and/or Operations Division aware of areas in which there are any concerns.

TOTEM/ASD Negotiations 2023/2024

TA Date _____

TOTEM Initial _____

ASD Initial _____

ASD/TOTEM Negotiations 2024-2027

614 EVALUATIONS – TOTEM Counter Proposal 1/11/24

Notice of the Anchorage School District policies and procedures concerning the evaluation of classified employees shall be available to all employees.

- A. Principals/supervisors are encouraged to have a meeting with the employee no later than October 15 to discuss the evaluation process and set goals for the current fiscal/school year.
- B. Evaluations will be completed by principals/supervisors and released to the employee on an annual basis by no later than May 15 each year for school-based staff, and June 15 each year for twelve (12) month employees. At the employee's or TOTEM's request, any evaluation that does not meet this timeline shall be removed from the employee's personnel file. It is recommended that evaluations be completed by May 1st.
- C. If the evaluation indicates that an employee does not meet standards the evaluator will, in writing:
 - give specific examples of where the employee did not meet standards;
 - outline the evaluator's expectations regarding improvement;
 - indicate a time frame for improvement.

If significant and continuing performance concerns persist, the issue will be addressed through progressive discipline.
- D. Employees are required to acknowledge their evaluation by electronic signature within seven (7) calendar days of receipt. If an employee has not acknowledged the electronic evaluation within the seven (7) calendar day time period, the evaluation shall be continued through the normal evaluation process without the employee's electronic signature. The employee has the right to add comments to the evaluation before signing it. The employee's electronic signature on the evaluation does not indicate the employee's concurrence unless so noted. All evaluations will be electronically filed in Human Resources by July 1 of each year.
- E. The employee may request that the evaluation be formally reconsidered. If a request for reconsideration is made within thirty (30) calendar days of the principal's/supervisor's dated email notice of the completed evaluation, the employee shall be entitled to a meeting with the evaluator and the evaluator's supervisor for the purpose of determining whether or not reasonable grounds exist to warrant a rescission or modification of the evaluation. If such grounds are found to exist, the evaluation will be revised accordingly; otherwise, there are no further appeals available.
- F. At the request of the employee, an Association representative may be in attendance whenever meetings or discussions between the principal/supervisor and the employee occur relative to performance expectations for improvement.
- G. The evaluation cannot be grieved.

TOTEM/ASD Negotiations 2023/2024

TA Date 1.11.24

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- H. District and TOTEM representatives will meet prior to the start of the 2024-2025 school year to review evaluation procedures. Any adopted changes to the evaluation process or documents will be implemented as soon as is practicable.

TOTEM/ASD Negotiations 2023/2024

TA Date 1.11.24

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