

TOTEM Association/Anchorage School District
Counter Proposal – 12/14/2023

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. With prior principal/supervisor approval, school-based employees who receive First Aid/CPR/AED training outside of their scheduled workday will be paid regular time for the hours they attend. ~~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.

TOTEM/ASD Negotiations 2023/2024

TA Date _____

TOTEM Initial _____

ASD Initial _____

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.

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TOTEM

Date

ASD

Date

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

610 EMERGENCY CLOSURE

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 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.

TA'd

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TOTEM

Date

ASD

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**ANCHORAGE SCHOOL DISTRICT
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614 EVALUATIONS

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 on an annual basis by no later than May 15 each year **for school-based staff, and June 30 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.
- H. District and TOTEM representatives will meet prior to the start of the 2022-2023 school year to review evaluation procedures. Any adopted changes to the evaluation process or documents will be implemented as soon as is practicable.

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TOTEM

Date

ASD

Date