

Provo City School District

2023-2024 NEGOTIATED AGREEMENT

Between

The Provo City School District Board of Education

And

The Provo Education Support Professionals Association

Effective July 1, 2023 through June 30, 2024

On June 14, 2022, representatives of the Provo City School District Board of Education (Board) and the Provo Education Support Professionals Association (PESPA) collaboratively agreed to a multi-year agreement on salary with the shared goal of increasing salaries to be competitive with neighboring school districts. The specific salary portion of the three-year agreements, calculations and formulas have been agreed upon by all parties in good faith and will be revisited during the 2024-2025 school year. The following outlines the amounts agreed upon based on the calculations and formulas for the 2023-2024 year:

I. Compensation.

Salary, Contract Days and Hours: The Board will fund compensation as follows: An increase to the Enhanced Classified Salary Schedule of 6.5% on the base. The overall package for the employee group contains between 4.2% and 6.5% increase to each step, with either one or two level increases depending on the lane placement of each job, for a total package of 7.5% to the group.

Enhanced:

- Fund a level increase for classified employees on the Classified Salary Schedule.
- Fund an additional level increase on lanes four through eight (4-8) of the salary schedule. Employees on the separate hourly schedules will not receive the additional step.
- Add one level to the salary schedule (125) for those that are maxed out. The percentage increase shall be the same as the level move from 123 to 124.

II. Benefits.

Retirement: The Board will:

- Fund the annual contribution rate to the Utah State Retirement System for Provo Education Support Professionals (PESP) full-time contracted employees; or those hourly employees grandfathered in with retirement benefits in 2013/14, provided they continue to work a minimum of 20 hours per week. Part-time PESP employees working less than 30 hours per week hired after July 1, 2013 are not eligible for retirement benefits.

Open Enrollment: To obtain benefits, all eligible employees must meet all requirements and enroll during the open enrollment period as outlined in insurance carrier materials provided by the District.

Life Insurance: The Board will:

- Continue the life insurance benefit to PESP full-time contracted employees. The benefit amount is \$25,000, fully funded by the District.

Medical Insurance: The Board will:

- Provide medical insurance through United Medical Resources (UMR) a UnitedHealthcare Network, including *Traditional and Health Save* plans for full-time contracted employees effective September 1, 2023 (or the first day of the month immediately following the first day of work).
- Fund the current insurance rates with no increase for 2023.
- Continue an incentivized wellness program for full-time employees, and provide an option to participate for part-time employees who do not carry District provided medical insurance.

For 2023-24 there are no changes to the plan benefits.

Premiums: The District will pay 80% and the employee will pay 20% of the total medical premium cost. Note: The District and the employee will each be responsible for their own portion of the premium. See table below with expected premiums.

Benefit Plan	Premium Per Month	District Contribution Per Month	Employee Cost Per Month	ER HSA Annual Contribution Matching
Medical - Traditional				
Employee	\$631.10	\$504.88	\$126.22	
Two-Party	\$1,353.60	\$1,082.88	\$270.72	
Family	\$1,941.00	\$1,552.80	\$388.20	
Medical - HealthSave				
Employee	\$558.30	\$446.64	\$111.66	\$1,000.00
Two-Party	\$1,197.60	\$958.08	\$239.52	\$1,750.00
Family	\$1,717.40	\$1,373.92	\$343.48	\$2,000.00
Medical - Traditional DUAL				
Employee				
Two-Party	\$2,165.80	\$1,732.64	\$433.16	
Family	\$2,807.00	\$2,245.60	\$561.40	
Dental - Advantage Plus PPO EMIA				
Employee	\$15.30	NA	\$15.30	
Two-Party	\$31.90	NA	\$31.90	
Family	\$48.60	NA	\$48.60	
Dental - Choice PPO EMIA				
Employee	\$40.80	NA	\$40.80	
Two-Party	\$84.20	NA	\$84.20	
Family	\$136.90	NA	\$136.90	
Vision - VSP Plus EMIA				
Employee	\$7.50	NA	\$7.50	
Employee + 1	\$15.40	NA	\$15.40	
Family	\$25.10	NA	\$25.10	

Note: Employee paid premium is paid with pre-taxed dollars

For the 2023/24 year the District agrees to match a maximum annual contribution to the employees' Health Savings Account as follows:

	Up to	Monthly Max
Single	\$1000	\$83.33
2 Party	\$1750	\$145.83
Family	\$2000	\$166.66

*District contributions will be completed on a monthly basis, **contingent on the employee contributing the same amount.***

Sick Leave: The Board will:

- Effective 7-1-16, provide contracted employees currently eligible for sick leave, 10 days of sick leave per year. Sick leave may be used for any personal illness as per policy. Full-time 242 day contracted employees will receive 12 days sick leave.
- Encourage sick leave eligible contracted employees to build sick leave balances by allowing eligible employees to roll the balance of unused sick leave at the end of a contract year into their sick leave bank. The amount of sick leave accrued shall be a maximum of 85 days.
- Effective 12-31-16, provide a pay out of a portion of the employee's sick leave balance based upon years of service as per Procedure 5400 P3.
 - Les than 12 complete years 0 days, does not qualify
 - 12 - 18 years 1 for every 10 days in sick bank
 - 19 - 25 years 1 for every 8 days in sick bank
 - 26 + years 1 for every 6 days in sick bank

Contracted Employee Leaves Who Work Less Than 40 Hours A week: The Board will:

- Effective 7-1-22, calculate and provide contracted employees currently eligible for leave a prorated amount of leave based on hours worked.
- Employee vacation and sick leave balances, prior to this effective date, will remain in the employee leave bank.

Contracted Employees Hired Mid-Year: The Board Will:

- Calculate and provide contracted employees currently eligible for leave, a prorated amount of leave based on the percentage of contract remaining at the time of hire.

Paid Time Off (PTO) Leave: The Board will:

- Effective 7-1-2023, provide contracted employees qualifying for Paid Time Off will now qualify for eight (8) days of Paid Time Off granted each year. These days can be used for any reason and are subject to the approval needed for other leaves outlined in Policy 5400.
- Paid Time Off usage will be studied for the 2023-2024 contract year to determine possible increases to the amount allotted for each year or if there is an allowable amount that could be rolled over from year to year.

Personal Leave: The Board will:

- Effective 7-1-2023, discontinue Personal Leave and any associated deductions in pay associated with this leave type.

Vacation Leave: The Board will:

- Effective 7-1-2023, provide that eligible PESP employees earn vacation at the following rates based upon months of employment:
 - 0 – 72 months earn 8 hours per month
 - 73 – 132 months earn 10 hours a month
 - 133 – 168 months earn 12 hours a month
 - 169 – 204+ months earn 14 hours a month

Vacation Buyback: The Board will:

- Allow a one-time vacation buyback for employees with 240 day contracts or greater per the following schedule:
 - If the employee has 151+ hours of vacation, he/she may elect to convert up to four (4) days in a given contract year to a paid amount at the employee's daily rate.
 - If the employee has 49 – 150 hours of vacation, he/she may elect to convert on (2) day in a given contract year to a paid amount at the employee's daily rate.
 - If the employee has 48 hours or less of vacation, no vacation buyout will be approved.
 - The request for the vacation buyout is optional, and must be approved in advance by the employee's supervisor.
 - Vacation buyout will occur only in full day (8 hour) increments
 - Vacation buyout will result in either 8, 16, 24 or 32 hours being deducted from the earned vacation bank for the employee.
 - The form requesting vacation buyout will be processed only in November and June. The completed form must be submitted to payroll not later than the 6th of November or the 5th of June, whichever month the employee chooses to exercise this option. The buyback will then be paid through payroll along with the employee's regular payment on the 15th of the month.

Short Term Disability: The Board will:

- Direct the District to continue to self-insure short term disability for employees currently eligible for this benefit through the 85th day after exhausting sick leave. Only contracted employees will be eligible for short term disability through the district.
- Short term disability coverage benefit applies to eligible contracted employees who have been employed in the District for a minimum of 1 year in an eligible position.
- To qualify for short term disability coverage, eligible contracted employees must use their sick leave and be unable to work for 15 consecutive calendar days as a result of a qualifying condition, in accordance with the District's policy.
- Short term disability benefits approved by the district will be paid at 60% of the employee's base salary in accordance with the District's policy and negotiated agreements.
- Employees approved for short term disability coverage may also use their available sick leave, to supplement short term disability and bring them to 100% of their regular base salary. (Sick leave can cover 40% of salary while on short term disability.)
- The District limits employees to a maximum of 100% of the employee's base salary while receiving short term disability benefits. Employees who have given notice or who end employment without returning to work for 30 days after short term disability may not use sick leave to supplement their salary.
- Direct Administration to continue efforts in planning future use of employee sick leave balances as "employee self-funded short term leave" at which time the district would no longer need to self-insure for short term disability.

III. Professional Development: The Board will:

- Fund a PESPA appreciation/recognition activity to be determined by the PESPA Board. Funding shall not exceed \$60,000. All expenditures must be approved by the Assistant Superintendent of Human Resources in advance. All recognition shall be acknowledged as from the District and Board of Education. The Assistant Superintendent must verify that all candidates are in good standing.
- District professional development days shall be regular work days for contracted employees, and will be at the discretion of the supervisor for part-time/hourly employees.
- Fund the PESPA Educational Incentive Program (EIP) funds up to a maximum of \$20,000 with the following guidelines:

- All PESP are eligible to participate by application with Human Resources (HR).
- PESP must complete all District required training as a pre-requisite.
- PESP wishing to participate must be granted prior approval from the Assistant Superintendent of Human Resources at least two weeks prior to the beginning of requested course.
- PESP will be reimbursed upon documentation of paid course fee/tuition and course completion with Human Resources. Course shall be considered complete upon verification that all class hours were attended or by certificate of completion.
- PESP may be reimbursed up to \$1,250 per school year for an approved completed course that will benefit them in their current job or in a future position they may be seeking. They will be reimbursed via direct deposit by the accounts payable department.
- Time spent in the course is unpaid.
- Applicants must have supervisor approval if the course time will be during regular work hours and must provide the appropriate leave form.


IV. Committees: The Board will:

- Hold semi-annual Liaison Committee meetings during the 2023-2024 school year for the purposes of providing all groups with a "State of the District". In the event additional Liaison meetings are necessary they may be scheduled as needed.
- Continue the Insurance Committee, Wellness Committee, Evaluation Committee (when needed) and Policy Committee in 2023-2024. Begin a Leave Committee in 2023-2024. Each of these committees will have a Purpose Statement to define the work and scope of the committee. Insurance, Wellness and Policy committees are joint committees with PEA.
- Begin the following committees to study employee leaves and child care for the 2023-2024 contract year.
- Require that all PESPA committees commence, or be scheduled to commence by September 25, 2023, unless otherwise specified.

V. Other: The Board and PESPA will:

- Continue to negotiate with employee associations in good faith, consistent with State Law and taking into account past practices.
- Human Resources and PESPA will hold monthly collaborative meetings, where working conditions and job study information will be reviewed.
- Honor all non-financial agreements from previous negotiations as "on-going" until they are modified as part of a new negotiated agreement, unless superseded by Board approved policy or procedure approved by the Superintendent.
- Agree to submit a joint statement regarding a summary of negotiations to all employees.

This agreement has been duly authorized and agreed upon by the following individuals:


 Rebecca Nielsen, President
 Provo City School District Board of Education

6/13/23
 Date


 Anthony Lugo, President
 Provo Education Support Professionals Association

6/15/23
 Date