

**2024-2025
NEGOTIATED AGREEMENT
Between**

**The Provo City School District Board of Education
And
The Provo Education Support Professionals Association**

Effective July 1, 2024 through June 30, 2025

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 2024-2025 contract year:

I. Compensation.

Salary, Contract Days and Hours: The Board will fund compensation as follows: An increase to the Enhanced Classified Salary Schedule of 3% on the base.

Enhanced:

- Fund a level increase for classified employees on the Classified Salary Schedule.
- Add one level to the salary schedule (126) for those that are maxed out.
- Award a one-time longevity increase. The increase will be paid out monthly to hourly employees and one time in November to contracted employees and employees qualifying for Hourly Paid Leave(HPL). The payments will be based on the following continuous years of service with Provo City School District:
 - Employees with one(1) complete year of service through five (5) years of service will receive 2% of their base salary.
 - Employees with six (6) complete years of service through twelve (12) years of service will receive 3% of their base salary.
 - Employees with thirteen(13) complete years of service through twenty (20) years of service will receive 4% of their base salary.
 - Employees with more than twenty (20+) complete years of service will receive 5% of their base salary.

II. Benefits.

Retirement: The Board will:

- Fund the annual contribution rate to the Utah State Retirement System for Provo Education Support Professionals Association(PESPA) 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 PESPA employees working less than 30 hours per week hired after July 1, 2013 are not eligible for retirement benefits.
- Fund the annual contribution rate to the Utah State Retirement System for eligible licensed employees on Tier Two Defined Benefit.
- Fund the annual contribution rate to the Utah State Retirement System for eligible licensed employees on Tier Two Hybrid Benefit to the amount allowable by the Utah Retirement System. For 2024-25, employees will be required to contribute the equivalent of 0.7% of their salary, which will be captured via monthly payroll deduction.

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.

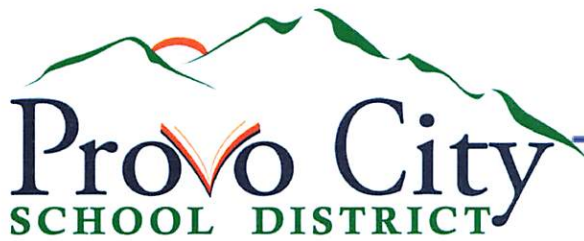
Life Insurance: The Board will:

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

Medical Insurance: The Board will:

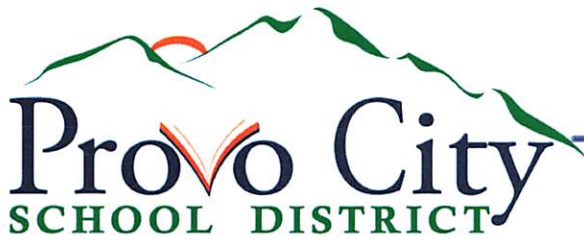
- Provide medical insurance through United Medical Resources (UMR) a UnitedHealthcare Network, including *Traditional and Health Save* plans for full-time contracted employees effective September 1, 2024 (or the first day of the month immediately following the first day of work).
- There will be an increase of 11.5% to the overall cost of the insurance plan for the 2024-25 contract year. The district will fund 6.5% of that cost and employees will fund the remaining 5% through their monthly premium rates.
- 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 2024-25 there are no changes to the plan benefits.



Premiums: The District and its employees will continue with premium sharing. In the past, the District was responsible for 80% and the employee 20% of the total medical premium cost. As stated for 2024-25, the District will be responsible for 6.5% of the annual renewal cost, with these changes, the premium sharing percentage is 81% responsibility to the District and 19% to the employee. 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	\$704.60	\$572.07	\$132.53	
Two-Party	\$1,511.24	\$1,226.98	\$284.26	
Family	\$2,167.06	\$1,759.45	\$407.61	
Medical - HealthSave				
Employee	\$623.33	\$506.09	\$117.24	\$1,000.00
Two-Party	\$1,337.09	\$1,085.59	\$251.50	\$1,750.00
Family	\$1,917.43	\$1,556.78	\$360.65	\$2,000.00
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 2024/25 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.***

Qualifying Employee Leaves: The Board will:

- Continue to provide medical leave (sick leave) at the agreed negotiated amount outlined in Policy.
- Continue the practice of having contracted employees, who are less than full-time, receive leave balances on a prorated basis as outlined in Policy. Proration is based on hours worked.
- 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 if hired mid contract.
- Grant Paid Time Off for eight (8) days of 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 2024-2025 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.
- Continue to provide Vacation Leave to qualifying employees based on the number of months employed as outlined in Policy 5400.

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.

- o 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.
- o If the employee has 48 hours or less of vacation, no vacation buyout will be approved.
- o The request for the vacation buyout is optional, and must be approved in advance by the employee's supervisor.
- o Vacation buyout will occur only in full day (8 hour) increments
- o Vacation buyout will result in either 8, 16, 24 or 32 hours being deducted from the earned vacation bank for the employee.
- o 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:

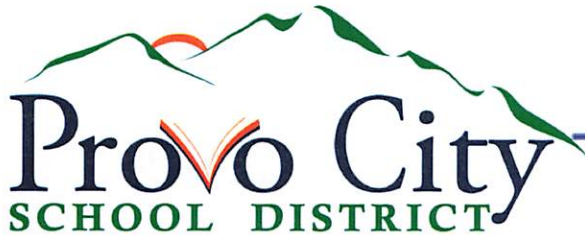
- Direct the District to continue to self-insure short term disability for employees currently eligible for this benefit through the 85th day after exhausting sick leave. Only contracted employees will be eligible for short term disability through the district.
- Short term disability coverage benefit 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 \$70,000. All expenditures must be approved by the Director of Human Resources in advance. All recognition shall be acknowledged as from the District and Board of Education. The Director 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 Director of Human Resources at least two weeks prior to the beginning of requested course.
 - PESP will be reimbursed upon documentation of paid course tuition, books and fees completion with Human Resources. Courses 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 2024-2025 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 2024-2025.
- Ensure each of these committees will have a Purpose Statement to define the work and scope of the committee. The committees mentioned above are joint committees with the PEA group.
- Continue the Salary Committee in 2024-2025 with the Business Administrator, Deputy Superintendent, the PESPA President, and the Uniserve Director. Other members of the committee will be determined at a later date. This committee will begin to meet in October.



- Require that all PESPA committees commence, or be scheduled to commence by September 25, 2024, 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

6/12/24

Date



Anthony Lugo, President
Provo Education Support Professionals Association

6/13/24

Date