Board Meeting Documents
May 19, 2026

Policy No. 4062

Transfer of Educators

Statement of Policy

The Alpine School District Board of Education recognizes that educators may need to be moved by assignment, or may choose to be moved to other district schools. The Board delegates to the Human Resource Department, school level supervisors, and to each school's administration the responsibility for implementing the procedures of this policy.

Definitions

- "Transfer" means the assignment of an educator to a different district location. This assignment may be voluntary on the part of the educator or involuntary.
- "Personnel Needs" means any staffing requirement identified by the District or School Administration as essential to the successful operation of the school's academic, social, or extracurricular programs. This may include, but is not limited to, the retention of staff members who possess unique skills, specialized training, occupy hard to fill roles, are in specific leadership roles or documented roles that support the school's strategic goals, student safety, or community engagement initiatives. The preservation of specialized instructional models may also be considered (Ex-Dual Language).
    - This list will be compiled by the principal and supervisor, will be approved by Human Resources and will be shared with an association representative.
    - When 'Personnel Needs' are used as a determining factor in placement, the specific need shall be documented by the administration to ensure transparency.
- Layoff of specific program: A reassignment because a program or area is:
    - No longer funded by the state or federal agencies and for which no other source of funding is available.
    - Eliminated because of insufficient student enrollment based on district guidelines of teacher/student ratios and other appropriate statistical information.

    - Consolidated or discontinued.

- Part time assignments: When an employee's assignment is less than the regular full time contract.

- Priority list: A list of teachers in the district or at a school (depending on the change being considered) in which teachers are placed based on endorsement areas, personnel needs, seniority in the district, and the results of the employee's performance evaluation. This list will be used in making placement decisions. The list will be created after accounting for natural attrition (retirement, resignation, one year only contracts) at all schools involved.

- Reduction in force: The districtwide need to reduce the number of employees. (See policy 4135) Reductions at an individual school site or in a program shall not be construed as a reduction in force as those employees with ongoing contracts may be placed within the district (see Reassignment)

- Reassignment: In cases of boundary adjustments, school consolidations, school openings, and/or school closures, the placement of contracted employees within the district.

Approvals

- Board Approved: 4/18/90
- Board Approved Revision: September 2020
- Negotiated Revision: May 2022
- Negotiated April 2024
- Negotiated and Revised: July 8, 2025
- Negotiated Revisions: [ ], 2026

Procedures

1. INVOLUNTARY TRANSFER OF EDUCATORS

1.1. No educator shall be transferred involuntarily without:

1.1.1. Having met with the principal and, upon request, with the Human Resource Department to review the reasons for the transfer and receive the reasons in writing.

1.1.2. The written reasons for the transfer, if applicable, will clearly identify deficiencies, available resources for improvement, and a recommended course of action to improve the educator's performance.

1.1.3. Being given the opportunity for a discussion with the divisional supervisor regarding the transfer.

1.2. All involuntary transfers must receive final approval by the Superintendent or designee.

1.2.1. The receiving school principal will be notified of the reasons the educator is being transferred.

1.2.2. If an educator is involuntarily transferred for deficiencies, they will be placed on probationary status for the next school year.

1.2.3. An involuntary transfer may be initiated by the district in response to concerns, controversy, or problems of significance at the school.

1.2.3.1. A principal may not request an involuntary transfer unless the educator has been informed of the concern(s) and provided a written summary.

1.2.3.2. A single issue of significance may trigger an involuntary transfer.

2. ASSISTED TRANSFER OF EDUCATORS

2.1. An educator may complete an application to transfer within the district. The transfer request must be submitted to Human Resources by March 15th. The Human Resources Department shall prepare bulletins of known vacancies, which will occur for the following year. The Human Resources Department will post weekly on the district website the openings and an

electronic copy will be sent to the association president's and the association offices upon request. After the bulletin is published, it is the responsibility of the teachers on the transfer list to contact the principal within the advertisement period to inquire about a specific position.

2.2. In the event an educator needs to be moved to another school due to an issue with their certification, endorsement, or other similar reason; the educator shall be assisted with the transfer by the Human Resource Department and the divisional supervisor. This teacher will not have a change in status regarding qualification as a career educator. In the event the educator is on provisional status, guidelines associated with moving from provisional to career status will be followed according to policy.

2.3. Teachers who have applied for a transfer by March 15 have the responsibility to make personal contact with the principal with the vacancy. Upon request by the teacher, an interview will be granted.

2.3.1. Teachers interested in more than one opening in a school may only receive one interview for all applicable openings within that school.

2.3.2. The Human Resource Office will exercise every available option in attempting to honor the voluntary transfer request.

2.3.3. Teachers who have not made an application to the Human Resources Department for transfer by March 15 may still be considered for transfer up to August 1. However, principals are under no obligation to interview these teachers.

2.3.4. In case of a district reconfiguration, additional consideration will be given to teachers with 20 or more years of contracted Alpine district experience based on their district hire date.

2.3.4.1. Educators whose position will be located in the newly created district could be transferred in accordance with the negotiated process of policy 4062.

2.3.4.2. Transfers can only be honored if there are open positions. Teachers need to be placed on the transfer list by March 15

2.4. An educator must serve a minimum of two years in the school with an expectation of continued employment to be eligible for transfer to another school. Any exceptions must be approved by the appropriate divisional supervisor.

3. PROCEDURE FOR THE REASSIGNMENT OF EDUCATORS

3.1. When staffing will change, the association will be notified by the superintendent or designee of the plans and procedures prior to the implementation of those reassignment plans.

3.2. In the event that it becomes necessary to eliminate or reduce specific positions as a result of declining enrollments, boundary adjustments, layoff of a specific program, school consolidations, school openings, and/or closures, each contracted individual affected will be reassigned according to the following guidelines after accounting for natural attrition (retirement, resignation, one year only contracts):

3.2.1. The individual will be placed in another position within the school for which they are qualified.

3.2.2. The individual will be placed in another position within the District for which they are qualified.

3.3. The reassignment will be in accordance with the individual's order on the priority list and in terms of the provisions of this policy. An educator who does not have the proper certification cannot replace a professional educator who has the proper certification. Educators who do not have the proper certification will not be moved from secondary to elementary positions or from elementary to secondary positions.

3.4. The District is responsible for placing educators at schools within the District in comparable positions if possible. If there is no position available, the reduction would constitute a RIF and the RIF policy 4135 would be in effect rather than the transfer procedure.

Educators transferred will be given first option for any opening within their certification area in the school from which they were transferred provided that vacancy occurs prior to August 1st. This option shall be in effect only until August 1st of the year the educator was involuntarily transferred.

3.5. Educators hired between the reorganized school districts within one calendar year of July 1, 2027 (the allocation date for the reconfigured districts) retain their employment status. (UCA 53G-3-308)

Board Approvals

- Negotiated: November 1, 1985
- Negotiated Revision: November 26, 1991
- Negotiated Revision: June 12, 2007
- Negotiated Revision: May 21, 2013
- Negotiated Revision: September 2020
- Negotiated Revision: May 2022
- Negotiated April 2024
- Negotiated and Revised: July 8, 2025
- Negotiated Revisions: May 12, 2026

Rules & Regulations

No rules & regulations have been established at this time

Citations

Utah Code § 53G-3-308

Policy No. 4135 | Guidelines for Reduction in Force

Policy No. 4135

Guidelines for Reduction in Force

Statement of Policy

The Alpine School District Board of Education is committed to its dual responsibilities of honoring employee contracts and fulfilling its financial obligations. The Board also recognizes that situations may arise that will cause a conflict between these two responsibilities. In such cases, the Board has delegated to the Superintendent and designees the decision-making ability to correct and ameliorate the issue by making appropriate changes in expenditures which may include a reduction in force. These changes may be necessitated districtwide, at the school level, or by program. This policy will also influence decisions in cases of boundary adjustments, school consolidations, school openings, and/or school closures.

Definitions

1. General layoff: A reduction in force in all areas of the district.
2. Layoff of specific program: A reassignment because a program or area is:
   - 2.1. No longer funded by the state or federal agencies and for which no other source of funding is available.
   - 2.2. Eliminated because of insufficient student enrollment based on district guidelines of teacher/student ratios and other appropriate statistical information.
   - 2.3. Consolidated or discontinued.
3. Part time assignments: When an employee's assignment is less than the regular full time contract.
4. "Personnel Needs" means any staffing requirement identified by the District or School Administration as essential to the successful operation of the school's

academic, social, or extracurricular programs. This may include, but is not limited to, the retention of staff members who possess unique skills, specialized training, occupy hard to fill roles, are in specific leadership roles or documented roles that support the school's strategic goals, student safety, or community engagement initiatives. The preservation of specialized instructional models may also be considered (Ex-Dual Language).

4.1. This list will be compiled by the principal and supervisor, will be approved by Human Resources and will be shared with an association representative.

4.2. When 'Personnel Needs' are used as a determining factor in placement, the specific need shall be documented by the administration to ensure transparency.

5. Priority list: A list of teachers in the district or at a school (depending on the change being considered) in which teachers are placed based on endorsement areas, personnel needs, and the results of the employee's performance evaluation. This list will be used in making placement decisions. The list will be created after accounting for natural attrition (retirement, resignation, one year only contracts) at all schools involved.

6. Reduction in force: The districtwide need to reduce the number of employees. Reductions at an individual school site or in a program shall not be construed as a reduction in force as those employees with ongoing contracts may be placed within the district (see reassignment).

7. Reassignment: In cases of boundary adjustments, school consolidations, school openings, and/or school closures, the placement of contracted employees within the district.

8. Recall or call back: A system of rehiring educators within the provisions of this policy when a reduction in force is no longer necessary.

9. "Transfer" means the assignment of an educator to a different district location. This assignment may be voluntary on the part of the educator, or involuntary.

Procedures

The employee's address, personal email, district issued email, and phone number, as they appear on the Human Resource office's records, shall be used in connection with layoffs, recall, or other notices to the educator. It shall be the

responsibility of each educator to notify the Human Resource office of any change of address, personal email, or phone number.

1. GENERAL GUIDELINES FOR REDUCTION IN FORCE

1.1. Needs for Reduction in Force

1.1.1. The Board of Education may begin a reduction in force only under the following statutory provisions:

1.1.1.1. Enrollment decline

1.1.1.2. Budget reduction

1.1.1.3. School consolidation

1.1.1.4. Elimination of a particular service

1.1.1.5. District Split

1.2. Notification of Need for a Reduction in Force

1.2.1. In the event the Board anticipates a lay-off of educators, the Superintendent or designee will notify the teacher's association of this plan and shall provide the association with a report outlining the need. Nothing in this paragraph shall limit the ability of the Alpine School District to undertake a reduction in force in response to the significant and unforeseen loss of anticipated revenues. Any reduction in force must be preceded by a minimum notice of 60 calendar days.

1.2.2. Reductions other than personnel will be made before a reduction in personnel is effected.

1.2.3. The Board of Education shall use every reasonable means to keep the reduction as low as possible.

1.3. Alpine School District School System Priority List

1.3.1. In the event that a reduction is necessary, an Alpine School District priority list of required size will be prepared, by school, from personnel office records. The priority list may be based on school's personnel needs, teachers' endorsement areas, and the results of an employee's performance evaluation. Utah Code § 53G-11-516

1.4. Recall Rights

1.4.1. The recall rights of laid-off certificated personnel will be eliminated two years following layoff.

1.5. Option for Half-Time Employment

1.5.1. In the event of a reduction in force, the opportunity of half-time employment will be offered, as half-time vacancies are identified, to any educator interested in changing to half-time employment. Teachers who accept half-time employment will retain their position on the priority list for recall to full employment. The fringe benefits provided for a period of two years during lay-off will be limited to the following:

1.5.1.1. For the first year following the reduction in force, teachers who accepted the half-time contract will have health and life insurance benefits paid by the district with accompanying monthly premium co-pays paid by the employee, where applicable. After the first year Policy 4225 | Half Time Educators will be in effect.

1.5.1.2. All other fringe benefits shall be in accordance with Policy 4225.

1.6. Recall of Staff After a Reduction in Force

1.6.1. When Alpine School District educators are on lay-off status and there is a total district student enrollment and revenue increase, the Superintendent or designee will meet with the Association officers prior to budget adoption to review the effect each increase may have on the recall section of this policy.

1.6.2. Increase in certified staff will be made from the priority list in the reverse order of their reduction.

2. PROCEDURE FOR EFFECTING A GENERAL LAYOFF

2.1. In the event that a general reduction in force becomes necessary, the district staff and teachers' association representative shall cooperate in the following procedure to insure that the reduction will take place in the following order:

2.1.1. Self-initiated resignations, early retirements and half-time assignments.

2.1.2. Educators not holding a valid teacher's certificate or authorization.

2.2. In the event that the preceding reduction is insufficient the following procedure will take place.

2.2.1. The staff requirements and projected student enrollment for all schools in the district shall be listed by building for the forthcoming school year.

2.2.2. Staff selection to fill all staffing requirements in regards to the reduction in force, will be made from the school specific priority list in descending order from the highest to the lowest position. Such assignments will be filled by those educators currently holding the necessary certification or endorsement. In the event that educators are not available on the school specific priority list, educators with appropriate licensure will be rehired based upon the priority list.

2.2.3. If an educator's assignment will not be available in the forthcoming year, that educator shall be assigned to a position consistent with their certificate or endorsement and in their major or minor field of study.

2.2.4. Individual educators not slotted into a teaching position will be notified of the layoff by one of the following:

2.2.4.1. Personal contact with written notice given.

2.2.4.2. Email to both the educator's provided personal email and to the educator's district email.

2.2.4.3. By certified mail within (10) ten working days of the decision of layoff. These educators shall be recalled as needed under provisions of this policy.

2.2.5. When a reduction in force takes place, the Human Resources office, in cooperation with the employee being laid off, will assist the employees in finding employment in other districts. The District shall also sponsor a free career planning seminar for those educators being laid off.

3. PROCEDURE FOR REASSIGNMENT IN SPECIFIC AREAS

3.1. In the event that it becomes necessary to eliminate or reduce specific positions, each individual affected will be reassigned or laid off according to one of the following guidelines (See Policy 4062 | Transfer of Educators):

3.1.1. The individual will be placed in another position within their own school for which they are qualified.

3.1.2. The individual will be placed in another position within the District for which they are qualified.

3.2. The reassignment will be in accordance with the individual's order on the priority list and in terms of the provisions of this policy. An educator who does not have the proper certification cannot replace a professional educator who has the proper certification. Educators who do not have the proper certification will not be moved from secondary to elementary positions or from elementary to secondary positions.

4. PROCEDURE FOR RECALL AFTER A REDUCTION IN FORCE

4.1. In the event of a recall, the laid-off educators will be notified by phone or personal email as their turn comes. It is the responsibility of each educator to notify the Human Resources office of any change of address, or phone number. In the event that the educator cannot be reached by phone or personal email, a registered or certified letter shall be sent to their last known address. Any educator so notified shall respond within five (5) working days from the receipt of notice that he accepts or rejects the offered position. If a position is offered to an educator and the educator rejects the offered position, he shall be considered to have resigned from the employ of the District and all benefits shall cease at that time.

4.2. All benefits to which the educator was entitled to at the time of their layoff, including but not limited to unused accumulated sick leave and credits toward sabbatical eligibility, will be restored upon the educator's return to active employment. The educator will be placed on the proper step of the salary schedule which corresponds to the educator's experience and education in accordance with negotiated agreement and District policy.

5. BENEFITS FOR LAID-OFF EMPLOYEES

5.1. It is understood and agreed that although educators properly laid off, according to the terms of this policy and in compliance with existing law, may not have a continuing contract guaranteeing them a teaching position and a salary for the forthcoming school year. Each laid-off educator shall be considered to have employment status with the district for the purposes of priority, insurance, and other fringe benefits as provided below.

5.1.1. The board shall pay the cost of the current health and life insurance benefit program with accompanying monthly premium co-pays paid by the educator, where applicable, for all educators on layoff for six months, beginning the day on which the layoff is effective or the first day of the new school year, whichever is later. The insurance

benefits will be terminated on the day the educator accepts new employment. If an educator was receiving only part of the cost from the district at the time of lay-off, that amount would be paid during the above described period.

5.1.2. A laid-off educator shall be considered to have employment status with the district until they submit a written resignation, fail to respond within five (5) working days of an offered recall as provided in this policy, or two (2) years have transpired since the lay-off.

Board Approvals

- Board Approved: July 8, 1986
- Negotiated Revision: July 8, 1997
- Negotiated Revision: May 8, 2006
- Board Reviewed: December 2008
- Negotiated Revision: May 24, 2011
- Negotiated Revision: May 6, 2014
- Negotiated Revision: June 11, 2024
- Negotiated Revision: Mar 25, 2025
- Negotiated Revision: [ ], 2026

Rules & Regulations

No rules & regulations have been established at this time.

Citations

Utah Code § 53G-11-516

Policy 4225 | Half Time Educators

Policy 4062 | Transfer of Educators

Policy No. 4162

Health and Disability

Statement of Policy

The Alpine School District Board of Education supports families, and recognizes that health and disability leave for employees may be needed. Therefore, the Board provides such leave as an important fringe benefit to its employees. The Board has designated the Business Administrator and the Executive Director of Human Resources to work collaboratively to apply this policy.

Definition

1. “Calendar day” includes contract days, weekends, and holidays combined.

1. HEALTH AND DISABILITY

1.1. Educators with less than three years of continuous current experience in the district, are granted health and disability leave as follows:

1.1.1. A maximum of up to seven (7) working days may be granted annually in the event of health or disability absence.

1.1.2. Health and disability may accumulate up to a maximum of twenty-one (21) working days at the beginning of the third year of employment.

1.1.2.1. During the absence of an educator for health or disability reasons, the educator's full salary shall be paid for the cumulative days used.

1.1.3. Beyond the cumulative health and disability leave, when an educator is absent because of health or disability reasons, an educator's salary shall be paid as follows:

1.1.3.1. A certified educator's salary shall have the cost of a personal day deducted for any health or disability leave taken beyond the earned cumulative days up to a combined maximum of one hundred eighty (180) calendar days.

1.2. Educators who have completed three or more current consecutive years of employment with the district, are granted health and disability leave for one hundred eighty (180) calendar days beginning with the first day of disability

1.2.1. An educator who has exhausted the one hundred eighty (180) calendar days of health and disability leave and returns to work on the one hundred eighty-first (181st) calendar day must obtain a release to return to work letter from their primary care physician, releasing them to return to work without restriction, or reasonable accommodation.

1.2.1.1. Any accommodation must be in place before the one hundred eighty-first (181st) calendar day of absence. (This will mean that accommodations must be requested with enough advance notice for the District to comply.

1.2.1.2. The employee who uses one hundred eighty (180) calendar days of health and disability leave and returns to work will be placed on sick leave probation. Sick leave probation begins with the upcoming year and extends to the employee twenty-one (21) calendar days annually, of health and disability leave for two (2) years. These days are not cumulative. Upon successful completion of sick leave probation, the employee will have their one hundred eighty (180) calendar days of health and disability leave restored.

1.2.2. Should an employee be unable to return to work on the one hundred eighty-first (181st) calendar day of health and disability leave, they will be separated from employment.

1.2.3. Health and disability leave will be recorded relative to the percent of contract of the employee. (A .5 teacher who takes a sick day is

charged one (1) full day of health and disability leave.) There is not an intent to extend to part-time employees more health and disability leave than full-time employees.

1.2.4. Employees who use ten (10) consecutive contract days of health and disability leave, or establish a pattern of sick leave usage, which may indicate misuse, will, upon the recommendation of the principal/supervisor and at the discretion of Human Resources, trigger the beginning count of the one hundred eighty (180) calendar days of sick leave usage. The calendar count will begin with the first day of the illness/disability for which the one hundred eighty (180)-day sick leave count is considered. The one hundred eighty (180) days of sick leave count may only go back for two years, unless a recommendation by the sick leave panel to go beyond the two (2) years is reached.

1.2.4.1. Employees whose sick leave usage indicates a possible misuse will be notified in writing of the triggering of the one hundred eighty (180) calendar days of health and disability leave.

1.2.5. A retired career educator will not be eligible for the 180 days of sick leave benefit. They will earn seven (7) days of sick leave per year which may accrue to a maximum of twenty-one (21) days. Individuals other than retired Alpine employees who were hired prior to March 1, 2006, are eligible for the one hundred eighty (180) days of sick leave benefit.

1.3. An educator who is absent from work for a period of ten (10) consecutive contract days for health or disability reasons must upon the request of the principal/supervisor, supply the Human Resources department with a medical doctor's statement regarding the exact nature of the disability and shall include the doctor's prognosis of when the employee can return to work.

1.4. An educator who has taken ten (10) consecutive contract days or more of health and disability leave in any one school year or who establishes a

pattern of sick leave use which might indicate a possible misuse, will, upon the request of the principal/supervisor, have the reasons for leave reviewed by Human Resources. If Human Resources determines after an initial review that there is possible misuse, a panel consisting of three (3) administrators to be appointed by the superintendent will make a formal review of the situation. The employee may be asked to appear before the panel and in all cases will have an opportunity to provide an explanation. In the event it is determined that the benefit is being misused, the panel will make recommendations for action to the superintendent and to the employee.

1.5. If the spouse, child, or parent of an educator has surgery or is hospitalized, the educator may be excused for up to three (3) days for the admittance, release and the day of surgery, but unless the patient is critical the educator should be in school during the period of recovery.

1.6. An educator may be excused for up to a maximum of two (2) working days annually in the event of a dependent, immediate family member illness.

1.6.1. Dependent members of the immediate family may include mother, father, child, brother, sister and person living in the same immediate household.

1.6.2. An absence taken under this policy will be construed as health/disability leave.

1.6.2.1. Health and disability leave will be recorded relative to the percent of the contract of the employee. (An educator with a .5 contract who takes a sick day is charged one full day of health and disability leave.) There is not an intent to extend to part-time employees more health and disability leave than full-time employees.

1.7. All special requests for health/disability leave beyond that which is specified in this policy shall be referred to the principal for individual consideration. At the principal's discretion up to five (5) additional days may be allowed or denied. Upon denial, the employee may appeal directly to the Superintendent to request additional days.

1.8. Upon approval of Workman's Compensation (Policy 4224), the Health and Disability leave as described in this policy will run concurrently.

1.9. Release to return to work after prolonged illness or disability will be determined by the educator's attending physician. In the event of a conflict with the attending physician and the District administration, a second physician may be consulted at school board expense. In the event of a disagreement between the two doctors, a third doctor may be consulted to determine disposition of the case.

1.10. When poor health seems to impair an educator's ability to carry on work in a satisfactory manner, the Board of Education may request the educator to have a complete physical examination by a competent doctor of medicine.

1.11. Educators should plan their work and provide lesson plans so that their work will progress normally whenever they must be absent themselves from school.

1.12. Sick leave data is protected by HIPPA and will not be shared with any unqualified District employee or employee representative without written consent of the employee.

1.13. Employees may use sick leave for organ donation.

2. LONG TERM DISABILITY

2.1. Educators shall be provided with a long-term disability insurance policy with the full cost of the premium being paid by the Board of Education for a full time employee. The benefits of this policy become effective following the expiration of the one hundred eighty (180) days on health and disability leave. The employee must apply and meet the qualification of Educators Mutual (EMI Health).

2.2. Individuals who were on Long-Term Disability prior to the 1988-89 contract year and who qualify to stay on Long-Term Disability beyond the initial two (2) years shall have a waiver of premium to age 65.

2.3. Individuals who qualify for Long-Term Disability during the 1988-89 contract year and qualify to stay on Long-Term Disability beyond the initial two (2) years shall be provided a conversion policy for health and accident insurance only to age 65. This benefit will discontinue at the close of the employee's 1988-89 contract year, but no later than August 31, 1989.

2.4. Employees who qualify for Long-Term Disability and qualify to stay on Long-Term Disability beyond the initial two (2) years shall be provided a supplemental conversion policy to their Medicare coverage for health and accident insurance for a three (3) year period. This benefit will discontinue five (5) years from the date the individual qualified for Long-Term Disability. This is a benefit to the employee only and is effective to most employees qualifying subsequent to the 1988-89 school year.

2.5. Employees who qualify for Long-Term Disability after June 30, 2011 will no longer be provided a supplemental conversion policy to their Medicare coverage for health and accident coverage for a three (3) year period.

2.6. Beginning September 26, 2015 Tier 1 employees (as defined by the Utah Retirement System) who qualify for Long-term Disability (LTD) will have an elimination period of one hundred twenty (120) days. Tier 2 employees (as defined by the Utah State Retirement System) who qualify for Long-Term Disability (LTD) will have an elimination period of one hundred eighty (180) days.

Board Approvals

- *See Policy No. 4037, Item 1.61
- Negotiated: November 1, 1985; Negotiated Revision: August 25, 1987, September 27, 1988, June 16, 1989, November 1991, May 2011, May 2013, May 2014, May 2015, April 2017, May 2018
- Negotiated: 2019
- Negotiated Revisions: September 2020
- Negotiated Revisions: June 2024
- Board approved revisions: June 17, 2025

- Negotiated Revisions: [ ], 2026

Procedures

1. EXTENDED SICK LEAVE

1.1. An employee absent from work for a period of ten (10) consecutive contract days for health or disability reasons must, upon request of his/her principal/supervisor, supply Human Resources with a medical doctor's statement regarding the exact nature of the disability and shall include the doctor's prognosis of when the employee can return to work.

1.2. Those employees who have been required to supply a medical doctor's statement to substantiate extended health and disability leave are not to be permitted to return to work without a doctor's release. If the employee is given only a partial release, please check with the Human Resource office before allowing the person to return to work. Principals/supervisors are to forward these releases without delay to the Human Resource office so they may be placed in the employee's medical file.

1.3. Employees who have been absent for an extended period shall not be allowed to return to work for a day or a few days and then be absent due to health or disability reasons for another extended period of time without proper medical documentation. Principals/supervisors will need to monitor this type of situation.

2. PARENTAL LEAVE

2.1. Definitions

2.1.1. "Foster leave" means paid leave hours an LEA provides to a foster leave eligible employee.

2.1.2. "Foster leave eligible employee" means an LEA employee who:

2.1.2.1. accrues paid leave benefits in accordance with the LEA's leave policies; and

2.1.2.2. is the foster parent of a child.

2.1.3. "Parental leave" means paid leave ~~hours~~ provided to a parental leave eligible employee to bond with a child or, in the case of a guardianship appointment, an incapacitated adult.

2.1.4. "Parental leave eligible employee" means an employee who, on the date an event described in Subsections 2.1.2.4.1 through 2.1.2.4.5 occurs:

2.1.4.1. is a contracted district employee;

2.1.4.2. is in a position that accrues paid leave benefits that can be used in the current and future calendar years;

2.1.4.3. is not reemployed as defined in Section 49-11-1202;

2.1.4.4. is assuming a parental role with respect to the child or the incapacitated adult for which parental leave is requested; and

2.1.4.4.1. is the child's biological parent;

2.1.4.4.2. is the spouse of the person who gave birth to the child;

2.1.4.4.3. is the adoptive parent of the child, unless the employee is the spouse of the pre-existing parent;

2.1.4.4.4. is the intended parent of the child and the child is born under a validated gestational agreement in accordance with Title 78B, Chapter 15, Part 8, Gestational Agreement; or

2.1.4.4.5. is appointed the legal guardian of the child or the incapacitated adult

2.1.5. "Postpartum recovery leave" means paid leave provided to a postpartum recovery leave eligible employee to recover from childbirth that occurs at 20 weeks or greater gestation. (Such leave is offered in satisfaction of the period of parental leave and, if applicable, consecutive period postpartum recovery leave required under 53G-11-209(2) and 63A-17-511(2)-(4)).

2.1.6. "Postpartum recovery leave eligible employee" means an employee who:

2.1.6.1. Would otherwise qualify as a “parental leave eligible employee” and

2.1.6.2. gives birth to a child.

2.1.7. "Qualified employee" means:

2.1.7.1. a parental leave eligible employee; or

2.1.7.2. a postpartum recovery leave eligible employee.;

2.1.7.3. an adoption leave eligible employee; or

2.1.7.4. a foster leave eligible employee.

2.1.8. "Retaliatory action" means to do any of the following to an employee:

2.1.8.1. dismiss the employee;

2.1.8.2. reduce the employee's compensation;

2.1.8.3. fail to increase the employee's compensation by an amount that the employee is otherwise entitled to or was promised;

2.1.8.4. fail to promote the employee if the employee would have otherwise been promoted; or

2.1.8.5. threaten to take an action described in Subsections 2.1.4.1 through 2.1.4.4.

~~2.1.9. "Postpartum recovery leave eligible employee" means an employee who:~~

~~2.1.9.1. Would otherwise qualify as a “parental leave eligible employee” and~~

~~2.1.9.2. gives birth to a child.~~

~~2.1.10. “Qualified employee" means:~~

~~2.1.10.1. a parental leave eligible employee; or~~

~~2.1.10.2. a postpartum leave eligible employee.~~

2.2. Except as provided in Subsections 2.5 and 2.6, the district shall:

2.2.1. allow a parental leave eligible employee to use up to three work weeks of paid parental leave for:

2.2.1.1. the birth of the parental leave eligible employee's child;

2.2.1.2. the adoption of a child; or

2.2.1.3. the appointment of legal guardianship of a child or incapacitated adult; and

2.2.2. allow a parental leave eligible employee to use up to 4 work weeks of paid foster leave.

2.2.3. allow a postpartum recovery leave eligible employee up to six (6) consecutive calendar weeks (30 days) of paid Maternity Leave for vaginal birth or up to eight (8) consecutive calendar weeks (40 days) of paid Maternity Leave for cesarean birth.

2.3. A qualified employee who is part-time may use the amount of parental leave available to the qualified employee under this section on a pro rata basis as determined by the percentage of his/her contract.

2.4. Leave will be recorded relative to the percent of contract of the employee. (A .5 teacher who takes a day of parental leave is charged one full day of parental leave.) There is not an intent to extend to part-time employees more health and disability leave than full-time employees.

2.5. Parental leave described in Subsection 2.2.1, 2.2.2, and 2.2.3:

2.5.1. may not be used before the day on which:

2.5.1.1. the parental leave eligible employee's child is born;

2.5.1.2. the parental leave eligible employee adopts a child; or

2.5.1.3. the parental leave eligible employee is appointed legal guardian of a child or incapacitated adult;

2.5.1.4. may not be used more than six months after the date described in Subsection 2.2.1;

2.5.1.5. Foster leave may not be used before the day on which a child is placed in foster care with a foster leave eligible employee;

2.5.1.5.1. May not be used after the child is no longer placed in foster care

2.5.1.5.2. May be used intermittently

2.5.2. may not be used intermittently, unless:

2.5.2.1. by mutual written agreement between the district and the parental leave eligible employee; or

2.5.2.2. a health care provider certifies that intermittent leave is medically necessary due to a serious health condition of the child;

2.5.3. runs concurrently with any leave authorized under the Family and Medical Leave Act of 1993, 29 U.S.C. Sec. 2601 et seq.; and

~~2.5.4. runs consecutively to postpartum recovery leave.~~

2.6. The amount of parental leave authorized under Subsection 2.2.1 does not increase if a parental leave eligible employee:

2.6.1. has more than one child born from the same pregnancy;

2.6.2. adopts more than one child; or

2.6.3. is appointed legal guardianship of more than one child or incapacitated adult.

2.7. The amount of foster leave authorized under 2.2.2 does not increase if a foster leave eligible employee

2.7.1. has more than one child placed in foster care with the foster leave eligible employee.

2.7.2. A foster leave eligible employee may not use more than four work weeks of paid foster leave within a single 12-month period, regardless of whether during that 12-month period more than one child is placed in foster care with the foster leave eligible employee.

2.7.3. If a child is placed in foster care with two foster leave eligible employees, the foster eligible employees are entitled to use a single four-work-week period of paid foster leave under this section, which the employees may allocate between themselves.

2.7.4. The foster leave eligible employee shall notify the district that the employees intend to allocate foster leave no later than the deadline described in 2.11

2.7.5. A qualified employee may not use:(a)

2.7.5.1. both foster leave and parental leave with respect to the same child; or

2.7.5.2. both foster leave and adoption leave with respect to the same child.

2.8. A parental leave eligible employee may not use more than three work weeks of paid parental leave within a single 12-month period, regardless of whether during that 12-month period the parental leave eligible employee:

2.8.1. becomes the parent of more than one child;

2.8.2. adopts more than one child; or

2.8.3. is appointed legal guardianship of more than one child or incapacitated adult.

2.9. Postpartum recovery leave described in Subsection 2.2.3~~2~~:

2.9.1. shall be used starting on the day on which the postpartum recovery leave eligible employee gives birth, unless a health care provider certifies that an earlier start date is medically necessary;

2.9.2. shall be used in a single continuous period, unless otherwise authorized in writing by the Executive Director of Human Resources;

2.9.3. runs concurrently with any leave authorized under the Family and Medical Leave Act of 1993, 29 U.S.C. Sec. 2601 et seq.; and

2.9.4. includes any claim to parental leave.

2.10. The amount of postpartum recovery leave authorized under Subsection 2.2.3~~2~~ does not increase if a postpartum recovery leave eligible employee has more than one (1) child born from the same pregnancy.

2.11. Except as provided in Subsection 2.1~~0~~.3, a qualified employee shall give the district notice at least thirty (30) days before the day on which the qualified employee plans to:

2.11.1. begin using parental leave or postpartum recovery leave under this section; and

2.11.2. stop using postpartum recovery leave under this section.

2.11.3. If circumstances beyond the qualified employee's control prevent the qualified employee from giving notice as described, the qualified employee shall give each notice as soon as reasonably practicable.

2.12. Except as provided in Subsections 2.5.3 and 2.9~~8~~.3, the district will not charge parental leave or postpartum recovery leave under this section against any other leave for which a qualified employee is entitled.

2.13. The district will not compensate a qualified employee for any unused parental leave or postpartum recovery leave upon termination of employment or if not used when eligible.

2.14. Following the expiration of a qualified employee's parental leave or postpartum recovery leave under this section, the district shall ensure that the qualified employee may return to:

2.14.1. the position that the qualified employee held before using parental leave or postpartum recovery leave; or

2.14.2. a position within the district that is equivalent in seniority, status, benefits, and pay to the position that the qualified employee held before using parental leave or postpartum recovery leave.

2.15. If during the time a qualified employee uses parental leave or postpartum recovery leave under this section, the district experiences a reduction in force and, as part of the reduction in force, the qualified employee would have been separated had the qualified employee not been using the parental leave or postpartum recovery leave, the district may separate the qualified employee in accordance with any applicable process or

procedure as if the qualified employee were not using the parental leave or postpartum recovery leave.

2.16. During the time a qualified employee uses parental leave or postpartum recovery leave under this section, the qualified employee shall continue to receive all employment related benefits and payments at the same level that the qualified employee received immediately before beginning the parental leave or postpartum leave, provided that the qualified employee pays any required employee contributions.

2.17. The district will not:

2.17.1. interfere with or otherwise restrain a qualified employee from using parental leave or postpartum recovery leave in accordance with this section; or

2.17.2. take retaliatory action against a qualified employee for using parental leave or postpartum recovery leave in accordance with this section.

2.18. The district shall provide each employee written information regarding a qualified employee's right to use parental leave or postpartum recovery leave under this section.

~~2.19. Up to three (3) days may be allowed for an eligible employee for the placement of a foster child.~~

Citations

Policy No. 4224 | Workers' Compensation

78B-15-8

49-11-1202

53G-11-209(2)

63A-17-511(2)-(4)

Family and Medical Leave Act of 1993, 29 U.S.C. Sec. 2601 et seq.

Approvals

- Negotiated: May 12, 2021
- Negotiated: May 11, 2023
- Negotiated: June 11, 2024
- Negotiated: June 17, 2025
- Negotiated: May 12, 2026

HEALTH AND DISABILITY LEAVE INTERPRETATION (NOT POLICY)

Guidelines for administering the health/disability policy are:

1. The principal shall review the health/disability leave policy with the entire staff during the first month of each school year.

Policy No. 4165

Personal Leave

Statement of Policy

The Alpine School District Board of Education recognizes the importance of a qualified teacher in every classroom. Further the Board understands that some leave is needed by employees beyond bereavement (Policy 4160) and health and disability (Policy 4162) leaves. Therefore, the Board has designated the business administrator and the executive director of human resources to work collaboratively to apply this policy.

Definitions

1. "First week of school" means the five student days beginning with the official start of the school year as noted on district calendars. 7th grade or 10th grade days are not part of this count.
2. "Last week of school" means the last five days of the school year. When a holiday occurs on a day which would have been one of the five student days, this day will count as one of the five student days.

1. PERSONAL LEAVE

1.1. Certified educators may have up to six (6) days of personal leave annually. Educators shall pay per day for each personal leave day used.

1.1.1. Educators may take six (6) personal days annually at no dock in pay. The free personal days may not be used during the first 8 contract days of the school year or the last week of school. Personal Leave days taken on the contract days before the first student days will be treated as other personal days and will be docked at $60 per day.

1.1.2. Personal leave days may be accumulated up to a maximum of ten (10) days. Personal leave accumulated by carrying the number of unused personal leave days over into the next school year. Only six (6) days of the ten (10) that may be accumulated will be no dock days. All other days above the 10 accumulated days will be charged

the teacher's daily rate per day, unless otherwise agreed upon through working with the Administrator of Human Resources.

1.1.2.1. The Board of Education approves a one-year pilot program running from July 1, 2026, through June 30, 2027. As of July 1, 2026, each educator will be granted the number of personal leave days necessary to reach that educator's maximum of ten (10) accumulated personal leave days. During the pilot program, educators may use any or all of their ten (10) personal leave days without dock. All other days above the ten (10) personal leave days will be charged the teacher's daily rate per day, unless otherwise agreed upon through working with the Administrator of Human Resources.

1.1.3. Personal leave will be recorded relative to the percent of contract of the employee. (A .5 teacher who takes a personal day is charged one full day of personal leave.) There is not an intent to extend to part-time employees more personal leave than full-time employees.

1.1.4. Personal leave without pay for worthwhile absences may be approved by the Administrator of Human Resources.

1.1.5. Educators may not take personal leave during the first week of school or during the last week of school.

1.1.6. Educators are discouraged from taking personal leave to work for any other organization.

1.1.6.1. Educators who are required to attend any professional meeting related to their teaching area/experience to enhance their teaching, may attend such a meeting without counting against the personal leave total, provided the cost of the substitute is paid by the sponsoring organization.

1.1.7. Educators are encouraged to request the leave days in sufficient time to permit a suitable substitute.

1.1.8. When an educator adopts a child he/she may take personal leave, up to a number of days they have accrued, without a dock in salary with the Administrator of Human Resource's approval. These days are in addition to the days listed in Policy Procedure 4162.

1.1.9. Educators may take the day before Christmas break and after Christmas break as personal days with a personal leave dock in pay.

Board Approvals

- Negotiated: November 1, 1985
- Negotiated Revision: June 16, 1989
- Negotiated Revision: May 10, 1994
- Negotiated Revision: June 19, 2001
- Negotiated Revision: May 24, 2002
- Negotiated Revision: May 20, 2008
- Negotiated Revision: May 2012
- Negotiated Revision: May 21, 2103
- Negotiated Revision: May 12, 2015
- Negotiated Revision: April 28, 2016
- Negotiated Revision: May 3, 2018
- Negotiated Revision: September 2020
- Negotiated Revision: May 12, 2021
- Negotiated Revision: May 2022
- Negotiated Revision: June 11, 2024
- Negotiated Revision: [ ], 2026

Procedures

No procedures have been established at this time.

Rules & Regulations

No rules & regulations have been established at this time.

Policy No. 4191

Salary Lane Changes

Statement of Policy

The Alpine School District Board of Education is committed to hiring and retaining high quality educators. To that end, the Board wishes to encourage additional job-related education. Additional degrees will be awarded based on demonstrated documentation from university or college transcripts. Lane change credit will be based on documentation as defined in this policy. The Board delegates to the Human Resource Department the responsibility of making these determinations.

Board Approvals

- Note: The above represents a consolidation of “Board Policy EBFB” Negotiated August 28, 1981, and “Equivalency Credit” (Negotiated Spring of 1983 and Approved by the Board of Education on September 13, 1983) (See Procedures No. 3--back of book--for interpretation.)
- Negotiated Revision: October 14, 1986
- Negotiated Revision: August 25, 1987
- Negotiated Revision: June 16, 1989
- Negotiated Revision: September 18, 1990
- Negotiated Revision: May 2006
- Negotiated Revision: June 12, 2007
- Negotiated Revision: June 16, 2009
- Negotiated Revision: September 22, 2009
- Negotiated Revision: May 6, 2014
- Negotiated Revision: May 12, 2015
- Negotiated Revision: May 3, 2018
- Negotiated Revision: 2019
- Negotiated Revision: May 12, 2021
- Negotiated Revision: May 11, 2023

- Negotiated Revision: [ ], 2026

Procedures

1. SALARY STEP AND LANE CHANGES

1.1. Salary schedule Step changes for experience are automatic and are handled yearly by the Business Services Department.

1.2. Horizontal Lane changes are made by earning additional hours of credit or a higher degree. They are not automatic and will be handled by the Human Resources Department.

1.2.1. Documentation for a Lane change based on additional training must be presented by the employee to the Human Resources Department by the 10th of the month in which they may qualify. (Contingent upon approval, the payment will be reflected in that month's check.) The lane change for those who turn in their information after May 10 will be reflected in the September paycheck and will not be retroactive for the summer checks.

1.2.2. Credits counting towards Lane change can only be applied after original teacher certification (bachelor's or additional degree) has been earned. Additional credits should be in support of or complementary to the candidate's relevant teaching assignment.

1.2.3. In the event that a teacher requests a program of instruction that is not specific to their present teaching assignment, an appeal for an exception to the policy may be made to the Superintendent of Schools, or his designee and the Association president jointly.

1.2.4. In order to move to Lanes 7 (M.S. Degree + 20 semester hours) and 8 (M.S. Degree + 37 semester hours) an educator must have a Master's Degree from an accredited university.

1.2.5. If the employee is pursuing a master's degree and additional credits or endorsement at the same time, the additional credits above the master's degree would be counted as long as the credits are distinct and not part of the master's program.

1.3. The following lane change requirements also apply beginning July 1, 1983:

1.3.1. Ten~~Five~~ semester hours of USBE or microcredential credit may be earned each school year to be applied to lane changes beginning the 2026~~19~~-27~~0~~ school year.

1.3.2. All lane change credit, both college and USBE credit, must contribute to the specific assignment of the teacher and/or be educationally career enhancing for the applicant.

1.3.3. The decision that the above conditions have been satisfied shall be determined by the District Human Resources Department.

1.3.4. At least 50% of the lane credit requirements must be college earned credits as outlined above (with the exception of lane 4, 5, 6 and 9).

1.3.5. In the event that an educator's teaching specialty does not align with suitable college credits, the educator may submit a request to the appropriate department for prior approval of appropriate credits as a substitution for all or part of the college credit requirement. In the event the appropriate department rules against the request, it may be appealed to the Human Resources Department for a decision.

1.3.6. Beginning with the 2017-18 school year, contract professional development days will not qualify for lane change credit.

Rules & Regulations

No rules & regulations have been established at this time.

ALPINE SCHOOL DISTRICT
&
ALPINE EDUCATION ASSOCIATION

CERTIFIED NEGOTIATED AGREEMENT
2026-2027

May 4, 2026

The enclosed items are additions, corrections, or deletions to previously negotiated agreements.

NEGOTIATION TEAMS

Marla Long

AEA

Mike Gowans, Spokesperson
Glenda Anderson, UniServ Director
Tom Stauss, UniServ Director
Hope Blackburn
Lisa Clement
Bobbi Edwards
Brandon Engles
Lisa McArthur
Amberly Phillips
Derek Smith
Amanda Spencer
Jesse Vincent

BOARD TEAM

Cami Harper, Spokesperson
Robert Boyer
Darren Draper
Kevin Thomas
Steve Timmel
Eric Woodhouse

ALPINE
SCHOOL DISTRICT

Signature Page for the 2026-2027 Negotiated Agreement

Mike Gowans

Mike Gowans, AEA Spokesperson

5-4-26

Date

Cami Harper

Cami Harper, Alpine Spokesperson

5/4/26

Date

ALPINE
SCHOOL DISTRICT

CERTIFIED SETTLEMENT

2026-2027

1. Alpine School District will fund steps and lanes. (Equates to approximately 1% increase on the average teacher salary.)

2. Alpine School District agrees to a .5% COLA.
   FY27 - Certified - combined.pdf

3. Alpine School District agrees to a one time payment of $500 to be paid to employees in the fall. The amount will be prorated based on the employee's contract or hours worked each week.

4. Alpine School District will fund 75% of the increase in insurance costs with these minor adjustments to the plan (approximately $8.2 million for all employees):
   a. Garner:
      i. From this point forward, providers that are not on the Garner Top Provider List will not be added to the employee's list of providers.
      ii. Emergency room visits will be covered at 50%.
   b. Deductible (Ded) and Out of Pocket Maximums (OOP) will change to the following:
      i. Plan A ($4,500 Ded, $6,500 OOP)
      ii. Plan B ($5,000 Ded, $7,500 OOP)
      iii. Plan C QHDHP ($5,500 Ded, $7,000 OOP)
      iv. Plan D Bronze QHDHP ($7,500 Ded, $8,500 OOP)

5. Alpine School District will contribute .65% to Tier 2 employees' 401K for the 2026-2027 school year.

6. Employees that qualify for the Paid Professional Hours from the legislature will receive up to 32 hours for the 2026-2027 school year.

7. Alpine School District will cover the cost of the Speech Language Pathologist DOPL license fee for the 26-27 school year. (Process to be determined.)

Policies:

- Policy 4062 Transfer of Certified Educators
  Action: Definition of "Personnel Need" added.

- Policy 4135 Guidelines for a Reduction in Force

Action: Definition of "Personnel Need" added.

- Policy 4162 Health and Disability
  Action: Adopted the foster care leave required by state statute.

- Policy 4165 Personal Leave
  Action: For the 2026-2027 school year, employees will be given 10 no dock personal days. This will be a pilot.

- Policy 4191 Salary Lane Changes
  Action: Beginning July 1, ASD will change the number of USBE credits allowed for a lane change from 5 to 10 credits per year.

*Policies will be reviewed and approved by the Alpine School District School Board.

Employee Resources:

- ESI Guidelines

- Parent Teacher Conference Guidelines

- Employee Guarantees

- Collaboration Guidelines
  - 2026-27 Elementary Guidelines for Professional Time & Collaboration

  - 2026-27 Secondary Collaboration Guidelines

- The March PD Day will be used for staff to transfer their Google documents and other information to their new email accounts.

ALPINE SCHOOL DISTRICT
BOARD OF EDUCATION MEETINGS
2026

DATE	LOCATION	CONDUCTING
Jan. 13	District Office	Board President
Jan. 27	District Office	Board Member
Feb. 10	District Office	Board President
Feb. 24	District Office	Board Member
Mar. 10	District Office	Board President
Mar. 24	District Office	Board Member
April 21	District Office	Board President
May 12	District Office	Board President
June 16	District Office	Board President
July 14	District Office	Board President
Aug. 4	District Office	Board President
Sept. 8	District Office	Board President
Sept. 22	District Office	Board Member
Oct. 13	District Office	Board President
Oct. 27	District Office	Board Member
Nov. 17	District Office	Board President
Dec. 8	District Office	Board President

APPROVED

Approved June 17, 2025