Jubal Yennie called the meeting to order at 3:45 PM.

1. **Review of Minutes from previous meeting of April 10, 2017.** Jubal Yennie asked the group to review the Minutes from the previous meeting (attached). There were no comments/changes.

2. **Administration Discussion/Response**

   a. **Classification and Compensation Study Update.** Jubal Yennie reported that EMS plans to deliver their final report to the Board probably in June. There will be a meeting scheduled in the fall to review the study results with classified employees.

   b. **Leave Policy 5033.** Jubal Yennie indicated that lines 75-77 in blue on page 3 are up for a second reading at the Board meeting on May 10, 2017. He also noted that there is more work to do on page 10, Vacation Leave. Any changes approved by the Board to this part of the policy could not go into effect until revising Central Office Administrator contracts for July 1, 2018. The policy still has two more readings before Board approval.

   Jubal reported that he intends to reconvene the Leave Committee in the fall to continue discussions about any other changes to leave policies. The Strategic Planning meetings have taken precedence at this point in the school year.

3. **Salary Schedule**

   a. **Horizontal Movement (lane changes).** Jubal Yennie clarified that, although there are no step increases this year due to budget reductions, movement between columns on the Certified Salary Schedule (attached) is still possible. Horizontal movement due to ongoing education is part of certified personnel contracts.

   b. **Out of state experience.** Jubal Yennie referred the group to 3.b. on the attached Placement on Certified Salary Schedule document, accepting a maximum of five (5) years out-of-state experience for new certified personnel. There was discussion about how this practice evolved, the loss of potentially good candidates when they learn about this limit, and how the budget model affects this decision. One
difficulty in implementing a change is those current certified personnel who were only allowed the five year maximum do not think it is fair to allow more for new hires.

Jubal Yennie suggested tabling this item until next year after recalibration has taken place, realizing that during the current hiring season the District may lose some good out-of-state certified candidates.

4. Calendar Committee Membership, Board Policy 1012. Jubal Yennie asked the group to consider the representation on the current Calendar Committee, as listed on Board Policy 1012. There was discussion of the history of membership on this committee and Jubal asked if the current representation, chaired by John Weigel, is working well. Jay Whitman commented that this year’s committee membership seems much broader than at previous meetings. The group agreed that there was no need for change.

In addition, Jubal Yennie asked Kayce Baldwin to add all District committee membership lists to the District website.

5. Meet and Confer Agreement 2016-2017. Jubal Yennie distributed the Meet and Confer Agreement 2016-2017 and asked the group to read, clarify and make sure it was an accurate representation of the Committee’s work this past year. After extensive discussion, the following modifications (reflected in the attached Agreement) were made: Non Salary Items #2, 3, 6, 7, and 8 and #10 was added; under Additional Items to consider for next year, #6, 7, and 8 were added to the list.

This agreement will be shared with the Board at their May 10, 2017 meeting.

6. Next Meeting. The first meeting of the 2017-2018 school year will be Monday, August 28, 2017 at 3:45 PM in the Special Services Training Room. Employee groups are asked to convene and decide on their representatives for next year’s Meet and Confer meetings and send that information to Pat McLean by Tuesday, May 30, 2017.

The Committee agreed it worked well to have Greg Herold as the WEA facilitator at meetings this year and he agreed to continue in that role for 2017-2018.

The tentative meeting schedule for 2017-2018 will be:
- August 28, 2017
- October 9, 2017
- November 13, 2017
- January 8, 2018
- March 19, 2018
- April 9, 2018
- May 14, 2018

The meeting adjourned at 4:57 PM.
Professional Leave. The Albany County School District One Board of Education will appropriate funds to be budgeted for professional growth. District-level funds shall support in-depth studies, staff development and individual requests that address district priorities. (e.g., thinking skills, authentic assessment, technology, cooperative learning 1993-97). As the Staff Development Committee progresses, these priorities will change. Site-level funds will support local site professional development of the employees at each site.

Leave of absence without loss of pay may be granted to employees to visit other schools or to attend state, regional, and national professional meetings. Such leave requests must be submitted in writing to the principal and must be approved by the principal and the assistant superintendent for personnel or central administration designee. The School District shall include in its annual budget funds for a limited number of such professional meetings.

Maternity Leave. See policies on sick leave and emergency leave.

Sabbatical Leave.

A sabbatical leave of absence is interpreted as leave from active duty granted for improving instruction.

Any employee who has completed at least five consecutive years of service in District One may be granted a sabbatical leave of absence for travel or study, or any other reason which will contribute to his/her cultural and professional qualifications. A sabbatical leave may be granted by the Board of Education upon the recommendation of the Superintendent.

The School District will not give salary or other compensation to an employee while on sabbatical leave. The year of sabbatical leave shall not count as a year of experience on the salary schedule.

The maximum period of a sabbatical leave shall not exceed 24 calendar months. No sabbatical leave shall be granted to permit an employee to take gainful employment in an unrelated field of work or to teach in a K-12 school in the United States or Canada.

Application for sabbatical leave shall be filed in writing in the office of the Superintendent of Schools not later than April 1, or November 1, preceding the semester for which the leave is requested. Application must include a detailed outline of the project or program to be undertaken.

The employee returning from sabbatical leave shall submit such reports as are requested by the administration.

Prior rights to re-employment and effective date of return shall be determined at the time of approval of the application for the sabbatical. The employee shall reaffirm in writing his/her intent to return at least six months prior to the effective date of return. Failure to notify the District six months prior to the effective date of return will be interpreted as a resignation.
When an employee returns to the District from this leave, the employee will be given a position in the District for which s/he is qualified, and an effort will be made to provide the employee with a similar position to the one occupied prior to going on leave. This policy does not give an employee returning from leave additional rights not granted to an employee not on leave.

Under this leave, the employee is eligible to continue under the District's insurance program provided s/he pays the full premium during the leave. The District's share of these premiums shall be refunded to the employee upon the return to active duty. The refund shall be in monthly installments, prorated over a period of time equal to that of the leave. Should the employee terminate within the reimbursement period, the refund payments shall cease.

The employee's return to the district must coincide with the beginning of a semester.

**Jury Service**

The Board of Education recognizes the importance of the jury system in a democracy and the obligation of all citizens to serve as jurors under appropriate circumstances.

Employees of the School District shall be excused for jury duty with no jeopardy to their employment or compensation.

Substitutes, when necessary, for employees shall be obtained in the usual manner and paid by the District.

Any compensation received by an employee, other than for expenses (such as mileage or meals), shall be endorsed to the School District.

The Superintendent shall have the authority to request that an employee be excused from service, or his/her service delayed, provided the special nature of the employee's qualifications would make it difficult to secure an adequate substitute, or if the timing of the proposed jury service affords a threat to the welfare of the school or the children concerned.

**Political Leave**

Upon notification of his/her election, a faculty member with at least three consecutive years’ experience in District One, shall be granted political leave in order to serve in the State Legislature.

The leave will cover the period the faculty member officially serves in the Legislature; that is, the actual days the Legislature is in session. Leave for committee work may be approved by the Board upon special application.

During the political leave, the District shall continue the faculty member's regular salary minus the cost of the substitute. If an employee does not need a substitute the substitute rate for the
employee's general job classification will be used.

**Personal Leave**

Five days of personal leave are granted each year to all personnel. (Note: Personnel who are not scheduled to work each day will have their personal leave allocation prorated.) Unused personal-leave days may accrue to the following year, or they may be added to the employee's sick leave account at the end of the school year upon request of the employee to the Business Department Payroll Office.

The scheduling of any personal leave must be approved by the principal or immediate supervisor (and in the case of administrative personnel, by the Superintendent). If a supervisor denies the use of personal leave, s/he will provide the employee with a written explanation of why it was denied.

Employees can schedule up to three consecutive days of personal leave without the approval of a principal or immediate supervisor. Any personal leave request beyond three days must be approved by Superintendent or central administration designee.

Personal leave shall not be used during the last two weeks of school or to extend an existing school-calendar holiday except in very important and unusual circumstances. In these cases, the leave is subject to (1) submission of the request (in writing with reasons) to the supervisor at least two weeks in advance of the requested leave day, (2) approval of the supervisor, and (3) availability of an adequate substitute. In the case of an emergency, the supervisor may waive the two-week notice.

An employee may give one or more of his/her accumulated personal leave days to another employee under the following conditions:

1. The employee who will receive the personal leave must have used all of his/her own personal leave;

   (a) Full-time certified employees (i.e., those on 100% contracts), including administrators, may give personal leave to other full-time certified employees on a one day equals one-day basis.

   (b) Part-time certified employees may give personal-leave days to full-time certified employees in increments of half- or full days so that the percent of their contracts multiplied by the number of days donated is rounded down to the nearest half-day (e.g., someone who is on a 72% contract who gives a full-day to a full-time person will have a half-day credited to the full-time person’s account; someone on a 40% contract who wishes for the full-time person’s account to receive a full-day must donate three days—40% x 3 = 1.2 which is rounded down to one).
(c) Full-time employees who wish to donate days to part-time employees may give personal leave days in increments of half-or full-days so that the percent of the contract of the recipient is divided into the number of donated days, and the result is rounded down to the nearest half-day (e.g., a full-time employee donating one day to a person on a 30% contract will result in the part-time employee’s personal leave account being increased by three days – 1 divided by 30% equals 3.33 which is rounded down to three; a full-time employee donating a half-day to a person on a 40% contract will result in the part-time employee’s personal leave account being increased by one day—0.5 divided by 40% equals 1.25, which is rounded down to one).

(d) Certified employees may give to classified employees either half- or full-days; these days transfer half-day to half-day and full-day to full-day.

(3) Classified employees may give personal leave to other classified employees whose salary schedules are on the same page in the salary schedule book as theirs and whose contract percentage is equal to or less than theirs (see #2 for explanation); they may also give personal leave to other employees whose salary schedules are equal to or less than theirs on a half-day to half-day and full-day to full-day basis.

(Note: Certified employees may not receive personal leave from classified employees.)

When an employee leaves the District, s/he shall be entitled to payment for each unused day of accumulated personal leave. The rate of reimbursement for unused personal leave will be the same as the rate for the unused sick leave. (This paragraph received final adoption on 8/13/97.)

Other Leave

Personnel may be absent from work without pay for reasons that cannot be postponed to a time when they are not scheduled to work. Such leave shall be for reasons not covered in other leaves and is subject to approval by the supervisor. Deductions for such leaves shall be made on the basis specified previously under “Basis for Fractional Pay or Deductions.”

A leave of one semester or more is subject to the approval of the supervisor and the Board of Education. Personnel requesting leave for a semester or more shall submit the request in writing to the supervisor, who will, in turn, initial his/her approval or disapproval and submit the request to the Assistant Superintendent or central office designee for Personnel. The request shall state the reason the leave is requested. (Note: This leave will not be approved to allow an employee to hold a K-12 teaching position elsewhere.) Personnel absent for an entire school year shall notify the Assistant Superintendent or central office designee for Personnel by March 1 of his/her intentions to return to work for the next year. A complete year of leave under this section shall not count as a year on the salary schedule.
When an employee returns to the District from this leave, the employee will be given a position in the District for which s/he is qualified, and an effort will be made to provide the employee with a similar position to the one occupied prior to going on leave. This policy does not give an employee returning from leave additional rights not granted to an employee not on leave.

Any employee requesting “other” leave-of-absence for the entire fall semester or for the entire following school year must make the request in writing no later than May 15 (including those who seek employment with a District charter school); any employee requesting leave for the entire second semester of a school year must make the request no later than November 15.

Except in extremely unusual circumstances, leave will not be granted more than one year out of five years.

**Charter School Leave.** If a teacher who is employed in one of the District's non-charter schools accepts employment with an Albany County School District charter school for a year in which the employee would be employed by the District, the teacher shall apply for, and will be granted, a one-year "Charter School" leave-of-absence from the District for the first year the teacher is employed by the charter school. Charter School leave shall commence on the first day of services for the charter school.

If a teacher on a one-year Charter School leave wishes a second year Charter School leave-of-absence from the District, the teacher must submit a request for Charter School leave to the Personnel Department no later than March 1 of the first year of employment by the charter school. The District will determine whether or not to allow the second year of Charter School leave. If the Charter School leave is not granted and the teacher returns to the District, s/he will be placed in a position for which s/he is qualified. If the Charter School leave is not granted and the teacher chooses not to return to the District, the teacher shall submit a resignation to the District, and there will be no further obligation to the teacher on the part of the District.

If a teacher on the second year of Charter School leave wishes a third year Charter School leave-of-absence from the District, the teacher must submit a request for Charter School leave to the Personnel Department no later than March 1 of the second year of employment by the charter school. The District will determine whether or not to allow the third year of Charter School leave. If the Charter School leave is not granted and the teacher returns to the District, s/he will be placed in a position for which s/he is qualified. If the Charter School leave is not granted and the teacher chooses not to return to the District, the teacher shall submit a resignation to the District, and there will be no further obligation to the teacher on the part of the District.

By March 1 of the third year of employment by the charter school, the District teacher on Charter School leave must inform the District of whether or not s/he plans to return to employment with the District at the beginning of the following school year. If the teacher returns to the District, s/he will be placed in a position for which s/he is qualified. If the teacher chooses to remain in the
employment of the charter school, then the teacher shall submit a resignation to the District, and there will be no further obligation to the teacher on the part of the District. The District will provide a statement in writing to the teacher summarizing the action that is taken (return to the District or the severance of the relationship between the District and the teacher by resignation).

Upon return to employment from the charter school, the teacher will be given credit for salary-schedule-advancement for the year(s) experience while employed at the charter school. Once approved for Charter School leave, the teacher may not request that the Charter School leave be rescinded.

Rights to continued employment in the District will be as specified in policy in the By-Laws and Policies of the Board of Education, and additional rights to continued employment are not granted through the approval of this leave-of-absence.

This policy shall be included as a term of any charter school contract entered into by the District.

**Professional and Public Service Activities.**

The District recognizes the importance of employees having membership in professional groups and being involved in public service activities. The District recognizes also that occasionally employees may hold office or have other important responsibilities in such organizations and activities and may request leaves of absence from their school work because of these responsibilities. In such cases, an employee may be allowed such leave provided attendance at such meetings is not so frequent or prolonged as to interfere with the employee's school-District duties. Leave for such duties shall been accordance with administrative guidelines.

**Military Leave.**

The District supports its employees who are members of the National Guard or United States military forces reserve or other uniformed service. The District will comply with all applicable state and federal laws pertaining to these employees. The following are important parts of the laws that are directly related to employment with the District.

(1) Training: Employees who are members of the Wyoming National Guard or United States military services are authorized a maximum of fifteen days of paid military leave per calendar year (January 1 to December 31) and fifteen days of unpaid leave (personal or vacation leave may be used in lieu of unpaid leave) per calendar year to attend duly authorized encampments, training cruises, or similar training programs if the need for leave cannot be postponed to a time when the employee is not required to be on-duty in the District. Employees must furnish the District with a copy of their orders requiring them to miss work to fulfill these responsibilities. The District may require employees to furnish satisfactory proof that the leave cannot be postponed to another time. This leave is in addition to any other leave to which
employees are otherwise entitled.

(2) Active Service: Employees of the District who are members of the National Guard or any other component of the uniformed service of the state, members of the reserve forces of the United States, or who are inducted into any uniformed service of the United States, are entitled to unpaid leave of absence without loss of seniority, status, vacation, sick leave, or other benefits while engaged in active military training or other uniformed service ordered by proper authority pursuant to law exceeding fifteen days in any calendar year. Such leave is in addition to any other paid leave or vacation time the employees may be entitled to by law if the required uniformed service is satisfactorily performed, which is presumed unless the contrary is established. Employees receiving orders for active service are required to submit their orders to their supervisors as soon as reasonably possible after receiving such orders. The District, in turn, will provide the employee with a notice of their rights and have the employee meet with a representative of the Payroll Department.

(a) Return to work:

Upon completion of the service provided in the previous paragraph, the employees shall be reinstated to positions held at the time of entry into service or to positions of like seniority, status, and pay, if available, upon the following conditions:

(i) The positions have not been abolished;

(ii) The employees are not physically or mentally disabled from performing the duties of the position;

(iii) The employees make written application for reinstatement within thirty days following release from the uniformed service or within ninety days after discharge from hospitalization or medical treatment which immediately follows the termination of, and results from, the service but not to exceed one year and ninety days after termination of service notwithstanding hospitalization or medical treatment;

(iv) The employees submit an honorable discharge or other release by proper authority indicating the uniformed service was satisfactory; and

(v) The uniformed service does not exceed five years plus any period of additional service imposed by law.

Assuming that the employee complies with the aforementioned, the employee will be reinstated and begin work no later than two weeks after his/her return to Albany County or two weeks after the receipt by the District of the application for reinstatement (see "iii." above), whichever is later. In the event exigent circumstances exist which make adhering to this timeline difficult, the District
will attempt to work with the employee to reach a reasonable solution.

(b) Benefits and salary:

Upon reinstatement, the employees have the same rights with respect to accrued and future seniority, status, salary schedule placement, vacation, sick leave, and other benefits as if they had been actually employed during the time of leave.

(i) The employee will accrue sick, personal, and vacation leave (if applicable) during his/her absence at the rate s/he would have accrued if s/he had not been on leave.

(ii) Upon return from active duty, employees will be placed on the salary schedule at the level they would have achieved if they had not entered active duty.

(iii) During the absence, the District shall discontinue its share of payments for social security.

(iv) Upon return to employment, the District shall pay the Wyoming Retirement System the employee- and employer-premiums for what the employee would have been paid had s/he not been on military leave (plus required interest).

(v) If the employee elects to continue participating in the District’s medical/dental insurance program while on leave, the District will pay the employee’s premiums as they become due. If all employees are required to pay a portion of the insurance premium, then the employee on leave will also be required to pay the same portion in order to continue with the program.

(vi) If the employee has elected dependent (“plus one”) or family insurance coverage, the employee may continue with this coverage by paying for the portion required by the District for this coverage; the District will continue paying its portion of this coverage if the employee elects to continue participating. All premiums shall be paid as they become due.

(vii) Upon return to employment, the District will reinstate the employee (and dependents if previously covered and coverage is requested) to the insurance program, without any disqualification for pre-existing conditions, if the employee had not elected to continue coverage while s/he was on leave.

(viii) The District will continue paying life insurance premiums on the employee based upon the salary s/he would have been paid if s/he had not been on leave. Any life insurance association with the District’s health insurance program will be in effect while the employee is on leave if the employee elects to continue participating in the District’s health
### Personnel Leave

#### Policy Title:
Personnel Leave

#### Policy Number:
5033

#### Adoption Date:
May 11, 2016

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<th>Personnel</th>
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The employee may continue participating in any elective insurance program.

(i) The employee may continue participating in any elective insurance coverage (disability, cancer, additional life, etc.) by paying the premiums(s) of the insurance(s) while s/he is on leave. If the employee did not elect to continue this coverage while on leave, then if s/he wishes to resume the coverage upon his/her return, reinstatement will be made without any type of qualifying exams or other requirements.

#### Witness Leave.

Personnel may be absent from school, without loss of pay, to give testimony at Court appearances or administrative hearings if such testimony is necessary as a result of the person's employment by the District. Any compensation received by the employee, other than that provided for expenses (such as mileage or meals), shall be endorsed to the school District.

An employee of the District may not testify in a court-of-law or in an administrative hearing as a representative of the District or as to information acquired as a result of being a District employee unless the employee has been served a subpoena to testify or unless instructed to do so by the employee's supervisor. If served a subpoena to testify as a representative of the District or as to information acquired as a result of being a District employee, the employee shall notify the employee's supervisor immediately. If the supervisor is unavailable for consultation when the subpoena is served (such as summer vacation), then the employee shall notify a central office administrator. Any compensation received by an employee, other than that provided for expenses (such as mileage or meals), for testifying at a time when the employee is being compensated by the District shall be remitted to the District.

In the event an employee receives a subpoena to testify as a representative of the District at a time outside the employee's normal work-year, the District will pay the employee the lesser of the employee's daily rate-of-pay or the daily rate-of-pay for substitute teachers.

#### Bereavement and Funeral Leave.

Leave for not more than three days without loss of pay or accumulated paid leave may be granted to an employee in the event of the death of the employee's spouse or the employee's or employee's spouse's child, parent (or foster parent), sibling, grandchild, grandparent, son-in-law, daughter-in-law, sister-in-law, brother-in-law, aunt, uncle, niece, nephew, or any member of the employee's immediate household. If more than three days are needed, the employee's immediate supervisor may grant the necessary days. These additional days will be deducted from the employee's sick-leave account.

When an employee contacts the immediate supervisor to request using bereavement leave, the time used for leave must be justified by the employee's need to travel, for funeral arrangements, legal
obligations, and/or time for bereavement.

An employee may be granted a half-day of leave without loss of compensation or accumulated paid-leave for the purpose of attending the services and/or the funeral of an acquaintance. If a full day is needed to attend the services and/or funeral, then the employee will be charged a half-day of sick leave. Leave to attend the services and/or funeral of an acquaintance shall be at the discretion of the employee’s immediate supervisor.

**Vacation Leave.**

**Classified** employees on twelve-month contracts will be given vacation leave, and vacation leave will accrue by the month on an ongoing basis. Additional guidelines for generation of vacation days, vacation use, and other information about vacations for classified employees are defined in the **Classified Employee Manual** Handbook.

The scheduling of vacation leave must be approved by the employee’s immediate supervisor.

**Central Office** Administrators on twelve month contracts will be given twenty days of vacation leave per fiscal year, and vacation leave will accrue by the month on an ongoing basis. These vacation days are to be used during the fiscal year in which they are generated. If the administrator is unable to use the twenty days during that fiscal year, the administrator may carry the days forward to the next fiscal year. However, no more than thirty forty days may accrue to an administrator's leave account. If more than thirty days accrue, the administrator will be paid the administrator's daily rate of pay for the days in excess of thirty at the end of July 2017. Unused annual vacation leave will not be paid after June 30, 2018.

Upon termination of employment with the District, administrators will be paid for unused vacation leave at their daily rate of pay.

For administrators in twelve-month positions who are employed after July 1 or who terminate their contracts prior to June 30, their vacation leave will be prorated.

This policy allows the District to comply with Wyoming statute 27-4-507.

Any 12-month employee with 20 or more years of service in the District will receive 25 days of vacation annually.

**Internship Leave**

Certified employees in the District are entitled to up to fifty days during one school year to serve an internship in the District as a school administrator through the University of Wyoming’s Department of Education Leadership. If a substitute teacher is needed to cover the employee's responsibilities, the employee may not serve more than 44 consecutive days as an intern (i.e., the
internship will be broken into two blocks of time with no one block greater than 44 days). Employees must obtain permission from their supervisors and from the Superintendent of Schools before being allowed to serve an internship. Employees serving an internship will be paid their salaries minus the cost of a substitute for the time they spend in their internships (even if a substitute is not needed to replace the employee).

Employees may submit an application to the Superintendent to waive the docking of their salaries if they are serving their internships in Albany County School District One. The Superintendent shall develop a process whereby these applications are reviewed and considered for approval or disapproval of the request.

On-the-Job Injury Leave

When an employee who is not covered by Wyoming Workers' Compensation is injured while fulfilling job responsibilities for Albany County School District One, any absences from work as a result of the injury will not result in a reduction of the employee's sick leave account provided that the following occur and within the parameters defined below:

1. The employee completes an "Accident Report Form" within two work days of sustaining the injury (unless incapacitated, in which case the form should be completed as soon as the employee is able) and submit it to his/her supervisor, who, in turn, will submit the report to the director of personnel. (Failure to file a claim within the timeframe specified here will result in the policy's not being applied until the date the completed form is received by the supervisor). By signing the form, the employee shall provide a release which authorizes the District to obtain records and/or information from prior or current health care providers:

2. The District verifies that the injury was a result of performance of job duties; and

3. A physician verifies that the employee may not go to work as a result of the job-sustained injury.

After reviewing the "Accident Report Form" and any other relevant information, the director of personnel will determine whether or not the employee is entitled to leave under this policy. If the director of personnel disapproves the request for leave, the employee may appeal the ruling to the District's Safety Committee. An appeal of the Safety Committee's decision may be made to the Board of Education.

For the purpose of this policy, "on the job" means the employee is on District property or in transit between District properties during the employee's workday as s/he performs his/her job responsibilities. "On the job" also includes an employee's travel for and performance of duties at required school-sponsored activities (such as athletic events or field trips). "On the job" does not include transportation to or from work or participation at social or recreation events or any other event at which the employee has no duty to attend.
This policy will not apply to employees injured at work who sustain or prolong injuries through
the natural aging process, normal activities of day-to-day living, intoxication by alcohol or drugs,
or any unreasonable conduct in which a prudent individual would not engage. Aggravation of pre-
existing conditions will also not be covered by this policy. This policy shall not cover any type of
mental or physical illness claim resulting from exposure to illness, communicable disease, or
stress-related health problems.

Any "lost wages and/or benefits" paid to an employee by a third party (such as any insurance
company) for an injury resulting in an employee's use of this policy will be reimbursed by the
employee to the District equal to the amount received from the third party (up to a maximum of
the actual wages and/or benefits paid by the District).

The District's responsibility to provide leave under this policy will terminate six months from the
date of the injury or at the end of the contract-year, whichever is longer; any absence from work
after such termination will be charged to the employee's sick leave, personal leave, or vacation
leave account.

The cost of medical care of physician's statements required by this policy shall be borne by the
employee. Nothing in this policy shall be deemed to require the District to pay an employee's
medical bill, insurance premiums, co-payments, or deductibles beyond what the District would
pay for the injured employee under normal sick leave.

The District may require the employee periodically to obtain documentation from the treating
physician indicating the employee's health status and/or ability to return to work. The District may
require a second opinion from a physician of the District's choice at the District's cost. A statement
from a physician may be required before an employee may return to work.

Nothing in this policy shall be deemed an admission of fault by the District for any on-the-job
injury or illness.
ALBANY COUNTY SCHOOL DISTRICT ONE  
LARAMIE, WYOMING  
CERTIFIED SALARY SCHEDULE (BASED ON 185 DAYS)  
EFFECTIVE JULY 1, 2016

| EXPERIENCE ** | STEP | INCREMENT | B     | B+15   | B+30   | B+45/M | M+15   | M+30   | M+45/DR | STEP |
|---------------|------|-----------|-------|--------|--------|--------|--------|--------|--------|-------|------|
| 0             | 1    | 835       | 43,625| 44,625 | 45,625 | 46,625 | 47,625 | 48,625 | 49,625 | 1     |
| 1             | 2    | 835       | 44,460| 45,460 | 46,460 | 47,460 | 48,460 | 49,460 | 50,460 | 2     |
| 2             | 3    | 835       | 45,295| 46,295 | 47,295 | 48,295 | 49,295 | 50,295 | 51,295 | 3     |
| 3             | 4    | 835       | 46,130| 47,130 | 48,130 | 49,130 | 50,130 | 51,130 | 52,130 | 4     |
| 4             | 5    | 835       | 46,965| 47,965 | 48,965 | 49,965 | 50,965 | 51,965 | 52,965 | 5     |
| 5             | 6    | 835       | 47,800| 48,800 | 49,800 | 50,800 | 51,800 | 52,800 | 53,800 | 6     |
| 6             | 7    | 835       | 48,635| 49,635 | 50,635 | 51,635 | 52,635 | 53,635 | 54,635 | 7     |
| 7             | 8    | 835       | 49,470| 50,470 | 51,470 | 52,470 | 53,470 | 54,470 | 55,470 | 8     |
| 8             | 9    | 835       | 50,305| 51,305 | 52,305 | 53,305 | 54,305 | 55,305 | 56,305 | 9     |
| 9             | 10   | 835       | 51,140| 52,140 | 53,140 | 54,140 | 55,140 | 56,140 | 57,140 | 10    |
| 10            | 11   | 835       | 51,975| 52,975 | 53,975 | 54,975 | 55,975 | 56,975 | 57,975 | 11    |
| 11            | 12   | 835       | 52,810| 53,810 | 54,810 | 55,810 | 56,810 | 57,810 | 58,810 | 12    |
| 12            | 13   | 835       | 53,645| 54,645 | 55,645 | 56,645 | 57,645 | 58,645 | 59,645 | 13    |
| 13            | 14   | 835       | 54,480| 55,480 | 56,480 | 57,480 | 58,480 | 59,480 | 60,480 | 14    |
| 14/15         | 15   | 835       | 55,315| 56,315 | 57,315 | 58,315 | 59,315 | 60,315 | 61,315 | 15    |
| 15            | 16   | 835       | 56,150| 57,150 | 58,150 | 59,150 | 60,150 | 61,150 | 62,150 | 16    |
| 16            | 17   | 835       | 56,985| 57,985 | 58,985 | 59,985 | 60,985 | 61,985 | 62,985 | 17    |
| 17            | 18   | 835       | 57,820| 58,820 | 59,820 | 60,820 | 61,820 | 62,820 | 63,820 | 18    |
| 18            | 19   | 835       | 58,655| 59,655 | 60,655 | 61,655 | 62,655 | 63,655 | 64,655 | 19    |
| 19            | 20   | 835       | 59,490| 60,490 | 61,490 | 62,490 | 63,490 | 64,490 | 65,490 | 20    |
| 20            | 21   | 835       | 60,325| 61,325 | 62,325 | 63,325 | 64,325 | 65,325 | 66,325 | 21    |
| 22/23         | 23   | 835       | 61,995| 62,995 | 63,995 | 64,995 | 65,995 | 66,995 | 67,995 | 23    |
| 23            | 24   | 835       | 62,830| 63,830 | 64,830 | 65,830 | 66,830 | 67,830 | 68,830 | 24    |
| 25            | 26   | 835       | 64,500| 65,500 | 66,500 | 67,500 | 68,500 | 69,500 | 70,500 | 26    |

* Teachers elected to modify the salary schedule in lieu of having a step increase for the 1995-96, and 2003-04 school years; thus, the years of experience do not equate to the step placement.

** This column shows the number of years a person has corresponding with the given step if the person began his/her employment in ACSD1 as a full-time teacher with no break in service after the initial employment. The number of years represents the years’ experience the person had accumulated by the end of the 2015-2016 school year.

Substitute Teacher: $107.00/day during the first year; $112.00/day after one year; or daily rate of pay on teacher salary schedule after 45 consecutive days for the same teacher (substitute must have a teaching certificate for long-term positions). Paraprofessionals who substitute for the teacher with whom they work will be paid an additional $35.00/day, $17.50/half-day.

Elementary Curriculum Chair: $1,800/yr
Secondary Team Lead: $1,800/yr
Homebound Teaching: $32.00/hr, requires appropriate certification
Extended Day Teaching: $32.00/hr, requires appropriate certification
Overage Class (Secondary): 1/7 of salary
Tutoring: $32.00/hr, requires appropriate certification
Summer School Teachers: $35.00/hr, paid a minimum of two hours per day, requires appropriate certification
Summer School Planning: $28.00/hr
Summer Curriculum Work and In-Service Training: $32.00/hr for participants or $40.00/hr for instructors/trainers
Part-time Instructors (not under a salary schedule): $32.00/hr, requires appropriate certification
1. For placement on the salary schedule, for teachers, only experience in the following schools shall count for years of service: public schools; private schools in Wyoming accredited by the State Department of Education (e.g., Cathedral Home); United States Department of Defense schools; university laboratory schools accredited by NCATE or one of the six regional accrediting agencies (e.g. AdvancEd) or lab schools in a university accredited by NCATE or one of the six regional accrediting agencies; private schools accredited by one of the six regional accrediting agencies; and for years attained as a teacher in a regional development preschool system as defined by W.S. 21-2-701 (a)(iii). It is the responsibility of the new hire to provide documentation that the school in which s/he taught meets one of these criteria.

2. For placement on the salary schedule for other certified professionals, experience will be granted for years of service in the school settings listed in #1 above and/or experience will also be counted for years of professional service in areas which are directly tied to their degree/certification status consistent with the position they are being offered with ACSD 1 (ie: a person who has worked as a licensed OT/PT for 3 years at a hospital would be granted those years experience once hired to work with ACSD 1).

3. For incoming teachers whose sole teaching experience is in public schools in the State of Wyoming, they will be placed on the step corresponding to their number of years experience in the "Experience" column. For incoming teachers with public school experience outside the State of Wyoming, they will be placed on the step corresponding to their number of years experience in the "Experience" column; maximum number of years that will be accepted is five years (6th step on salary schedule). For incoming teachers with a combination of in-state and out-of-state experience, the following will be used for determining the appropriate step:

   a. Total years experience is five or fewer: Placement is made per "experience" column.

   b. Total years experience is more than five: The number of years which will be accepted is a maximum of five years out-of-state experience plus the number of years of Wyoming experience. Placement for the total will be made per the "experience" column.

4. Experience for other certified professionals will be granted in the same manner as outlined above for teachers. That is to say all Wyoming experience for professional years of service will be counted and up to a maximum of 5 years out of state experience for professional years of service will be counted.

5. Experience, to count, must be for a full school year if outside Albany County School District One and for a full semester if inside Albany County School District One. The former employer will verify the length of such experience.

6. In order for credit hours to count toward horizontal salary advancement, the credit must be earned after the degree was conferred, as indicated by the official transcript of credit.

7. The District advances part-time personnel each year on the salary schedule. A teacher who moves from part-time employment to full-time employment without a break in service will receive partial credit for the part-time years of service.

8. In order for credit hours to count toward horizontal increments, they must be in accordance with the District's guidelines on credit hours for horizontal increments (copy attached).

9. District employees moving to teaching positions from other job classifications without a break in service will be given partial credit for District work experience per policy.

10. Any full time or part time teacher, instructional facilitator, certified tutor, librarian or counselor holding certificate from the National Board for Professional Teaching Standards will have $1,000.00 added to their salary as long as their certification is current. Consistent with Wyoming Department of Education rules and guidelines, only full-time teachers, instructional facilitators, certified tutors, librarians or counselors will receive the additional $4,000 stipend added to their salary for being Nationally Board Certified.
11. District sponsored, PTSB approved workshops shall count toward salary advancement. However, no more than ten of every fifteen hours may consist of a combination of PTSB credits and equivalency credit (no more than seven of every fifteen hours may be equivalency credit). PTSB credit which is earned outside the District will not count toward salary advancement unless approved through the equivalency credit process.

12. For certified employees whose licensing is through some other organization other than the PTSB, ACSD 1 will allow continuing education units (CEU’s) to be counted for salary advancement in the same manner described in #11 above for teachers. This is to say that up to 10 hours of any 15 hour lane change may come from CEU’s or equivalency credits. Also, CEU’s will be converted to “credits” in the same manner PTSB does this for teachers. Specifically, it takes 14 hours of seat time to earn one hour of PTSB recertification credit so 14 hours of seat time, or 14 CEU’s, will count as one credit towards salary advancement.

13. For all certified staff, any PTSB recertification credits or any CEU’s earned after the maximum of 10 hours per “lane change” has been met, but before the total 15 hours of credit necessary for a salary advancement has been earned, will be lost and will not be able to be applied to any future salary advancement. The “clock” on the 10 hours of PTSB recertification credit or CEU’s does not “reset” until the full requirements of a salary advancement are met.
1. For courses to count for salary advancement for either newly hired or current employees, they must be graduate-level courses from a college or university accredited by one of the six regional accrediting agencies; if not accredited by one of the six agencies, then prior approval must be obtained from the superintendent or personnel administrator. Undergraduate courses and courses bearing the same course number and/or course title will not count toward salary advancement unless submitted to the site council of the school and approved by the site council.

2. The Equivalency Credit Committee shall be the first step for appeals from Paragraph 1 above. The next step shall be the Board of Education.

3. All District requests for course work to be taken by a staff member shall receive automatic approval, assuming Paragraph 5 is met.

4. All State Department of Education requirements, if earned at a college or university, shall receive automatic approval, assuming Paragraph 5 is met.

5. A letter grade of C or above on a letter grade system, or S on an S/U system, shall be required for credit(s) to be approved.

6. Official transcripts must be submitted to the Personnel Office by September 30 of the school year in which horizontal advancement is to be granted.

7. Each 15-hour increment is exclusive of previous or subsequent increments.

8. Credit hours beyond the bachelor’s degree for newly hired staff members will be subject to these guidelines for placement on the salary schedule.

9. All other District policies governing salary placement and/or credit approvals are in addition to these guidelines.

10. In the case of credit hours earned at a foreign university, the Equivalency Credit Committee shall determine whether or not such credit will count toward horizontal salary advancement.

11. District-sponsored, PTSB-approved workshops shall count toward salary advancement. However, no more than ten of every fifteen hours may consist of a combination of PTSB credits and equivalency credit (no more than seven of every fifteen hours may be equivalency credit). PTSB credit which is earned outside the District will not count toward salary advancement unless approved through the equivalency credit process.

Revised and Approved by the Board of Education on May 14, 2003
## District Calendar

Each spring, the Board of Education shall adopt an official district calendar. The calendar shall indicate dates of school, school holidays, teacher in-service days, and graduation dates. The calendar shall be in accordance with the rules and regulations of the State Board of Education.¹

### Calendar Development Process

Each year a district calendar committee shall be formed to include representatives from the school board, central administration, school administration, teachers, classified staff, and community members including a representative from the University of Wyoming. The calendar committee will present at least two yearly calendar options for school board consideration no later than March 15 each year.

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¹
Memorandum:

To: Board of Education  
From: Jubal C. Yennie, Superintendent  
Re: Meet and Confer Agreement 2016-17  
Date: May 9, 2017

The Meet and Confer, Interest Based Bargaining Committee met on May 9, 2017 to affirm the following items met the approval of the administration, school board representatives, and the representatives from the nine employee groups:

Non Salary Items

1. **Classified Salary Study**—the school board will accept the report of the classified salary study at its June or July 2017 school board meeting. Administration and representatives from the classified employee groups will meet to review the report and initiate next steps that may be warranted as a result of the study.

2. **Administrative Assistants Weekly Contracted Hours**—administrative assistants weekly contracted hours will continue to be 37, but employees can work 40 hours per week without prior approval from their principal during the school year. Summer work hours will remain the same at 30 hours per week.

3. **Payroll procedures**—the administrative assistants asked for access to the time clock reporting system, so that weekly and monthly wage hours can be validated more efficiently. A new time clock system was installed, and administrative assistants will be granted access to the software to manage weekly time sheets by October 2017.

4. **District Emergency messages**—whenever emergency messages are sent to a school building, all school district principals, administrative assistants, and central office assistants will also be notified.

5. **Board Policy 5033 Revisions**—the committee discussed and presented changes to school board policy 5033, “Personnel Leave Other” which included a revision to how personal days are taken and revisions to vacation leave that is paid when annual allocation is exceeded. The committee proposed the changes in response to the request to consider “all leave as leave.” The proposed changes reflected an acceptable response, and the policy was submitted to the school board for further discussion and approval.

6. **Employee Professionalism**—the technology department noted that all employees should act professionally and courteously when problem solving issues especially as they relate to technology concerns (computers, printers, or network issues). We will continue to remind our employees to be civil, “humble, and kind.” The technology department will provide annual training on the help ticket system.

7. **Principal/Administrators Flexible Days**—the administrator group requested that up to five contract days be flexed and used during the summer months for 10-month contract administrators. Central office administration denied this request.
8. **Summer Grounds Crew Hours**—administration agreed that the summer grounds crew could work a 4-day week during the summer months at the discretion of their supervisor.

9. **Summer Custodial Association Meeting**—district administration encourages and will permit custodial personnel to attend the Custodial Association Meeting in Laramie on June 14 – 16, 2017. Custodial personnel will need to work with their supervisors to ensure that there is an efficient plan for summer work.

10. **District Committees**—administration will post the names of the district committees and the membership of those committees on the district website. The committees include Meet and Confer, the Calendar committee, and the membership of school board policy sub-committees.

### Salary Items

1. **No salary step for 2017-18**—employee groups understand the issue of budget cuts and there will be no step increase for years of experience for the 2017-18 school year. The “no step increase” does not affect changes in educational attainment as reflected in columns on the salary schedule.

2. **Retirement**—there is an increase in the cost of retirement for the 2017-18 school year, but this cost will not be transferred to the employees.

3. **Health Insurance**—insurance rates will not increase for the 2017-18 school year.

### Additional Items to consider for next year

1. Teacher planning time for elementary and secondary teachers.
2. School board policy 5031, Sick Leave, was discussed with no resolution, but the meet and confer committee felt that there were still issues worth exploring.
3. The Classified Salary Study will be reviewed and changes presented if necessary.
4. Food Services still needs a solution for the less than effective, Power School Lunch Software.
5. The technology group requests that the district technology server infrastructure be upgraded and a redundant solution considered.
6. The Meet and Confer committee will consider out of state years of experience for hiring new employees.
7. The classified and certified personnel manuals will be revised during the 2017-2018 school year.
8. The administrators group would like the issue of flextime to be considered again next year.