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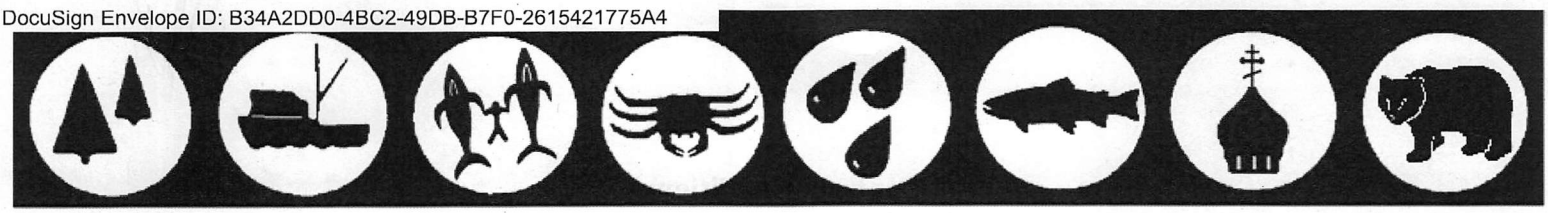

Negotiated Agreement

Kodiak Island Borough School District

Kodiak Island Educational Support Association

2020-2021

2021-2022

2022-2023

Tentative Agreement Reached May 13, 2020

Ratified by KIESA May 20, 2020

Ratified by BOE May 21, 2020

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SECTION 100

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100 RECOGNITION

The Kodiak Island Educational Support Association recognizes the Kodiak Island Borough School District School Board as the employer of members of the collective bargaining unit.

The BOARD recognizes the Kodiak Island Educational Support Association hereinafter "KIESA" or the "ASSOCIATION", as the exclusive collective bargaining agent for all educational support employees employed by the Board, except for those specifically excluded herein. All rights contained herein have been agreed to in "good faith" and the District shall not discriminate against any employee because of Association membership or holding elective or appointed office in the Association.

The Association shall, upon request of the School Board, submit an affidavit verifying that it does represent a majority of educational support employees. Recognition of the Association by the School Board is valid for one year or a term agreed upon by the two parties to an agreement, unless a majority of those eligible to vote on the question votes to request the termination of recognition of the employee bargaining agency. The School Board is entitled to an affidavit of membership from the employee bargaining agency once every year.

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102 BASIC PRINCIPLES

As used hereafter, the term "District" shall mean the Kodiak Island Borough School District, and the term "Association" shall mean the Kodiak Island Educational Support Association.

Basic Principles

The District and the Association have a common and sympathetic interest in the Kodiak Borough Educational System. Therefore, a working system and harmonious relations are necessary to improve the relationship between the District, the Association and the public. Progress in education demands a mutuality of confidence between the District and the Association. All will benefit by the continuous peace and by adjusting any difference by rational, common sense methods.

The following is agreed to in good faith by the parties and shall remain in effect until changed as outlined herein or altered by future negotiations.

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105 REVIEW OF THE PROVISIONS OF THIS AGREEMENT

I. The Board of Education and Association shall meet to renegotiate this agreement as it pertains to employees within the School District. This review shall be undertaken starting no later than March 15 of the year this Agreement terminates.

II. Joint KIESA/Administrative Committee: A Joint KIESA/Administrative Committee is established to serve in an advisory capacity to the Superintendent and School Board. The Committee shall consist of three (3) KIESA representatives from separate job classifications, appointed by the KIESA President, and two (2) Administrators, one of whom shall be a building administrator, appointed by the Superintendent. The Superintendent or his/her designee shall also attend Committee meetings.

The Committee shall hold meetings as necessary. As needed, reclassification requests will be considered by the Committee, and if approved, may be built into the budget cycle to be implemented in the following school year. In the spring, the Committee may review job descriptions as necessary. The Committee will also handle any other matters concerning employees which are directed to it by the Superintendent. The KIESA President may request, through the Superintendent a meeting of the joint KIESA/Administrative committee to consider reclassification changes.

Any changes recommended by this Committee shall be presented to the Board for Board review.

III. The KIESA President may request a meeting with the Superintendent to consider any other matters concerning employees.

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110 DEFINITIONS OF FULL AND PART-TIME EMPLOYEES

Employee: An educational support professional subject to this Agreement.

Permanent full-time employee: One who has completed his/her probationary period in a regularly budgeted position, and who is employed at least thirty (30) hours per week.

Full-time employee: One who has not yet completed his/her probationary period and holds a regularly budgeted position, and who is employed at least thirty (30) hours per week.

Permanent part- employee: One who has completed his/her probationary period in a regularly budgeted position, and who is employed less than thirty (30) hours per week.

Part-time employee: One who has not yet completed his/her probationary period and holds a regularly budgeted position, and who is employed less than thirty (30) hours per week.

Probationary employee: One who is appointed to a regularly budgeted position, but who has not yet completed the first six (6) working month probationary period.

Temporary employee: One who works on an irregular basis, or who has been appointed for a period of less than six working months, and is not eligible for employee benefits unless they are assigned to a permanent position following their probationary period.

Substitute employee: One who works to fill in on a day-to-day basis for a bargaining unit member during an unforeseen absence, not to exceed one working month, and who is not eligible for employee benefits.

Grant-funded employee: One who works on a regular basis and is funded through special revenue grants. These employees are employed for a specific period of time, generally for a period not to exceed one school year, and the employees status will be reflected on the personnel action sheet. These full-time and part-time employees are eligible for employee benefits.

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115 EFFECT OF AGREEMENT

I. Complete Agreement: It is agreed that this document contains the full and complete agreement on all bargained issues between the parties hereto and for all whose benefit this agreement is made, unless both parties mutually agree to amend in writing the terms and conditions contained herein.

II. Conformity to Law: If any article of this agreement is held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article is restrained by such tribunal, the remainder of this agreement shall not be affected thereby. The parties agree that any portion of this agreement rendered invalid by operation of law or by any tribunal of competent jurisdiction will be automatically amended to comply with the law or tribunal ruling.

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120 COMPILATION OF AGREEMENT

A final report of the agreement shall be compiled by the District and presented to the Association for review and agreement on format. Before printing, a cost estimate will be prepared by the District and presented to the Association for review. If the cost estimate is unsatisfactory to the Association and the Association can obtain a lower cost for the printing, then the Association will assume the responsibility for printing. The cost of this printing shall be borne equally by the Association and the District.

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SECTION 200

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205 NEGOTIATIONS PROCEDURE

I. All negotiation meetings may be open to the public. All final agreements shall be made at a public meeting of the School Board. Initial proposals, last-best offer proposals, tentative agreements before ratification, and final agreements reached by the parties will be made available to the public at three (3) mutually agreed upon locations as determined by the Superintendent of Schools and KIESA President.

The ground rules will be developed and signed off prior to the beginning of formal negotiations. During this first meeting the Association and the Board will designate team members and spokespersons for the pending period of formal negotiations. Also, at this time, each party will submit a listing (table of contents) of each item it wishes to place in the new agreement. No item will be the proper subject for negotiations unless contained in either list. Each item listed will be classified according to one of the following categories: a) unchanged, b) changed, c) deleted, or d) new. During the course of this meeting, any items and/or other benefits from the respective lists found to be unchanged by both parties or deleted by both parties, shall be signed off by the respective spokespersons from each party. The signed off item (s) will then represent tentative agreements to be included in the new agreement. During this initial negotiations meeting the parties will submit their proposals that set forth the modifications, additions or deletions to be negotiated.

II. Consultants may be called upon by either party and utilized on the negotiation of any matter being considered by the negotiation committee. The party employing such consultants shall give notice of their intent to use such consultants in the meeting prior to their use. Consultants shall present only factual information. Costs and expenses resulting from the use of services of such consultant shall be borne by the party engaging their services.

III. Negotiating Team: No more than five (5) designated representatives of the Board will meet with no more than five (5) representatives of the Association for purposes of negotiations. All negotiations shall take place exclusively between the designated representatives of the parties. Release time will be allotted to the designated negotiating team for negotiations held during school time. The Association and the Board may have one (1) observer each.

IV. The Board and Association agree to participate in "good faith" negotiations.

V. The Association and the Board of Education agree that all matters of wages, hours, and other terms and conditions of employment shall be considered proper items for negotiations.

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205 NEGOTIATIONS PROCEDURE (cont'd)

VI. The Agreement: When agreement is reached between the negotiation teams on all proposals, the proposed agreement shall be reduced to writing and submitted and recommended first to the Association for ratification within thirty (30) days. After ratification by the Association, the agreement shall be recommended to the Board. The Board will take action at its next regular or special meeting. Upon approval and after necessary action by the Board or its authorized agents, the terms of the agreement shall be implemented.

VII. Negotiations may be requested by either party prior to March 1 of the school year in which the contract may expire. Such negotiations shall begin no later than March 15 of the same school year. Meetings shall be held as necessary at times and places agreed upon by the parties.

VIII. Requests for meetings from the Association will be made directly through the Superintendent to the Board President or his/her representative. Requests for meetings from the Board President or his/her representative shall be transmitted through the Superintendent to the Association President. Negotiations shall be conducted between March 15 and May 15. It is mutually agreed that the initial negotiations meeting cannot be held prior to March 1 without the concurrence of both parties.

IX. Resolving Differences: In the case an agreement has not been reached in negotiations by June 15, the parties shall follow the impasse procedure. The June 15 deadline can be extended by mutual agreement.

X. All dates may be changed by mutual agreement.

XI. Upon mutual agreement, an initial meeting may be held prior to the requirements set forth in Section 205 (I).

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210 IMPASSE PROCEDURE

I. Upon written request for mediation by an employee bargaining agency or a school board, and upon certification by the requesting party that the parties cannot agree on an independent private mediator and that good faith negotiations have terminated in an impasse, the following occurs:

A. Within seven (7) days of the certification, the requesting party shall ask the United States Federal Mediation and Conciliation Service to serve as the agency to resolve the dispute. In the event the Federal Mediation and Conciliation Service implements charges for the services of the Federal Mediator, charges for such Mediator would be borne equally by the parties.

B. The mediator shall chair all mediation meetings between the disputing parties and attempt to resolve the differences between the disputing parties and reach common acceptance of terms and conditions or other items in dispute, wherever possible.

C. Within thirty (30) days of the initial meeting of the parties to dispute, the parties shall have reduced all agreed terms, conditions, and other items to a written contract. If mutually agreed, the period for reporting the contract to both parties may be extended.

D. Each party to the dispute may select a team of not more than five (5) persons to present the evidence, thinking and position of the group they represent to the mediator. Each team may have one (1) observer.

II. If the mediation meetings are held during the work day, employees representing an employee bargaining agency shall be released from classroom or other assigned duties without penalty or loss of pay.

III. The Mediation Report:

A. Within (10) days each party of the dispute shall accept or reject in total the mediation report.

B. If rejected by either party, the mediator shall have an additional five (5) days to review the objections and prepare a final report.

C. If the final report is rejected by either side, an advisory arbitrator to review the issues and make recommendations for solution shall be chosen by striking names from a list of mutually agreed upon arbitrators.

D. The parties agree to meet and discuss the advisory arbitrator's report within ten (10) days of its receipt.

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215 GRIEVANCE DEFINITIONS

I. A "grievance" shall be defined as a written statement made by an aggrieved party indicating that a controversy, dispute or disagreement exists arising out of interpretation of, or application of, the terms of this agreement.

II. An "employee" includes any individual or group of individuals who have completed their probationary period and are employed by the District.

III. An "aggrieved party" shall mean a permanent employee or a group of permanent employees or the Association.

IV. A "party of interest" is a person or persons who are involved with the grievance.

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225 GRIEVANCE PROCEDURES

Employees are encouraged to pursue informal remedies to resolve problems prior to filing a grievance. This may include discussion with supervisor(s) or other administrative personnel.

The primary purpose of the grievance procedure is to provide permanent employees with a structured process for resolutions of disputes regarding working conditions at the earliest possible time and at the lowest level with a minimum of disruption to a harmonious working relationship with others. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with appropriate members of the administration.

LEVEL ONE

An employee with a grievance shall present a written grievance briefly citing the specifics to his/her immediate supervisor and to the President of the Association within ten (10) working days, fifteen (15) working days for village employees, of when he/she knew of the basis for the grievance.

If the immediate supervisor is not authorized to provide a remedy, the supervisor shall immediately forward the grievance to the lowest administrative level that could provide remedy.

The supervisor or appropriate lowest level administrator shall make his/her decision with reasons known to the employee, in writing, within ten (10) working days of receipt of the written grievance; otherwise, the grievance proceeds to Level Two. If the grievance is not resolved at Level One, the grievance proceeds to Level Two.

LEVEL TWO

Within ten (10) working days after a letter is received from his/her supervisor or if no decision is received within ten (10) working days, the aggrieved party shall submit a written statement of the grievance to the Superintendent. This appeal shall include a description of the relief sought.

The Superintendent shall meet with the grievant within five (5) working days after receiving the appeal with all parties to the grievance in attendance. The meeting will be on the record.

The Superintendent shall render a written decision regarding the grievance within five (5) working days.

LEVEL THREE

In the event that the grievant is not satisfied with the decision at Level Two, a written appeal within five (5) working days may be made to the School Board to hear the dispute. The School Board or a sub-committee of the Board shall:

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I. Meet with the interested parties within ten (10) working days.

II. The School Board or a sub-committee of the Board shall render a decision within ten (10) working days. The decision shall be transmitted to the parties of interest in written form. The meeting will be on the record.

LEVEL FOUR

Either party of interest may, within twenty (20) working days of receipt of the decision of the School Board, appeal that decision directly to an Arbitrator who shall be selected according to the procedures of the American Arbitration Association and shall be authorized to render a decision to resolve the dispute that shall be binding on the parties.

The Level Four hearing may utilize arbitrators from the American Arbitration Association list or the Federal Mediation and Conciliation Association list. However, the hearing shall be conducted according to the procedures of the American Arbitration Association.

GENERAL PROVISIONS

I. Time specified in the grievance procedure can be altered or extended by mutual agreement of the parties of interest and those in the position of adjudication.

II. In the absence of the Superintendent, his/her designated appointee shall act in his/her place.

III. All parties shall make an effort to treat the matter with strictest confidence during the processing of the grievance.

IV. In the event of a grievance involving village employees, the meetings at Level Three and Four will be held in the city of Kodiak or by audio-conference.

V. Expenses of the arbitrator and all other expenses of the arbitration proceedings other than those incurred by each party in the presentation of its own case, shall be borne equally by the parties involved

VI. If, during the course of a meeting with an administrator or supervisor, an employee feels the need for assistance or believes he/she is facing or may face disciplinary action, the meeting will be recessed for a reasonable period of time until another employee of his/her choice can be found to accompany him/her for the remainder of the meeting.

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SECTION 300

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305 HIRING PRACTICES

I. All hiring shall be done on a strictly objective basis based on the requirements of the position to be filled and qualifications of the applicant. No preference shall be given in this employment of personnel to individuals who are related to any employee of the District or to a member of the School Board. The hiring of any relatives of District employees shall be subject to Board review.

II. No relative of any employee of the District may be employed in any position in the District in which the officer or employee may be able directly or indirectly to supervise, control or influence the work or employment status of the relative or the affairs of the organizational unit in which the relative is to be employed.

III. If two employees in the position described in (II) above marry, they shall give immediate notice of the marriage to the Superintendent. At an appropriate time, the least senior of one of the spouses may be transferred to another assignment within the District. The decision to transfer shall not:

A. Alter the transferring spouses salary and/or benefits, and

B. Alter the seniority standard described above.

IV. If one of the spouses agrees to a voluntary transfer the seniority standard for involuntary transfer shall not apply.

V. It is agreed that if an employee is to be transferred as a result of this provision and there is no comparable position available that the Superintendent may use his/her discretion in making reassignment of the individual. However, the employee shall suffer no loss in salary, benefits or seniority.

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310 JOB DESCRIPTION

The Joint KIESA/Administrative Committee will be utilized in the formulation or changing of job descriptions. Each employee will be provided with a job description for his/her classification upon employment or any change in job title.

The descriptions will include at a minimum:

I. Job title and description.

II. Minimum requirements.

III. A general statement within each job classification of required tasks and responsibilities.

IV. The statement "and other duties as assigned from time to time." "From time to time" means infrequent and/or unexpected.

KIESA and the District shall work toward reviewing and revising classified job descriptions as needed.

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315 QUALIFICATIONS FOR HIRE

Employees shall meet the requirements of their respective positions as spelled out in the job descriptions. The final determination of whether or not the employee meets the requirements of a respective position shall be made by the Superintendent.

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320 INVOLUNTARY TRANSFER

Transfers may be made at the initiative of the Superintendent for any purpose which is for the welfare of the employee and/or the School District. The employee shall suffer no reduction in wage rate due to an involuntary transfer.

No employee will be transferred to or from a village school without his/her consent.

TEMPORARY ASSIGNMENTS

At the discretion of the Superintendent an employee may be assigned to a vacancy created by an employee who is temporarily absent from their position. When a re-assignment is made, the employee shall be compensated at the higher range of pay and shall retain their step placement.

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321 VACANCIES

I. A vacancy shall be defined as a bargaining unit position previously held by an employee or a new classified position that is created by the District.

II. All vacancies shall be posted for a minimum of five days and may be advertised internally only or internally and externally concurrently at the discretion of administration.

III. Vacancy announcements shall be posted at each District facility and electronically posted/disseminated. A written job description for the vacant position shall be made available to interested applicants.

IV. Internal applicants are required to submit a new or updated District application through the online application system in order to be considered for a vacant position.

V. All qualified internal applicants for a vacancy will be offered an opportunity to interview. Hiring decisions shall be within the discretion of the hiring administrator and Superintendent based on consideration of qualifications.

VI. All other things being equal, the District shall select qualified current employees to fill a vacancy. If two applicants are equally qualified, continuous length of service in the district will determine the final selection.

VII. When an employee is selected for a position in another job classification he/she will retain credit for experience in the District and will enter on the appropriate step.

VIII. In no case shall any employee selected for a higher job classification receive less pay rate than they were earning before the change in position. Voluntary reductions in pay are permitted. (Ex: Sec. III to an aide position.)

IX. Notice of selection or non-selection will be given to an internal applicant within a reasonable time of the decision.

X. If an internal applicant, within five days of notification of non-selection, requests in writing the reason(s) he/she was not selected to fill a vacancy, a written explanation will be provided.

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325 EQUAL EMPLOYMENT OPPORTUNITY

The parties are committed to the principle of equal employment opportunity and direct that all employment practices and personnel procedures of the School District shall be without regard to race, color, national origin, gender, disability, age, religion, marital status, changes in marital status, pregnancy, parenthood, veteran's status, veteran's disability, or political affiliation.

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330 SUMMER EMPLOYMENT

Employees desiring summer work positions with the District will submit their names and classification to the Superintendent before May 1 of any fiscal year. The District shall fill summer positions from the submitted list of current employees and shall notify all applicants of job status in a timely manner. If summer work is an extension of the same job, or a similar job, the employee shall receive pay and benefits presently in force for his/her position.

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335 EMERGENCY CLOSURE

Will follow District Emergency Closure Procedures.

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340 STANDBY TIME

When employees are required to standby because of temporary breakdown or shortage of materials, which breakdown, shortage, or other cause is beyond the control of the employee, no time shall be deducted from this period and the shift shall not be extended to make up the standby time.

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345 JOB ORIENTATION

The District will provide job orientation to each new employee. The content of orientation shall be determined by the Superintendent and Association President.

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350 DISTRICT MEETINGS

When employees are required by the District to attend a meeting, they will be compensated at their regular shift rate of pay. Hours greater than the employee's regular shift must have advance approval from the employee's immediate supervisor.

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355 LUNCH BREAK

An uninterrupted and unpaid duty-free lunch of not less than thirty (30) minutes, nor more than one (1) hour, shall be allowed approximately midway, but not to exceed five (5) hours of continuous work, of each shift. An additional unpaid lunch period of at least thirty (30) minutes shall be allowed when an employee works two (2) hours or more past his/her normal shift.

It is understood by the parties that the application of this provision will continue to allow for flexibility in the scheduling of lunch breaks.

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360 RELIEF PERIODS

All employees shall be allowed one (1) fifteen (15) minute relief break within every four (4) hour segment of work performed. Breaks shall be at approximately the same time each day. However, employees on break may be required from time to time to return to duty early or delay their break if it is requested by their immediate supervisor. An additional break may be permitted for less than four (4) hour segments of work.

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370 RECLASSIFICATION

Significant changes in responsibility of any job or if the current job duties do not conform to job descriptions shall be cause for review and possible reclassification of a position.

If any employee demonstrates the skill and desire to assume additional responsibilities, and there are such responsibilities which can be added to the job description by the supervisor, subject to approval by the Superintendent, the supervisor shall submit a revised job description to the

Superintendent for consideration of reclassification by the Joint KIESA/Administrative Committee.

If in the opinion of the employee, his/her job has been significantly changed or is outside the current job description he/she will initiate the following procedures for job reclassification:

I. Simultaneously submit current job classification with new duties relevant to upgrading to:

   A. The employee's administrator;

   B. The Superintendent; and

   C. The KIESA President.

II. This Joint Committee will meet on this request within twenty (20) working days.

III. The Committee's recommendation shall be forwarded simultaneously to the employee, the administrator, the Superintendent, and the KIESA President within five (5) working days.

IV. The Superintendent shall forward his/her decision simultaneously to the employee, the administrator and the KIESA President within five (5) working days.

V. When the position held by an employee is reclassified to another range, he/she will retain .credit for experience in the District and will move vertically in the same salary step.

The KIESA President may request a meeting with the Superintendent to consider reclassification changes.

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375 EXPERIENCE CREDIT

A new hire, upon employment with the District, shall advance a step on the salary schedule on July 1 of each year. In order to be eligible for a step, the new hire must have worked a minimum of 6 continuous months as a permanent employee prior to July 1.

When a person, previously employed by the School District, is rehired by the District within two (2) years, the employee shall retain previously earned step placement. The employee will still need to complete a six month probationary period.

An employee's step placement may be adjusted upward with experience and or education at the discretion of the Superintendent.

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380 EVALUATION AND PROFICIENCY INCREASE

A. Evaluation

The School Board endorses the concept of written evaluation of all employees by supervisors for the purpose of improvement of performance. For purposes of this provision, the evaluation of classified employees shall be completed by the employee's administrator/supervisor with input, as to the extent necessary, from other individuals with job performance information. The evaluation plan and documents will be reviewed on an annual basis by a joint committee of KIESA and administrative representatives.

1. Each permanent employee shall be evaluated at least once per year no later than May 1. A copy of the evaluation shall be given to the employee by the administrator within ten (10) working days of that evaluation. In no case will the employee's signature be construed to mean that he/she agrees with the contents of the evaluation, but only that the evaluation has been received by the employee. Each employee shall be given ten (10) working days upon receipt to respond to the evaluation. The response procedure shall include the opportunity to establish a mutually agreed to date to meet with the administrator to discuss the evaluation. At that time the signed evaluation will be returned to the administrator. A copy of the signed evaluation will be given to the employee at this time in a confidential manner. Upon receipt of all required signatures, evaluations shall be placed in personnel files to which each employee will have access.

2. A classified employee shall receive a step increase on July 1 as described in Article 375 if the employee receives an overall evaluation score of satisfactory or better. In the event an employee receives an unsatisfactory overall evaluation, the employee shall receive no step increase. In addition, a personal conference will be held with the employee by the appropriate administrator, in which his/her problems and suggestions for elimination of these problems are discussed. The employee upon request may have an Association representative present. A written plan of improvement shall be implemented addressing the specific areas that resulted in the unsatisfactory evaluation. Detailed written records of all such conferences shall be maintained. The supervisor shall reevaluate the employee in three months and if the new evaluation is satisfactory the employee shall, if eligible, receive his/her step increase on the following pay period until such time as their next evaluation is completed and he/she is entitled to another step increase. This is not retroactive.

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B. Proficiency Increase

1. From the initial date of hire, a classified employee on a proficiency scale, may become eligible for the proficiency level after two (2) years on continuous employment provided that he/she has shown continued growth and has demonstrated a high standard of performance (overall evaluation score of proficient or better, with no individual rating factor score less than satisfactory).

   A classified employee, accepting another position in the District prior to attaining a proficiency level, can apply one year towards the new position and may become eligible for proficiency after one year of continuous employment in the new position.

   A classified employee, accepting another position in another job classification and or on a proficiency level, may become eligible for the proficiency level after one year of continuous employment after the transfer and an overall evaluation score of proficient or better, with no individual rating factor score less than satisfactory.

   A written recommendation accompanied by a personnel action sheet must be initiated by the immediate supervisor and forwarded to the Superintendent for approval.

2. An employee who has achieved a proficiency rating in one job classification does not automatically carry that rating to another job classification in the District. Each instance shall be evaluated on its own merit and requires the approval of the Superintendent.

3. This proficiency level shall be validated each year at the time of annual evaluation or shall be rescinded if the employee fails to maintain a high standard of performance upon recommendation of the immediate supervisor (overall evaluation score of less than proficient, or an individual rating factor score of less than satisfactory.) If an employee fails to maintain a proficient rating on their annual evaluation. The employee will be placed on a plan of improvement for three (3) months and during that time will not lose proficiency pay. If at the end of the three (3) months, the employee is still non proficient the employee pay will be adjusted back to Permanent Range on the pay scale. The employee will be reconsidered for proficiency pay at their next annual evaluation.

4. Rescinded proficiency level takes effect in the next pay period after the evaluation is signed by the Superintendent or designee.

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383 PERSONNEL FILE

All employees' permanent files (not including payroll records) shall be maintained under the following conditions:

1. All materials in the employees' permanent personnel file shall be available to the employee for inspection upon request.

2. Security measures shall be taken to ensure confidentiality of information contained within the personnel file.

3. Only the Superintendent, the Secretary to the Superintendent, the Assistant Superintendent, the Secretary to the Assistant Superintendent, Human Resources Coordinator, the Business Officer and the Secretary to the Business Officer shall have access to the personnel file without the written permission of the employee. Access to personnel files by the School Board shall occur only after authorization by the Board in regular or special session. Authorization must state specific files and purposes for access. Employees shall receive notice of pending action.

4. A standard checkout form shall be attached to the cover of each personnel file. Each person who requests that file must note their name, check-out date and check-in date.

5. Material originating within the District, which is derogatory to an employee regarding that employee's conduct, service, character, or personality shall not be placed in an employee's file unless the employee has had an opportunity to read the material. The employee shall acknowledge that he has read such material by affixing his or her signature to the actual copy to be filed within three days of receipt. Such signature does not necessarily indicate agreement with the content of the material. Should the employee fail to sign or refuse to sign any document intended for filing in the personnel file, the Superintendent and the Association President shall note the item was filed only after the employee failed or refused to sign the item.

6. Evaluation forms and other documents pertaining to employee performance and character shall remain in a permanent part of the employee's personnel folder and no such items shall be removed without written notification to the educational support professional and consent by the employee. Removal as used in this section is defined as the permanent removal from the personnel files and not to be considered part of the file.

7. The employee shall have the right to respond in writing to any material filed, and such response shall be included in the file.

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385 PROBATIONARY PERIOD

Probationary period is defined as the first six (6) months from the first day of work. Any annual leave accrued during an employee's probationary period will have no cash value upon terminations if the employee terminates during the probationary period.

A probationary employee whose performance does not meet the required job standards as determined by the District may be dismissed at any time during the probationary period; such dismissal is not grievable.

A temporary hire who becomes a permanent employee, in a similar position without a break in service, shall receive credit for their temporary employment as part of their probationary period, up to three (3) working months.

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390 RIGHT TO ACCOMPANIMENT

If during the course of a meeting with an administrator and/or supervisor, an employee requests association assistance or believes he/she is facing or may face disciplinary action, the meeting will be recessed for a reasonable period of time until an Association representative can accompany the employee.

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391 BREAK IN SERVICE

A break in service (without approved leave or layoff) by an employee shall result in the loss of fringe benefit privileges.

Previous Kodiak Island Borough School District work experience may apply for step placement on the salary scale at the time of rehire (pursuant to Section 375) provided that the break in service was not caused by lack of employee performance.

Previous District employees whose service in the District is interrupted due to military service or the service of their spouse, shall not lose step placement if rehired.

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392 REDUCTION IN FORCE/LAYOFF

The Superintendent is authorized to lay off employees (in accordance with Section 393) if:

I. The position has been abolished.

II. There are insufficient funds.

III. There is not sufficient work available to warrant the continuation of employment.

If a layoff is pending, the Superintendent shall provide the employee a written notice indicating layoff at least three (3) weeks in advance of the layoff.

If for any of the above reasons, an employee has loss of employment with the School District, the Superintendent will make every effort to place the employee in other available job vacancies for which he/she may qualify within the School District, as determined by the Superintendent.

Current employees in grant funded positions that are in good standing with the District under sections 394 and 395 of this agreement shall be offered the grant funded position if funds continue to be available.

Grant-funded employees whose positions are not funded shall be rehired through the rehire rules as defined in rehire procedures section 394 and definitions section 395 of this agreement.

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393 REDUCTION IN FORCE/LAYOFF PROCEDURE

Whenever possible, layoff will be accomplished through normal attrition. Further, the District may attempt to lessen the impact and extent of a layoff through transfers, encouragement of unpaid leaves, early retirement or by any other means deemed appropriate by the Superintendent and the Board. Should a layoff be determined necessary by the District for any reason, the following procedure will apply:

I. Layoffs shall occur within job classification.

II. All layoffs will be based upon District seniority (least senior employee first laid off) within the specific job classification in each village or the "town employee" group.

III. Voluntary employee job share may be utilized as an alternative to layoff upon approval of the affected employees. Laid off employees will be given priority for any job openings within the District, for which he/she may qualify as determined by the Superintendent.

Town employees shall include as a group all bargaining unit employees employed on the current road system with the exception of Chiniak, which for the purpose of this section shall be considered a village.

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394 REDUCTION IN FORCE REHIRE PROCEDURES

When positions become available the District shall first provide opportunity for rehire to laid off employees before the District employs new employees. In the event no laid-off employee is qualified for the available position, the District may select the most qualified applicant available. Such rehire rights will be retained for a period of sixteen (16) months.

Rehire procedures shall occur in the following order:

I. Qualifications (see Section 395 Definition II C).

II. Initial date of employment.

III. Satisfactory performance with the KIBSD.

IV. Number of previous years' experience with the KIBSD.

V. Principal/Personnel recommendation.

VI. Recall:

A. Employees who are laid off will be offered rehire in reverse order of layoff to vacant positions, provided the employee is qualified to perform the duties of the position. The employee must accept such an offer within ten (10) working days of receipt of notification of recall by certified letter, or within fifteen (15) days of notification of recall to KIESA, whichever occurs sooner, or forfeit her/his rehire rights.

B. Employees shall retain all previously accrued leave benefits and experience credit but shall not accrue additional leave days or experience credit while unemployed due to being laid off. Employees rehired will be placed on the pay schedule in effect at the time of rehire without loss of pay schedule placement, accrued sick leave, and permanent employee status if applicable.

C. The employee's anniversary date shall be adjusted upon recall to their date of rehire.

D. Employees laid off shall remain on a rehire list for sixteen (16) months following layoff. To remain on the rehire list, employees must keep the District informed of their current address and availability for rehire at all times, in order to retain rehire rights. Failure to so inform the District will result in the loss of recall rights.

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395 REDUCTION IN FORCE DEFINITIONS

I. Seniority

Shall be defined as length of continuous service in District, part-time or full-time, or combination of both, measured from initial date of employment. District-approved professional, educational, sabbatical, health or military leave shall not be considered as interruption of service and time on such leaves shall be counted toward seniority.

II. Qualified

For purposes of this Procedure shall mean:

A. The employee has previous District experience in job classification or demonstrates skills required.

B. The employee has actual experience for the available vacancy.

C. Qualification shall be determined by the Administration.

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396 DISMISSAL

The Superintendent is authorized to dismiss employees for cause. Dismissal here is defined as a termination of employment for reasons of unsatisfactory performance of duties.

All notices of discharge will be in writing, with proper notice to the individual and the reason for discharge will be clearly stated.

The District shall notify the KIESA President at or prior to the time a dismissal occurs.

The following are reasons which constitute grounds for dismissal of employees of the Kodiak Island Borough School District. The samples provided are not to be interpreted as inclusive.

I. Incompetence:

- A. Lack of basic knowledge or skills or physical ability needed to accomplish work employee was hired to do.
- B. Inability to understand and/or follow instructions.
- C. Continual difficulty in learning and implementing new methods and procedures related to assigned duties.

II. Unsatisfactory Performance of Duties:

- A. Slovenly work.
- B. Flagrant damage to tools or equipment used.
- C. Failure to produce an acceptable amount of work in relation to fellow employees in like classification.

III. Unexcused Absenteeism:

- A. Absent from work without prior approval and notice.
- B. Abuse of sick leave which is defined as unauthorized use of sick leave, misrepresentation of the reason for charging an absence to sick leave, or falsification of sick leave documents.
- C. Arriving late for work or leaving early from work on a continuing basis.

No permanent employee will be dismissed for any of the above basic reasons unless a recent evaluation has pointed out the deficiency and reasonable time allowed, and appropriate assistance provided to affect a remedy.

The following reasons are cause for immediate dismissal:

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I. Substance Abuse on the Job:

A. Reporting to work under the influence of alcohol and/or illegal drugs as determined by a recognized testing procedure.

B. Use or possession of narcotic or hallucinogenic drugs unless prescribed by a physician.

C. Use of alcoholic beverages on the job.

II. Dishonesty:

A. Lying concerning work performance.

B. Being convicted of a felony or misdemeanor which would reasonably cause the District to be concerned about the employee's judgment on the job.

C. Taking of School District property or money or converting to an employee's use.

D. Falsification of time records or approval of time records known to be wrong.

III. Gross Disobedience:

A. Failure to follow supervisor's orders without reasonable explanation of actions.

B. Refusal to obey rules and regulations of the School District.

C. Acts of moral turpitude which shall include but not be limited to acts defined by Alaska Administrative Code 20 AAC Chapter 10.

IV. Abandonment of Duties:

A. Absenting oneself without approval or authority and failure to promptly notify employer of supportable reasons thereof.

If the District feels that they have cause for immediate dismissal of an employee, the District shall notify the KIESA President before the dismissal occurs.

All notices of discharge will be in writing, with proper notice to the individual and the reasons for discharge will be clearly stated.

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397 IN-SERVICE

In-service days are work days for classified staff. Classified staff will attend training or perform their regular duties at their work site on these days, as assigned by administrators/supervisors.

These district sponsored programs will be for the purpose of improving employee skills and, the Association will help plan in-service training programs for employees. Inservice may be for a full day or part of a day, but in no instance will employees who are required to work or participate lose salary on such days. Each administrator/supervisor shall meet with his/her staff to discuss and plan the content of the in-service for that unit. Recommendations for unit in-service shall occur within the first thirty (30) days of each school year. The final determination as to the implementation of staff recommendations will be made by the administrator/supervisor, subject to approval by the Superintendent or designee.

Each employee shall receive a copy of the planned in-service activities for their building in-service or for the district wide in-service.

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SECTION 400

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405 WORKERS' COMPENSATION

Consistent with the intent that there be no pay rate which exceeds 100 percent (100%), such absence will be handled this way:

I. The first three (3) days should be sick leave or upon employee request, annual leave, or leave without pay if no other leave is available.

II. The remaining days could be taken as sick leave, annual leave, or leave without pay, at the employee's discretion. If the employee chooses to use either sick leave or annual leave and is paid by the District for that period of time, the combined total of the workers' compensation and the District compensation/portion will not exceed 100% of the regular day's wages.

III. The portion paid by Workers' Compensation will be credited back to whichever leave the employee used. In the event leave is granted by the Sick Leave Bank, credit will be returned to the Sick Leave Bank.

IV. If the absence exceeds twenty-eight (28) days and Workers' Compensation then picks up the original three (3) days of paid leave; the District shall re-credit the employee for any leave deducted as a result of an on-the-job injury.

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410 EMPLOYEE INSURANCE

I. Pursuant to Section 125 of the United States Tax Code as amended, the District shall offer eligible employees the option of participating in a group health plan. Requirements of participation in the health plan shall be set forth in the District's Section 125 Plan which may be amended from time to time to conform to the requirements of Section 125.

II. The District shall offer, with terms it determines prudent, a qualified high deductible health plan (HDHP) that has no more than $3500/$7000 deductible with a $3500/$7000 maximum out of pocket.

*Plan will cover routine wellness care and preventative prescriptions as and to the extent provided by law.

*The District will schedule training for employees to provide detailed education of specifications of the Standard plan vs. HDHP during work hours.

III. For FY21, The District shall pay 99% of the HDHP premium and the employee shall pay 1%. For FY22 and FY23 the District shall pay 98% and the employee shall pay 2%. Classified employees who choose to participate in the health care plan offered by the District shall contribute, through compensation reduction, premium costs subject to any applicable limitations of Section 125 of the United States Tax Code as amended.

IV. As allowed by Section 125 of the United States Tax Code, the District shall make available optional Section 125 offerings (e.g. Flexible Spending Accounts). Requirements for Section 125 optional offerings may be amended from time to time as necessary to conform to the requirements of the law.

V. No employee covered by this agreement will receive health insurance from more than one District policy.

VI. A permanent-full time or part-time employee becomes eligible for participation in the health and life insurance programs on the first day of the month following sixty days of employment. A job transfer subsequent to the initial sixty (60) days will not interrupt health insurance coverage so long as there is not a break in service.

VII. Part-time employees who are eligible for, and elect to have insurance coverage, shall continue to pay a proportional share of the premium cost. However, no part-time employee shall be required to pay more than fifty percent (50%) of the premium cost.

VIII. An eligible employee on an approved leave of absence may elect to pay the premiums for District-wide insurance during this period, if allowed under the group insurance contract. If

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the leave is pursuant to the FMLA, the District will pay its share of the premiums as and to the extent required by law.

IX. Surplus of Health Insurance Premiums

The District will, by December 31st of each year, calculate a final cost of the insurance plan for the previous fiscal year which shall include all participants that were in the Standard Plan for the year. To the extent, if any, there is a surplus of premiums paid in excess of costs, each employee participant will be refunded, on or before December 31st of each year, an amount of the surplus that is directly proportional to the amount that the employee participant paid in premiums during the previous fiscal year (as compared to the District's contribution premium).

X. Insurance Committee

KIESA will participate in scheduled insurance committee meetings (which shall include KIESA, KAA, KBEA, Exempt Employee and Superintendent representation). The committee shall meet a minimum of three times per school year (in the fall, spring and June following receipt of rates) unless otherwise agreed in writing by both parties. The committee shall only consider current health insurance issues such as benefits, selection of broker, surplus accounts, changes or modifications thereto and procedures and protocols relating to the operation of this committee. If the committee proposes changes to benefits, such changes may be implemented during the term of this negotiated agreement upon the written agreement of the District and KIESA authorized officials. KIESA shall consider changes proposed by the Insurance Committee in accordance with the by-laws of KIESA. Any party may add an agenda item consistent with this paragraph.

XI. The Board shall provide, on a non-contributory basis, a group Life and Accidental Death and Dismemberment insurance plan for each eligible employee in the amount equal to $85,000. In the event of an accidental death, the insurance will pay double the above amounts. The program of benefits will be as described in a master contract between the District and insurance carrier, but shall be in effect when the employee is on District approved travel.

XII. The employee at his/her expense, subject to the approval of the insurance provider, may purchase additional life insurance on themselves or their spouse.

XIII. Upon retirement, an employee may elect to convert to a personal term life insurance policy to the extent allowed under the plan. If such election is made, the retired employee shall pay all premiums at a rate established by the insurance carrier.

XIV. Accidental death and dismemberment insurance in the sum of $100,000 per employee is provided for travel while on school business.

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* Employee working 15-30 hours per week and completing their probationary period before July 1, 1984 remain eligible for District-paid health benefits.

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415 RETIREMENT PLAN

I. The District shall participate with all eligible employees of the District in the State Public Employees' Retirement System.

II. The District shall pay Permanent employees for one seventh (1/7) of the value of their unused sick leave upon retirement through the Public Employees' Retirement System (PERS).

* In the event the legislature approves the use of accrued sick leave for employees as credit upon retirement item (II) above will become void.

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420 HEALTH EXAMINATION REIMBURSEMENT

I. All employees shall have a physical examination and in addition an annual TB test is required within thirty (30) days of initial hire and thereafter as required by state law every year for food service employees, every three (3) years for others. Subsequent physical examination forms and claims for reimbursement must be turned in by October 1 of the appropriate year.

II. In remote sites, if exams are not available, the district will consider the individual circumstances of each employee in regards to physical exams.

III. After two (2) months of continuous service to the School District, each employee shall be reimbursed for actual expenses paid by the employee for the health examination taken under this Section, not to exceed one hundred fifty dollars ($150.00).

IV. Claims submitted for reimbursement subsequent to three (3) months employment will not be honored.

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SECTION 500

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505 LEAVES OF ABSENCE

Fringe benefits do not accrue during leave without pay. However, accrued benefits shall be retained by the employee during the period of the leave.

I. Short or emergency leaves without pay, of not to exceed six (6) weeks per fiscal year, may be granted by the Superintendent. If the employee has accrued annual leave, such annual leave must be used prior to requesting unpaid leave. The amount of time authorized for short or emergency leave without pay will be specified at the time of written request and in the response to the request. Short or emergency leave without pay is not to be accessed intermittently, but rather each leave request must be presented separately. There is no automatic right to leave without pay under this provision. Each case is considered independently.

II. Maternity Leave: The District may not discriminate against or exclude from employment any employee or applicant on the basis of pregnancy related conditions. Pregnancy and all related conditions during the months of pregnancy must be treated as any other temporary disability for all job-related purposes.

An employee who becomes an expectant mother shall give written notice of the fact to the Superintendent as soon as is possible, but at least two (2) months before date of expected delivery.

An expectant employee may continue to work so long as she can adequately perform her job duties. The Superintendent may at his/her discretion, require medical certification that the employee is able to perform the required duties of the job.

A woman unable to perform job duties due to pregnancy or complications related to the pregnancy is entitled to disability benefits, sick leave and sick leave bank benefits on the same basis as employees unable to work for other medical reasons. Following the birth of a child, the use of sick leave bank will not be allowed without certification from a doctor that the mother is unable to perform the essential job duties and is incapable of returning to work.

III. A long term leave of absence without pay may be granted by the District to a Classified employee who has completed three (3) full years of service with the District. Long term leave request must be in writing and may be for a period of at least six (6) weeks but shall not exceed one (1) year. Other than in an emergency, leave request must be submitted no later than four (4) weeks prior to the proposed commencement of the leave. Upon completion of the leave, the employee shall be entitled to reinstatement in the same or similar position, for which the employee is qualified, along with the then current district benefits and on the appropriate pay scale.

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IV. Employees granted a long term leave of absence must inform the district in writing of their intent to return to the District employment no later than three (3) weeks prior to the conclusion of the leave. If an employee fails to provide a letter of intent to return in a timely manner as set out above, the employee may, at the District's option, lose the right to return to a position with the District. An employee shall be notified, in writing, at the time of leave request approval, of this notification requirement.

V. No employee on an approved leave of absence may apply for unemployment benefits while on leave.

If an approved leave of absence is granted under this section, any vacancy so created may be filled by a replacement hire. This hire lasts for the term of leave and any replacement employee may be terminated at the conclusion of the leave period.

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510 SICK LEAVE

I. All employees shall be entitled to sick leave.

II. Sick leave shall be accrued at the rate of .0605 hours per hour (1 1/3 days per 22 days).

During the first 60 days of employment, a probationary employee may request an advance of up to two (2) full days of sick leave due to an illness if the employee has not accrued enough sick leave to cover an illness.

III. Upon death or impending death of a member of the immediate family of an employee or spouse's immediate family, the employee may use his/her accrued sick leave, limited to not more than ten (10) days per identified need. The immediate family shall be considered persons having the relationship of husband, wife, father, mother, son, daughter, brother, sister, grandchild, grandparents, or a person for whom the employee is the legal guardian and such person lives in the same household as the employee.

IV. Sick leave and annual leave will not accrue during the term of any leave without pay.

V. Sick leave after three (3) consecutive days must be accompanied by a doctor's certificate.

VI. Up to two (2) hours of time off without taking leave will be provided for KIBSD required medical exams. Time off for all other medically related appointments requires use of leave.

VII. Sick leave shall be approved by the supervisor only when he/she has been notified prior to work period affected, unless this is a physical impossibility.

VIII. Sick leave is allowable for illness in the immediate family requiring the physical presence of the employee in the interest of family welfare. Immediate family is defined as a person having the relationship of husband, or wife, father, mother, son, daughter, brother, sister, grandparents or a person for whom the employee is the legal guardian and such person lives in the same household as the employee. For purposes of care and wellness of others not listed as immediate family, other leave must be used by the employee.

IX. Any permanent bargaining unit employee who has not used sick leave for six (6) consecutive working months, beginning with the last date the employee used sick leave, will be entitled to a payment of $100. To be eligible for this payment, the employee must have reported on all scheduled workdays, exclusive of annual leave, bereavement leave, administrative leave, association leave, military leave, and civic leave. The employee must notify the Business Department in writing that he/she is eligible for this benefit. The payment will be issued on the next scheduled payday.

X. Each employee is responsible for the appropriate use of sick leave.

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XI. Classified staff are encouraged to arrange routine medical and dental visits outside the workday.

XII. The District may require that the employee provide, at his/her expense, a licensed health care provider's statement setting forth the date on which an absence due to illness or disability will commence or has commenced and the expected length of the absence consistent with provisions of FMLA. When requesting sick leave in advance for prearranged appointments, the district may require a licensed health care provider's statement.

XIII. If the District has cause to suspect sick leave abuse, or if the District wants to verify that a classified staff is sufficiently well to perform their duties, the District may require a licensed health care provider's statement, e.g., when sick leave is used in conjunction with weekends or vacation periods or during parent-teacher conferences.

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511 BEREAVEMENT LEAVE

Three (3) days of non-accumulative paid leave days may be allowed for an absence occasioned by a notification of death or impending death in employee's or their spouse's immediate family. An additional two days may be granted at the discretion of the Superintendent or designee if no other leave is available. (Immediate family shall be defined as mother, father, husband, wife, son, daughter, brother, sister or a person for whom the employee is the legal guardian and such person lives in the same house hold as the employee.) In case of travel outside Alaska because of notification of death or impending death in the employee's immediate family or spouse's immediate family, an additional four (4) days of non-accumulative paid leave may be allowed. Bereavement leave can only be used one time for each family member listed above.

In the event of the death of an individual not included in the above list, bereavement leave may be granted at the discretion of the Superintendent or designee.

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515 SICK LEAVE BANK

I. All employees and non-certificated exempt employees may join the Sick Leave Bank.

II. There is hereby established a Sick Leave Bank which shall be administered by a Sick Leave Committee. The committee shall consist of two members selected by the Association and one member selected by the Administration. It is the Committee's responsibility to approve or deny requests for Sick Leave Bank usage. In the case of denial, the request for Sick Leave Bank usage may be appealed to the School Board. Board decisions are final.

III. Each employee enrolling in the Bank will donate one day of his/her sick leave to the Bank each year, until the Bank is built up to a maximum of 450 days. No more days will be added to this maximum until the Bank is depleted to 300 days except for new participants.

IV. The Business Office shall provide a statement showing current balance of sick leave bank to KIESA upon request.

V. On November 8, 1996 payday all employees not currently enrolled in the sick leave bank shall be enrolled and shall contribute one day of sick leave to the sick leave bank. Thereafter Sick Leave Bank enrollment will occur when an employee has completed their probation period. Any employee who is automatically enrolled in this manner may decline participation in writing to the KIBSD Business Office and shall be credited back one day of sick leave. Voluntary enrollment will be the responsibility of the employee and shall occur during the months of October and March.

VI. In the event that the Bank becomes totally depleted during the school year, each member of the Bank may donate additional days up to a maximum donation of three (3) days per year.

VII. A person withdrawing from membership in the Bank will not be able to withdraw the contributed days except as described in item (V) above.

VIII. The first ten (10) working days of illness or disability will not be covered by the Bank but must be covered by the person's own accumulated sick leave or absence without pay.

These days may occur prior to the request for access to the Sick Leave Bank if documentation from the medical provider is presented.

IX. A person will not be able to withdraw days from the Bank until all of his/her own accrued paid leave has been depleted.

X. The number of Sick Leave Banks days available to a member shall be equal to twice the number of days of sick leave the member has accumulated on the 1st day of July in the

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affected school year, or 24 days, whichever is greater. In the case of multiple claims, if there aren't enough days in the bank to cover the claims in full, the available days will be split evenly between claimants. Days granted to a member may be used intermittently as deemed appropriate by the medical provider and/or the direct supervisor.

XI. Persons withdrawing Sick Leave Bank days will not have to replace these days except as a regular contributing member of the Bank.

XII. Sick leave days can only be withdrawn from the Bank for individual member's illness or disability.

XIII. Requests for use of Bank days will be forwarded by the employee tothe KIESA President and the Superintendent, and must be accompanied by a letter from attending physician. The approval of the request shall be subject to the attending physician's supportive statement. Approved requests will then be forwarded to payroll for processing.

XIV. The KIBSD leave form shall be used as verification of sick leave donated to the Sick Leave Bank.

XV. Qualifications for Membership and Use of Sick Leave Bank:

A. Only contributing members of the Sick Leave Bank are eligible to use it.

B. Members may use the Sick Leave Bank only after they have completed their probationary period in the District. Date of hire will determine eligibility.

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520 ANNUAL LEAVE

All permanent employees working at least 15 hours per week shall be entitled to annual leave with pay. Leave schedules must be planned with supervisors and have their advance approval.

Annual leave accrual shall be at the rate of:

I. Period of Service

A. 0 - 2 years: One (1) leave day* per month. Accrued at the rate of (.0455 / scheduled hours) X 22

B. Over 2 years: One and three quarters (1 3/4) leave days* per month. Accrued at the rate of (.0795 / scheduled hours) X 22

C. Over 5 years: Two (2) leave days* per month. Accrued at the rate of (.0909 / scheduled hours) X 22

D. Over 10 years: Two and one quarter (2 1/4) leave days* per month. Accrued at the rate of (.1025 / scheduled hours) X 22

II. Definitions

A. A year of service is defined as one calendar year from date of hire, taking into consideration a break for summer recess.

B. Twenty-two work days shall be used to determine leave allowances. For instance, an employee has worked 110 days and wants leave privilege: 110 divided by 22 = 5 work months x leave allowance.

III. Management of Accrued Leave

A. Leave will not accrue while an employee is on leave without pay. Annual leave may be accrued to a total of 45 working days. No more than 31 1/2 working days shall be used consecutively.

B. Any classified employee with over 25 days annual leave shall have the option of cashing out up to 15 days of their accrued annual leave once per year on either

November 23 or May 23 payroll each year. Written request for this payment must be delivered to the Payroll Accountant by November 15 or May 15 of each year.

C. Hours accrued will be based on scheduled hours excluding any leave without pay hours.

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IV. Probationary Employee Accrual and Use

During an employee's probationary period, annual leave will accrue at the negotiated rate. During the probationary period, an employee may use up to one-half of the total accrued leave as follows :

A. for sick leave purposes after all accrued sick leave is exhausted; and/or
B. for scheduled breaks.

* Each leave day is equivalent in hours paid to the regular work day. For example, a regular six hour employee will be paid annual leave at the daily rate of six hours.

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521 ALLOWABLE LEAVE DURING SCHEDULED BREAKS

During scheduled breaks, in the employee's work year, employees shall enjoy the following rights:

1. May be required to work
2. Take leave without pay
3. Take annual leave
4. Floating holiday (see Section 850)

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525 CASH VALUE UPON TERMINATION

All annual leave accrued and unused shall have full cash value upon termination from the District.

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530 ADMINISTRATIVE LEAVE

If an employee participates in seminars, classes or meetings which have been determined by the supervisor to be of benefit to the District, the time required for such participation shall be designated as administrative leave and no loss of pay shall result from such participation. Out-of-town travel time is considered part of this required time, including possible delays because of weather. The District will not be liable for any overtime pay because of this type of participation. Prior approval must be obtained for administrative leave unless participation is required by the District.

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535 CIVIC LEAVE

I. All employees shall be free to perform civic duties, such as holding elective public office and/or service on committees, commissions or other appointive bodies established by the Superintendent, Board, Borough Assembly, Commissioner of Education, State Commissions, Governor, or State Legislature providing that service in this capacity does not, in the opinion of the Superintendent of Schools, disrupt the position for which the staff member is hired or add unreasonable burden to the District.

II. Requests and leave slips for Civic Leave will be forwarded by the employee to their supervisor for recommendation before submittal to the Superintendent. At the direction of the Superintendent, an employee may be granted a leave with pay for civic duties at the state and local level.

III. The District will not be liable for any travel or per diem.

IV. In the case of jury duty or subpoenaed witness duty, the employee shall turn over to the District all monies received from the court as compensation (except travel and per diem) for services, and in turn shall be paid his/her current salary while on court leave.

When an employee is summoned as a witness in a proceeding involving or arising from personal activities outside District employment or personal affairs, the employee shall not be entitled to civic leave for this purpose.

If an employee is a disaster responder, he/she shall be released from duty in order to respond to a disaster call. Full pay shall be received for time missed for such duty but the employee shall remit any pay earned while performing such volunteer services not to exceed the salary which would have been earned had the employee been on duty.

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540 MILITARY LEAVE

An employee who is duty bound to answer a call for temporary military service with the National Guard or any other military organization of the United States shall be permitted to serve. Upon submittal of orders verifying the service, the employee shall be granted annual leave. In the event the employee does not have sufficient annual leave to participate, the employee shall be granted leave without pay for the duration of the required military service.

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SECTION 600

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615 ASSOCIATION PRESIDENT RELEASE TIME

The President shall have the option of being released from his/her duties a total of nine (9) days, at no loss of salary, fringe benefits, seniority and all other contractual rights. The Association agrees to reimburse the employer the cost of the substitute.

The Association President will recognize his/her responsibility for maintaining the continuity of the District's operations in utilizing this provision.

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620 ASSOCIATION LEAVE

The District shall provide KIESA with ten (10) paid days and the accrued annual leave of each member of the bargaining unit shall be adjusted downward on a pro-rata basis provide an additional fifteen (15) days of Association leave to be used at the discretion of the Association. To be eligible for such leave an employee must be a KIESA member in good standing and such leave must be approved by the Association President.

The President of the Association shall notify the Superintendent in advance whenever Association leave is to be used.

The association will recognize in its responsibility for maintaining the continuity of the District's operations in utilizing this provision.

The Association shall have the option to purchase up to five (5) additional days, by reimbursing the District the wage and fringe benefit cost of the employee using the leave.

Stipulations of the administration of this provision shall be as follows:

1. The District provided days will be used before those provided by the Association
2. If the Association does not access all of the allowed 25 days of Association leave stipulated in this provision, the remaining hours of leave that have been deducted from employees will be carried to the following year.
3. At no time will annual leave of employees be deducted to provide a balance greater than fifteen days total for the school year, i.e. the beginning balance of contributed time will be considered as deductions are made.
4. Prior to annual leave time being deducted from employees, KIESA and KIBSD will collaboratively decide on the time for the deduction to take place and KIESA will provide notification to its members regarding the deduction.

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630 MEMBERSHIP DUES DEDUCTION

I. The Association will advise the District of the amount of the Association dues by September 1 of each school year.

II. The District will furnish the current employee list by October 1 including addresses unless an employee objects in writing to disclosure of use of his/her address.

III. For each unit employee who affirmatively consents to deduction of Association Membership dues, the District shall deduct an amount equal to the Association dues from the paychecks of each support employee commencing with the first paycheck in November or within thirty (30) days of the employee's hire date (whichever occurs later), and ending no later than April 23. Such deductions for employees will be in equal amounts and immediately transmitted to the Association.

With each transmittal, the District will furnish the Association with a list showing the names of all support employees and the amount deducted from each employee.

IV. The District agrees to notify the Association, by certified letter to the Association address, within ten (10) days of receipt of any written objection regarding claim, demand, suit or other form of liability regarding implementation of the provisions of this article.

V. Upon issuance and transmission of membership dues payments to the KIESA Treasurer, the District's responsibility and liability shall cease with respect to deductions covered thereby. The Association hereby undertakes and agrees to indemnify, defend, and hold harmless the Board, the School District, administration, officers, agents and employees from all claims, demands, suits, grievances, or other forms of liability that may arise against or on account of any deductions made from wages of such employee.

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SECTION 700

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705 MANAGEMENT RIGHTS

The School Board possesses the sole right and responsibility to operate the school system and all management rights reposed in it, subject to the express provisions of this agreement. These rights include, but are not limited to, the following:

I. The right to establish, relocate, or close facilities.

II. The determination of the financial policies of the School District, including the general accounting procedures, inventory of supplies and equipment procedures, and public relations.

III. The determination of the management, supervisory, or administrative organization of each school or facility in the system, and the selection of employees for promotion to management, supervisory, or administrative positions.

IV. The right to establish, revise, or delete rules and regulations which are not inconsistent with this agreement, from time to time.

V. The direction, and arrangement of all working forces in the bargaining unit, including the right to hire, suspend, promote, demote, discipline, or transfer employees consistent with the terms of this Agreement.

VI. The right to relieve employees from duty for any legitimate reason.

VII. The creation, combination, modification, or elimination of employee positions.

VIII. The right to establish hours at the time of employment, so long as any change in hours is not without basis.

IX. The right to contract or subcontract for goods, or services, subject to the discussion of impact with the Association.

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SECTION 800

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805 CLASSIFICATIONS EXEMPT FROM THIS AGREEMENT

The following classifications of employees are not included within the KIESA bargaining unit:

I. Managers
II. Directors
III. Supervisors
IV. Coordinators
V. Foremen

Any increase to the number of employees in the following positions are subject to review by KIESA:

I. Secretary to the Board

II. Secretary to the Superintendent

III Secretary to the Assistant Superintendent

IV. Business Department:

A. Secretary to the Business Manager or employee who performs such duties

B. Payroll Accountant

C. Accountant III*

* The position working with budgetary/negotiations financial projections.

V. Confidential positions are defined as positions that have been assigned duties that include routine access to files and/or information that could create a conflict in the collective bargaining process between loyalties to the District and loyalties to the Association. When the decision has been made to declare any additional position Confidential, the District and the Association shall in good faith exhaust all reasonable means to reach agreement before the District implements the change, and such agreement shall not be unreasonably withheld by either party. If after such efforts have been made, agreement cannot be reached, the disagreement may be submitted to the Alaska Labor Relations Agency for resolution.

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810 EMPLOYEE PAY SCHEDULE TERMS

I. All employees shall be paid at the hourly rate.

II. Nine (9) month employees hired as aides in funded positions shall work their full hours per day on the teacher work day at the beginning of the school year.

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815 DURATION

The above constitutes a three (3) year agreement commencing on July 1, 2020 and continuing through June 30, 2023.

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820 SALARY

Effective July 1, 2020, the District shall adjust the 2019/2020 pay schedule upwards 1%

Effective July 1, 2021, the District shall adjust the 2020/2021 pay schedule upwards 1.5%

Effective July 1, 2022, the District shall adjust the 2021/2022 pay schedule upwards 1.5%

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KODIAK ISLAND EDUCATIONAL SUPPORT ASSOCIATION (KIESA)

FY2020-2021 PAY SCALE

FY21	RANGE 7	RANGE 7.5	RANGE 8	RANGE 8.5	RANGE 9	RANGE 9.5	RANGE 10	RANGE 10.5	RANGE 11	RANGE 11.5	RANGE 12
STEP 1	$13.86	$14.29	$14.57	$15.00	$15.39	$15.79	$16.14	$16.56	$16.93	$17.32	$17.72
STEP 2	$14.07	$14.50	$14.91	$15.27	$15.73	$16.05	$16.48	$16.88	$17.27	$17.64	$18.05
STEP 3	$14.41	$14.79	$15.20	$15.57	$16.00	$16.38	$16.84	$17.19	$17.62	$18.01	$18.44
STEP 4	$14.67	$15.11	$15.51	$15.93	$16.34	$16.74	$17.15	$17.57	$17.97	$18.40	$18.82
STEP 5	$14.99	$15.39	$15.82	$16.23	$16.64	$17.05	$17.48	$17.89	$18.36	$18.75	$19.15
STEP 6	$15.25	$15.73	$16.11	$16.56	$16.99	$17.39	$17.85	$18.27	$18.73	$19.12	$19.53
STEP 7	$15.55	$16.00	$16.46	$16.88	$17.33	$17.78	$18.20	$18.59	$19.09	$19.50	$19.96
STEP 8	$15.91	$16.34	$16.79	$17.19	$17.65	$18.12	$18.54	$19.00	$19.48	$19.93	$20.34
STEP 9	$16.18	$16.64	$17.11	$17.57	$18.02	$18.48	$18.93	$19.40	$19.90	$20.29	$20.69
STEP 10	$16.53	$16.99	$17.45	$17.89	$18.41	$18.87	$19.34	$19.79	$20.24	$20.71	$21.18
STEP 11	$16.86	$17.33	$17.82	$18.27	$18.78	$19.23	$19.66	$20.15	$20.66	$21.12	$21.60
STEP 12	$16.86	$17.33	$17.82	$18.27	$18.78	$19.23	$19.66	$20.15	$20.66	$21.12	$21.60
STEP 13	$16.86	$17.33	$17.82	$18.27	$18.78	$19.23	$19.66	$20.15	$20.66	$21.12	$21.60
STEP 14	$17.20	$17.66	$18.17	$18.69	$19.14	$19.56	$20.07	$20.58	$21.06	$21.53	$22.03
STEP 15	$17.20	$17.66	$18.17	$18.69	$19.14	$19.56	$20.07	$20.58	$21.06	$21.53	$22.03
STEP 16	$17.20	$17.66	$18.17	$18.69	$19.14	$19.56	$20.07	$20.58	$21.06	$21.53	$22.03
STEP 17	$17.56	$18.03	$18.52	$19.05	$19.52	$19.97	$20.48	$20.99	$21.48	$21.95	$22.46
STEP 18	$17.56	$18.03	$18.52	$19.05	$19.52	$19.97	$20.48	$20.99	$21.48	$21.95	$22.46
STEP 19	$17.56	$18.03	$18.52	$19.05	$19.52	$19.97	$20.48	$20.99	$21.48	$21.95	$22.46
STEP 20	$17.89	$18.40	$18.90	$19.43	$19.93	$20.37	$20.88	$21.39	$21.92	$22.39	$22.93
STEP 21	$17.89	$18.40	$18.90	$19.43	$19.93	$20.37	$20.88	$21.39	$21.92	$22.39	$22.93
STEP 22	$17.89	$18.40	$18.90	$19.43	$19.93	$20.37	$20.88	$21.39	$21.92	$22.39	$22.93
STEP 23	$18.26	$18.76	$19.29	$19.82	$20.32	$20.76	$21.29	$21.86	$22.35	$22.83	$23.38
STEP 24	$18.26	$18.76	$19.29	$19.82	$20.32	$20.76	$21.29	$21.86	$22.35	$22.83	$23.38
STEP 25	$18.26	$18.76	$19.29	$19.82	$20.32	$20.76	$21.29	$21.86	$22.35	$22.83	$23.38
STEP 26	$18.63	$19.13	$19.67	$20.20	$20.72	$21.21	$21.72	$22.28	$22.80	$23.29	$23.85
STEP 27	$18.63	$19.13	$19.67	$20.20	$20.72	$21.21	$21.72	$22.28	$22.80	$23.29	$23.85
STEP 28	$18.63	$19.13	$19.67	$20.20	$20.72	$21.21	$21.72	$22.28	$22.80	$23.29	$23.85
STEP 29	$18.63	$19.13	$19.67	$20.20	$20.72	$21.21	$21.72	$22.28	$22.80	$23.29	$23.85
STEP 30	$18.99	$19.51	$20.07	$20.61	$21.15	$21.62	$22.14	$22.71	$23.26	$23.77	$24.35

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KODIAK ISLAND EDUCATIONAL SUPPORT ASSOCIATION (KIESA)

FY2020-2021 PAY SCALE

FY21	RANGE 12.5	RANGE 13	RANGE 13.5	RANGE 14	RANGE 14.5	RANGE 15	RANGE 15.5	RANGE 16	RANGE 16.5	RANGE 17
STEP 1	$18.10	$18.48	$18.90	$19.32	$19.60	$20.05	$20.47	$20.82	$21.23	$21.60
STEP 2	$18.46	$18.87	$19.32	$19.60	$20.05	$20.47	$20.88	$21.24	$21.63	$22.02
STEP 3	$18.84	$19.34	$19.60	$20.05	$20.47	$20.88	$21.27	$21.64	$22.05	$22.49
STEP 4	$19.18	$19.56	$20.05	$20.47	$20.88	$21.27	$21.72	$22.08	$22.55	$22.94
STEP 5	$19.55	$20.01	$20.47	$20.88	$21.27	$21.72	$22.10	$22.57	$23.00	$23.38
STEP 6	$19.99	$20.39	$20.88	$21.27	$21.72	$22.10	$22.59	$23.01	$23.43	$23.86
STEP 7	$20.38	$20.81	$21.27	$21.72	$22.10	$22.59	$23.05	$23.44	$23.91	$24.37
STEP 8	$20.79	$21.23	$21.72	$22.10	$22.59	$23.05	$23.46	$23.92	$24.40	$24.82
STEP 9	$21.22	$21.63	$22.10	$22.59	$23.05	$23.46	$23.96	$24.41	$24.87	$25.26
STEP 10	$21.62	$22.05	$22.59	$23.05	$23.46	$23.96	$24.44	$24.88	$25.33	$25.81
STEP 11	$22.04	$22.55	$23.05	$23.46	$23.96	$24.44	$24.91	$25.39	$25.89	$26.32
STEP 12	$22.04	$22.55	$23.05	$23.46	$23.96	$24.44	$24.91	$25.39	$25.89	$26.32
STEP 13	$22.04	$22.55	$23.05	$23.46	$23.96	$24.44	$24.91	$25.39	$25.89	$26.32
STEP 14	$22.49	$23.00	$23.46	$23.96	$24.44	$24.91	$25.44	$25.91	$26.36	$26.87
STEP 15	$22.49	$23.00	$23.46	$23.96	$24.44	$24.91	$25.44	$25.91	$26.36	$26.87
STEP 16	$22.49	$23.00	$23.46	$23.96	$24.44	$24.91	$25.44	$25.91	$26.36	$26.87
STEP 17	$22.95	$23.45	$23.94	$24.43	$24.93	$25.41	$25.95	$26.41	$26.89	$27.38
STEP 18	$22.95	$23.45	$23.94	$24.43	$24.93	$25.41	$25.95	$26.41	$26.89	$27.38
STEP 19	$22.95	$23.45	$23.94	$24.43	$24.93	$25.41	$25.95	$26.41	$26.89	$27.38
STEP 20	$23.40	$23.92	$24.42	$24.91	$25.44	$25.93	$26.46	$26.93	$27.42	$27.95
STEP 21	$23.40	$23.92	$24.42	$24.91	$25.44	$25.93	$26.46	$26.93	$27.42	$27.95
STEP 22	$23.40	$23.92	$24.42	$24.91	$25.44	$25.93	$26.46	$26.93	$27.42	$27.95
STEP 23	$23.87	$24.41	$24.90	$25.41	$25.95	$26.46	$26.98	$27.49	$27.97	$28.49
STEP 24	$23.87	$24.41	$24.90	$25.41	$25.95	$26.46	$26.98	$27.49	$27.97	$28.49
STEP 25	$23.87	$24.41	$24.90	$25.41	$25.95	$26.46	$26.98	$27.49	$27.97	$28.49
STEP 26	$24.37	$24.89	$25.40	$25.93	$26.46	$26.95	$27.55	$28.03	$28.52	$29.08
STEP 27	$24.37	$24.89	$25.40	$25.93	$26.46	$26.95	$27.55	$28.03	$28.52	$29.08
STEP 28	$24.37	$24.89	$25.40	$25.93	$26.46	$26.95	$27.55	$28.03	$28.52	$29.08
STEP 29	$24.37	$24.89	$25.40	$25.93	$26.46	$26.95	$27.55	$28.03	$28.52	$29.08
STEP 30	$24.84	$25.39	$25.92	$26.44	$26.98	$27.52	$28.10	$28.58	$29.11	$29.64

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KODIAK ISLAND EDUCATIONAL SUPPORT ASSOCIATION (KIESA)

FY2020-2021 PAY SCALE

FY21	RANGE 17.5	RANGE 18	RANGE 18.5	RANGE 19	RANGE 19.5	RANGE 20	RANGE 20.5	RANGE 21	RANGE 21.5	RANGE 22
STEP 1	$21.96	$22.41	$22.78	$23.18	$23.53	$23.96	$24.37	$24.75	$25.15	$25.58
STEP 2	$22.45	$22.82	$23.26	$23.61	$24.02	$24.44	$24.82	$25.22	$25.67	$26.08
STEP 3	$22.87	$23.30	$23.71	$24.08	$24.50	$24.91	$25.26	$25.74	$26.17	$26.58
STEP 4	$23.33	$23.80	$24.16	$24.56	$25.01	$25.44	$25.81	$26.27	$26.69	$27.17
STEP 5	$23.82	$24.25	$24.64	$25.07	$25.52	$25.93	$26.32	$26.79	$27.23	$27.68
STEP 6	$24.28	$24.71	$25.15	$25.54	$26.00	$26.39	$26.87	$27.30	$27.76	$28.26
STEP 7	$24.78	$25.20	$25.65	$26.07	$26.54	$26.96	$27.38	$27.88	$28.34	$28.82
STEP 8	$25.22	$25.72	$26.14	$26.60	$27.09	$27.54	$27.93	$28.43	$28.89	$29.39
STEP 9	$25.74	$26.26	$26.68	$27.16	$27.61	$28.06	$28.48	$28.98	$29.47	$30.00
STEP 10	$26.28	$26.79	$27.23	$27.66	$28.17	$28.59	$29.07	$29.57	$30.07	$30.56
STEP 11	$26.82	$27.29	$27.72	$28.28	$28.75	$29.18	$29.66	$30.16	$30.68	$31.19
STEP 12	$26.82	$27.29	$27.72	$28.28	$28.75	$29.18	$29.66	$30.16	$30.68	$31.19
STEP 13	$26.82	$27.29	$27.72	$28.28	$28.75	$29.18	$29.66	$30.16	$30.68	$31.19
STEP 14	$27.32	$27.87	$28.32	$28.83	$29.32	$29.78	$30.25	$30.76	$31.29	$31.78
STEP 15	$27.32	$27.87	$28.32	$28.83	$29.32	$29.78	$30.25	$30.76	$31.29	$31.78
STEP 16	$27.32	$27.87	$28.32	$28.83	$29.32	$29.78	$30.25	$30.76	$31.29	$31.78
STEP 17	$27.90	$28.41	$28.88	$29.40	$29.91	$30.38	$30.84	$31.38	$31.93	$32.41
STEP 18	$27.90	$28.41	$28.88	$29.40	$29.91	$30.38	$30.84	$31.38	$31.93	$32.41
STEP 19	$27.90	$28.41	$28.88	$29.40	$29.91	$30.38	$30.84	$31.38	$31.93	$32.41
STEP 20	$28.44	$28.96	$29.46	$30.01	$30.49	$30.98	$31.48	$32.02	$32.58	$33.06
STEP 21	$28.44	$28.96	$29.46	$30.01	$30.49	$30.98	$31.48	$32.02	$32.58	$33.06
STEP 22	$28.44	$28.96	$29.46	$30.01	$30.49	$30.98	$31.48	$32.02	$32.58	$33.06
STEP 23	$29.01	$29.55	$30.06	$30.59	$31.11	$31.60	$32.12	$32.66	$33.24	$33.72
STEP 24	$29.01	$29.55	$30.06	$30.59	$31.11	$31.60	$32.12	$32.66	$33.24	$33.72
STEP 25	$29.01	$29.55	$30.06	$30.59	$31.11	$31.60	$32.12	$32.66	$33.24	$33.72
STEP 26	$29.58	$30.14	$30.67	$31.21	$31.71	$32.22	$32.75	$33.32	$33.90	$34.38
STEP 27	$29.58	$30.14	$30.67	$31.21	$31.71	$32.22	$32.75	$33.32	$33.90	$34.38
STEP 28	$29.58	$30.14	$30.67	$31.21	$31.71	$32.22	$32.75	$33.32	$33.90	$34.38
STEP 29	$29.58	$30.14	$30.67	$31.21	$31.71	$32.22	$32.75	$33.32	$33.90	$34.38
STEP 30	$30.18	$30.75	$31.28	$31.83	$32.34	$32.88	$33.40	$33.99	$34.57	$35.08

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KODIAK ISLAND EDUCATIONAL SUPPORT ASSOCIATION (KIESA)

FY2020-2021 PAY SCALE

FY21	RANGE 22.5	RANGE 23	RANGE 23.5	RANGE 24	RANGE 24.5	RANGE 25	RANGE 25.5	RANGE 26	RANGE 26.5	RANGE 27
STEP 1	$26.00	$26.44	$26.89	$27.31	$27.78	$28.28	$28.74	$29.18	$29.68	$30.18
STEP 2	$26.52	$26.96	$27.42	$27.88	$28.37	$28.83	$29.31	$29.80	$30.28	$30.78
STEP 3	$27.08	$27.52	$27.96	$28.44	$28.90	$29.40	$29.88	$30.38	$30.91	$31.40
STEP 4	$27.60	$28.05	$28.52	$29.00	$29.49	$30.00	$30.47	$30.99	$31.51	$32.05
STEP 5	$28.15	$28.60	$29.10	$29.58	$30.08	$30.58	$31.09	$31.61	$32.15	$32.68
STEP 6	$28.73	$29.17	$29.68	$30.16	$30.69	$31.20	$31.69	$32.26	$32.78	$33.33
STEP 7	$29.30	$29.78	$30.27	$30.77	$31.29	$31.79	$32.34	$32.89	$33.43	$34.00
STEP 8	$29.87	$30.36	$30.90	$31.39	$31.93	$32.44	$32.98	$33.54	$34.11	$34.68
STEP 9	$30.46	$30.99	$31.50	$32.03	$32.58	$33.08	$33.66	$34.20	$34.77	$35.38
STEP 10	$31.07	$31.60	$32.14	$32.67	$33.22	$33.75	$34.31	$34.91	$35.47	$36.07
STEP 11	$31.67	$32.23	$32.77	$33.32	$33.89	$34.43	$35.01	$35.59	$36.19	$36.77
STEP 12	$31.67	$32.23	$32.77	$33.32	$33.89	$34.43	$35.01	$35.59	$36.19	$36.77
STEP 13	$31.67	$32.23	$32.77	$33.32	$33.89	$34.43	$35.01	$35.59	$36.19	$36.77
STEP 14	$32.33	$32.88	$33.42	$33.99	$34.55	$35.13	$35.70	$36.31	$36.90	$37.53
STEP 15	$32.33	$32.88	$33.42	$33.99	$34.55	$35.13	$35.70	$36.31	$36.90	$37.53
STEP 16	$32.33	$32.88	$33.42	$33.99	$34.55	$35.13	$35.70	$36.31	$36.90	$37.53
STEP 17	$32.98	$33.52	$34.10	$34.67	$35.25	$35.82	$36.42	$37.04	$37.64	$38.28
STEP 18	$32.98	$33.52	$34.10	$34.67	$35.25	$35.82	$36.42	$37.04	$37.64	$38.28
STEP 19	$32.98	$33.52	$34.10	$34.67	$35.25	$35.82	$36.42	$37.04	$37.64	$38.28
STEP 20	$33.63	$34.19	$34.77	$35.36	$35.96	$36.57	$37.17	$37.78	$38.41	$39.05
STEP 21	$33.63	$34.19	$34.77	$35.36	$35.96	$36.57	$37.17	$37.78	$38.41	$39.05
STEP 22	$33.63	$34.19	$34.77	$35.36	$35.96	$36.57	$37.17	$37.78	$38.41	$39.05
STEP 23	$34.31	$34.89	$35.47	$36.06	$36.67	$37.29	$37.90	$38.53	$39.17	$39.82
STEP 24	$34.31	$34.89	$35.47	$36.06	$36.67	$37.29	$37.90	$38.53	$39.17	$39.82
STEP 25	$34.31	$34.89	$35.47	$36.06	$36.67	$37.29	$37.90	$38.53	$39.17	$39.82
STEP 26	$34.99	$35.57	$36.17	$36.77	$37.39	$38.03	$38.65	$39.31	$39.97	$40.61
STEP 27	$34.99	$35.57	$36.17	$36.77	$37.39	$38.03	$38.65	$39.31	$39.97	$40.61
STEP 28	$34.99	$35.57	$36.17	$36.77	$37.39	$38.03	$38.65	$39.31	$39.97	$40.61
STEP 29	$34.99	$35.57	$36.17	$36.77	$37.39	$38.03	$38.65	$39.31	$39.97	$40.61
STEP 30	$35.69	$36.28	$36.89	$37.50	$38.14	$38.79	$39.42	$40.10	$40.38	$41.43

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KODIAK ISLAND EDUCATIONAL SUPPORT ASSOCIATION (KIESA)

FY2020-2021 PAY SCALE

FY21	RANGE 27.5	RANGE 28	RANGE 28.5	RANGE 29	RANGE 29.5	RANGE 30	RANGE 30.5	RANGE 31	RANGE 31.5
STEP 1	$30.70	$31.21	$31.70	$32.27	$32.80	$33.36	$35.78	$38.21	$40.63
STEP 2	$31.31	$31.82	$32.35	$32.90	$33.46	$34.01	$36.50	$39.00	$41.49
STEP 3	$31.94	$32.45	$32.99	$33.55	$34.11	$34.69	$37.23	$39.76	$42.30
STEP 4	$32.59	$33.10	$33.68	$34.22	$34.78	$35.38	$37.97	$40.55	$43.14
STEP 5	$33.24	$33.77	$34.32	$34.92	$35.48	$36.08	$38.74	$41.41	$44.08
STEP 6	$33.90	$34.46	$35.04	$35.60	$36.20	$36.78	$39.50	$42.22	$44.93
STEP 7	$34.56	$35.14	$35.71	$36.32	$36.93	$37.55	$40.30	$43.05	$45.79
STEP 8	$35.26	$35.86	$36.45	$37.06	$37.68	$38.29	$41.11	$43.92	$46.74
STEP 9	$35.97	$36.57	$37.19	$37.79	$38.43	$39.09	$41.92	$44.74	$47.57
STEP 10	$36.67	$37.29	$37.92	$38.54	$39.20	$39.86	$42.78	$45.70	$48.62
STEP 11	$37.39	$38.03	$38.67	$39.31	$39.99	$40.62	$43.61	$46.60	$49.59
STEP 12	$37.39	$38.03	$38.67	$39.31	$39.99	$40.62	$43.61	$46.60	$49.59
STEP 13	$37.39	$38.03	$38.67	$39.31	$39.99	$40.62	$43.61	$46.60	$49.59
STEP 14	$38.14	$38.80	$39.43	$40.11	$40.77	$41.49	$44.47	$47.45	$50.43
STEP 15	$38.14	$38.80	$39.43	$40.11	$40.77	$41.49	$44.47	$47.45	$50.43
STEP 16	$38.14	$38.80	$39.43	$40.11	$40.77	$41.49	$44.47	$47.45	$50.43
STEP 17	$38.90	$39.58	$40.22	$40.92	$41.59	$42.30	$45.36	$48.42	$51.48
STEP 18	$38.90	$39.58	$40.22	$40.92	$41.59	$42.30	$45.36	$48.42	$51.48
STEP 19	$38.90	$39.58	$40.22	$40.92	$41.59	$42.30	$45.36	$48.42	$51.48
STEP 20	$39.68	$40.38	$41.01	$41.71	$42.40	$43.14	$46.29	$49.44	$52.59
STEP 21	$39.68	$40.38	$41.01	$41.71	$42.40	$43.14	$46.29	$49.44	$52.59
STEP 22	$39.68	$40.38	$41.01	$41.71	$42.40	$43.14	$46.29	$49.44	$52.59
STEP 23	$40.47	$41.17	$41.82	$42.55	$43.26	$44.01	$47.20	$50.39	$53.58
STEP 24	$40.47	$41.17	$41.82	$42.55	$43.26	$44.01	$47.20	$50.39	$53.58
STEP 25	$40.47	$41.17	$41.82	$42.55	$43.26	$44.01	$47.20	$50.39	$53.58
STEP 26	$41.29	$42.02	$42.69	$43.43	$44.14	$44.88	$48.14	$51.39	$54.64
STEP 27	$41.29	$42.02	$42.69	$43.43	$44.14	$44.88	$48.14	$51.39	$54.64
STEP 28	$41.29	$42.02	$42.69	$43.43	$44.14	$44.88	$48.14	$51.39	$54.64
STEP 29	$41.29	$42.02	$42.69	$43.43	$44.14	$44.88	$48.14	$51.39	$54.64
STEP 30	$42.13	$42.85	$43.55	$44.29	$45.02	$45.77	$49.12	$52.46	$55.80

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KODIAK ISLAND EDUCATIONAL SUPPORT ASSOCIATION (KIESA)

FY2021-2022 PAY SCALE

FY22	RANGE 7	RANGE 7.5	RANGE 8	RANGE 8.5	RANGE 9	RANGE 9.5	RANGE 10	RANGE 10.5	RANGE 11	RANGE 11.5	RANGE 12
STEP 1	$14.07	$14.50	$14.79	$15.23	$15.62	$16.03	$16.38	$16.81	$17.18	$17.58	$17.99
STEP 2	$14.28	$14.72	$15.13	$15.50	$15.97	$16.29	$16.73	$17.13	$17.53	$17.90	$18.32
STEP 3	$14.63	$15.01	$15.43	$15.80	$16.24	$16.63	$17.09	$17.45	$17.88	$18.28	$18.72
STEP 4	$14.89	$15.34	$15.74	$16.17	$16.59	$16.99	$17.41	$17.83	$18.24	$18.68	$19.10
STEP 5	$15.21	$15.62	$16.06	$16.47	$16.89	$17.31	$17.74	$18.16	$18.64	$19.03	$19.44
STEP 6	$15.48	$15.97	$16.35	$16.81	$17.24	$17.65	$18.12	$18.54	$19.01	$19.41	$19.82
STEP 7	$15.78	$16.24	$16.71	$17.13	$17.59	$18.05	$18.47	$18.87	$19.38	$19.79	$20.26
STEP 8	$16.15	$16.59	$17.04	$17.45	$17.91	$18.39	$18.82	$19.29	$19.77	$20.23	$20.65
STEP 9	$16.42	$16.89	$17.37	$17.83	$18.29	$18.76	$19.21	$19.69	$20.20	$20.59	$21.00
STEP 10	$16.78	$17.24	$17.71	$18.16	$18.69	$19.15	$19.63	$20.09	$20.54	$21.02	$21.50
STEP 11	$17.11	$17.59	$18.09	$18.54	$19.06	$19.52	$19.95	$20.45	$20.97	$21.44	$21.92
STEP 12	$17.11	$17.59	$18.09	$18.54	$19.06	$19.52	$19.95	$20.45	$20.97	$21.44	$21.92
STEP 13	$17.11	$17.59	$18.09	$18.54	$19.06	$19.52	$19.95	$20.45	$20.97	$21.44	$21.92
STEP 14	$17.46	$17.92	$18.44	$18.97	$19.43	$19.85	$20.37	$20.89	$21.38	$21.85	$22.36
STEP 15	$17.46	$17.92	$18.44	$18.97	$19.43	$19.85	$20.37	$20.89	$21.38	$21.85	$22.36
STEP 16	$17.46	$17.92	$18.44	$18.97	$19.43	$19.85	$20.37	$20.89	$21.38	$21.85	$22.36
STEP 17	$17.82	$18.30	$18.80	$19.34	$19.81	$20.27	$20.79	$21.30	$21.80	$22.28	$22.80
STEP 18	$17.82	$18.30	$18.80	$19.34	$19.81	$20.27	$20.79	$21.30	$21.80	$22.28	$22.80
STEP 19	$17.82	$18.30	$18.80	$19.34	$19.81	$20.27	$20.79	$21.30	$21.80	$22.28	$22.80
STEP 20	$18.16	$18.68	$19.18	$19.72	$20.23	$20.68	$21.19	$21.71	$22.25	$22.73	$23.27
STEP 21	$18.16	$18.68	$19.18	$19.72	$20.23	$20.68	$21.19	$21.71	$22.25	$22.73	$23.27
STEP 22	$18.16	$18.68	$19.18	$19.72	$20.23	$20.68	$21.19	$21.71	$22.25	$22.73	$23.27
STEP 23	$18.53	$19.04	$19.58	$20.12	$20.62	$21.07	$21.61	$22.19	$22.69	$23.17	$23.73
STEP 24	$18.53	$19.04	$19.58	$20.12	$20.62	$21.07	$21.61	$22.19	$22.69	$23.17	$23.73
STEP 25	$18.53	$19.04	$19.58	$20.12	$20.62	$21.07	$21.61	$22.19	$22.69	$23.17	$23.73
STEP 26	$18.91	$19.42	$19.97	$20.50	$21.03	$21.53	$22.05	$22.61	$23.14	$23.64	$24.21
STEP 27	$18.91	$19.42	$19.97	$20.50	$21.03	$21.53	$22.05	$22.61	$23.14	$23.64	$24.21
STEP 28	$18.91	$19.42	$19.97	$20.50	$21.03	$21.53	$22.05	$22.61	$23.14	$23.64	$24.21
STEP 29	$18.91	$19.42	$19.97	$20.50	$21.03	$21.53	$22.05	$22.61	$23.14	$23.64	$24.21
STEP 30	$19.27	$19.80	$20.37	$20.92	$21.47	$21.94	$22.47	$23.05	$23.61	$24.13	$24.72

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KODIAK ISLAND EDUCATIONAL SUPPORT ASSOCIATION (KIESA)

FY2021-2022 PAY SCALE

FY22	RANGE 12.5	RANGE 13	RANGE 13.5	RANGE 14	RANGE 14.5	RANGE 15	RANGE 15.5	RANGE 16	RANGE 16.5	RANGE 17
STEP 1	$18.37	$18.76	$19.18	$19.61	$19.89	$20.35	$20.78	$21.13	$21.55	$21.92
STEP 2	$18.74	$19.15	$19.61	$19.89	$20.35	$20.78	$21.19	$21.56	$21.95	$22.35
STEP 3	$19.12	$19.63	$19.89	$20.35	$20.78	$21.19	$21.59	$21.96	$22.38	$22.83
STEP 4	$19.47	$19.85	$20.35	$20.78	$21.19	$21.59	$22.05	$22.41	$22.89	$23.28
STEP 5	$19.84	$20.31	$20.78	$21.19	$21.59	$22.05	$22.43	$22.91	$23.35	$23.73
STEP 6	$20.29	$20.70	$21.19	$21.59	$22.05	$22.43	$22.93	$23.36	$23.78	$24.22
STEP 7	$20.69	$21.12	$21.59	$22.05	$22.43	$22.93	$23.40	$23.79	$24.27	$24.74
STEP 8	$21.10	$21.55	$22.05	$22.43	$22.93	$23.40	$23.81	$24.28	$24.77	$25.19
STEP 9	$21.54	$21.95	$22.43	$22.93	$23.40	$23.81	$24.32	$24.78	$25.24	$25.64
STEP 10	$21.94	$22.38	$22.93	$23.40	$23.81	$24.32	$24.81	$25.25	$25.71	$26.20
STEP 11	$22.37	$22.89	$23.40	$23.81	$24.32	$24.81	$25.28	$25.77	$26.28	$26.71
STEP 12	$22.37	$22.89	$23.40	$23.81	$24.32	$24.81	$25.28	$25.77	$26.28	$26.71
STEP 13	$22.37	$22.89	$23.40	$23.81	$24.32	$24.81	$25.28	$25.77	$26.28	$26.71
STEP 14	$22.83	$23.35	$23.81	$24.32	$24.81	$25.28	$25.82	$26.30	$26.76	$27.27
STEP 15	$22.83	$23.35	$23.81	$24.32	$24.81	$25.28	$25.82	$26.30	$26.76	$27.27
STEP 16	$22.83	$23.35	$23.81	$24.32	$24.81	$25.28	$25.82	$26.30	$26.76	$27.27
STEP 17	$23.29	$23.80	$24.30	$24.80	$25.30	$25.79	$26.34	$26.81	$27.29	$27.79
STEP 18	$23.29	$23.80	$24.30	$24.80	$25.30	$25.79	$26.34	$26.81	$27.29	$27.79
STEP 19	$23.29	$23.80	$24.30	$24.80	$25.30	$25.79	$26.34	$26.81	$27.29	$27.79
STEP 20	$23.75	$24.28	$24.79	$25.28	$25.82	$26.32	$26.86	$27.33	$27.83	$28.37
STEP 21	$23.75	$24.28	$24.79	$25.28	$25.82	$26.32	$26.86	$27.33	$27.83	$28.37
STEP 22	$23.75	$24.28	$24.79	$25.28	$25.82	$26.32	$26.86	$27.33	$27.83	$28.37
STEP 23	$24.23	$24.78	$25.27	$25.79	$26.34	$26.86	$27.38	$27.90	$28.39	$28.92
STEP 24	$24.23	$24.78	$25.27	$25.79	$26.34	$26.86	$27.38	$27.90	$28.39	$28.92
STEP 25	$24.23	$24.78	$25.27	$25.79	$26.34	$26.86	$27.38	$27.90	$28.39	$28.92
STEP 26	$24.74	$25.26	$25.78	$26.32	$26.86	$27.35	$27.96	$28.45	$28.95	$29.52
STEP 27	$24.74	$25.26	$25.78	$26.32	$26.86	$27.35	$27.96	$28.45	$28.95	$29.52
STEP 28	$24.74	$25.26	$25.78	$26.32	$26.86	$27.35	$27.96	$28.45	$28.95	$29.52
STEP 29	$24.74	$25.26	$25.78	$26.32	$26.86	$27.35	$27.96	$28.45	$28.95	$29.52
STEP 30	$25.21	$25.77	$26.31	$26.84	$27.38	$27.93	$28.52	$29.01	$29.55	$30.08

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KODIAK ISLAND EDUCATIONAL SUPPORT ASSOCIATION (KIESA)

FY2021-2022 PAY SCALE

FY22	RANGE 17.5	RANGE 18	RANGE 18.5	RANGE 19	RANGE 19.5	RANGE 20	RANGE 20.5	RANGE 21	RANGE 21.5	RANGE 22
STEP 1	$22.29	$22.75	$23.12	$23.53	$23.88	$24.32	$24.74	$25.12	$25.53	$25.96
STEP 2	$22.79	$23.16	$23.61	$23.96	$24.38	$24.81	$25.19	$25.60	$26.06	$26.47
STEP 3	$23.21	$23.65	$24.07	$24.44	$24.87	$25.28	$25.64	$26.13	$26.56	$26.98
STEP 4	$23.68	$24.16	$24.52	$24.93	$25.39	$25.82	$26.20	$26.66	$27.09	$27.58
STEP 5	$24.18	$24.61	$25.01	$25.45	$25.90	$26.32	$26.71	$27.19	$27.64	$28.10
STEP 6	$24.64	$25.08	$25.53	$25.92	$26.39	$26.79	$27.27	$27.71	$28.18	$28.68
STEP 7	$25.15	$25.58	$26.03	$26.46	$26.94	$27.36	$27.79	$28.30	$28.77	$29.25
STEP 8	$25.60	$26.11	$26.53	$27.00	$27.50	$27.95	$28.35	$28.86	$29.32	$29.83
STEP 9	$26.13	$26.65	$27.08	$27.57	$28.02	$28.48	$28.91	$29.41	$29.91	$30.45
STEP 10	$26.67	$27.19	$27.64	$28.07	$28.59	$29.02	$29.51	$30.01	$30.52	$31.02
STEP 11	$27.22	$27.70	$28.14	$28.70	$29.18	$29.62	$30.10	$30.61	$31.14	$31.66
STEP 12	$27.22	$27.70	$28.14	$28.70	$29.18	$29.62	$30.10	$30.61	$31.14	$31.66
STEP 13	$27.22	$27.70	$28.14	$28.70	$29.18	$29.62	$30.10	$30.61	$31.14	$31.66
STEP 14	$27.73	$28.29	$28.74	$29.26	$29.76	$30.23	$30.70	$31.22	$31.76	$32.26
STEP 15	$27.73	$28.29	$28.74	$29.26	$29.76	$30.23	$30.70	$31.22	$31.76	$32.26
STEP 16	$27.73	$28.29	$28.74	$29.26	$29.76	$30.23	$30.70	$31.22	$31.76	$32.26
STEP 17	$28.32	$28.84	$29.31	$29.84	$30.36	$30.84	$31.30	$31.85	$32.41	$32.90
STEP 18	$28.32	$28.84	$29.31	$29.84	$30.36	$30.84	$31.30	$31.85	$32.41	$32.90
STEP 19	$28.32	$28.84	$29.31	$29.84	$30.36	$30.84	$31.30	$31.85	$32.41	$32.90
STEP 20	$28.87	$29.39	$29.90	$30.46	$30.95	$31.44	$31.95	$32.50	$33.07	$33.56
STEP 21	$28.87	$29.39	$29.90	$30.46	$30.95	$31.44	$31.95	$32.50	$33.07	$33.56
STEP 22	$28.87	$29.39	$29.90	$30.46	$30.95	$31.44	$31.95	$32.50	$33.07	$33.56
STEP 23	$29.45	$29.99	$30.51	$31.05	$31.58	$32.07	$32.60	$33.15	$33.74	$34.23
STEP 24	$29.45	$29.99	$30.51	$31.05	$31.58	$32.07	$32.60	$33.15	$33.74	$34.23
STEP 25	$29.45	$29.99	$30.51	$31.05	$31.58	$32.07	$32.60	$33.15	$33.74	$34.23
STEP 26	$30.02	$30.59	$31.13	$31.68	$32.19	$32.70	$33.24	$33.82	$34.41	$34.90
STEP 27	$30.02	$30.59	$31.13	$31.68	$32.19	$32.70	$33.24	$33.82	$34.41	$34.90
STEP 28	$30.02	$30.59	$31.13	$31.68	$32.19	$32.70	$33.24	$33.82	$34.41	$34.90
STEP 29	$30.02	$30.59	$31.13	$31.68	$32.19	$32.70	$33.24	$33.82	$34.41	$34.90
STEP 30	$30.63	$31.21	$31.75	$32.31	$32.83	$33.37	$33.90	$34.50	$35.09	$35.61

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KODIAK ISLAND EDUCATIONAL SUPPORT ASSOCIATION (KIESA)

FY2021-2022 PAY SCALE

FY22	RANGE 22.5	RANGE 23	RANGE 23.5	RANGE 24	RANGE 24.5	RANGE 25	RANGE 25.5	RANGE 26	RANGE 26.5	RANGE 27
STEP 1	$26.39	$26.84	$27.29	$27.72	$28.20	$28.70	$29.17	$29.62	$30.13	$30.63
STEP 2	$26.92	$27.36	$27.83	$28.30	$28.80	$29.26	$29.75	$30.25	$30.73	$31.24
STEP 3	$27.49	$27.93	$28.38	$28.87	$29.33	$29.84	$30.33	$30.84	$31.37	$31.87
STEP 4	$28.01	$28.47	$28.95	$29.44	$29.93	$30.45	$30.93	$31.45	$31.98	$32.53
STEP 5	$28.57	$29.03	$29.54	$30.02	$30.53	$31.04	$31.56	$32.08	$32.63	$33.17
STEP 6	$29.16	$29.61	$30.13	$30.61	$31.15	$31.67	$32.17	$32.74	$33.27	$33.83
STEP 7	$29.74	$30.23	$30.72	$31.23	$31.76	$32.27	$32.83	$33.38	$33.93	$34.51
STEP 8	$30.32	$30.82	$31.36	$31.86	$32.41	$32.93	$33.47	$34.04	$34.62	$35.20
STEP 9	$30.92	$31.45	$31.97	$32.51	$33.07	$33.58	$34.16	$34.71	$35.29	$35.91
STEP 10	$31.54	$32.07	$32.62	$33.16	$33.72	$34.26	$34.82	$35.43	$36.00	$36.61
STEP 11	$32.15	$32.71	$33.26	$33.82	$34.40	$34.95	$35.54	$36.12	$36.73	$37.32
STEP 12	$32.15	$32.71	$33.26	$33.82	$34.40	$34.95	$35.54	$36.12	$36.73	$37.32
STEP 13	$32.15	$32.71	$33.26	$33.82	$34.40	$34.95	$35.54	$36.12	$36.73	$37.32
STEP 14	$32.81	$33.37	$33.92	$34.50	$35.07	$35.66	$36.24	$36.85	$37.45	$38.09
STEP 15	$32.81	$33.37	$33.92	$34.50	$35.07	$35.66	$36.24	$36.85	$37.45	$38.09
STEP 16	$32.81	$33.37	$33.92	$34.50	$35.07	$35.66	$36.24	$36.85	$37.45	$38.09
STEP 17	$33.47	$34.02	$34.61	$35.19	$35.78	$36.36	$36.97	$37.60	$38.20	$38.85
STEP 18	$33.47	$34.02	$34.61	$35.19	$35.78	$36.36	$36.97	$37.60	$38.20	$38.85
STEP 19	$33.47	$34.02	$34.61	$35.19	$35.78	$36.36	$36.97	$37.60	$38.20	$38.85
STEP 20	$34.13	$34.70	$35.29	$35.89	$36.50	$37.12	$37.73	$38.35	$38.99	$39.64
STEP 21	$34.13	$34.70	$35.29	$35.89	$36.50	$37.12	$37.73	$38.35	$38.99	$39.64
STEP 22	$34.13	$34.70	$35.29	$35.89	$36.50	$37.12	$37.73	$38.35	$38.99	$39.64
STEP 23	$34.82	$35.41	$36.00	$36.60	$37.22	$37.85	$38.47	$39.11	$39.76	$40.42
STEP 24	$34.82	$35.41	$36.00	$36.60	$37.22	$37.85	$38.47	$39.11	$39.76	$40.42
STEP 25	$34.82	$35.41	$36.00	$36.60	$37.22	$37.85	$38.47	$39.11	$39.76	$40.42
STEP 26	$35.51	$36.10	$36.71	$37.32	$37.95	$38.60	$39.23	$39.90	$40.57	$41.22
STEP 27	$35.51	$36.10	$36.71	$37.32	$37.95	$38.60	$39.23	$39.90	$40.57	$41.22
STEP 28	$35.51	$36.10	$36.71	$37.32	$37.95	$38.60	$39.23	$39.90	$40.57	$41.22
STEP 29	$35.51	$36.10	$36.71	$37.32	$37.95	$38.60	$39.23	$39.90	$40.57	$41.22
STEP 30	$36.23	$36.82	$37.44	$38.06	$38.71	$39.37	$40.01	$40.70	$40.99	$42.05

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KODIAK ISLAND EDUCATIONAL SUPPORT ASSOCIATION (KIESA)

FY2021-2022 PAY SCALE

FY22	RANGE 27.5	RANGE 28	RANGE 28.5	RANGE 29	RANGE 29.5	RANGE 30	RANGE 30.5	RANGE 31	RANGE 31.5
STEP 1	$31.16	$31.68	$32.18	$32.75	$33.29	$33.86	$36.32	$38.78	$41.24
STEP 2	$31.78	$32.30	$32.84	$33.39	$33.96	$34.52	$37.05	$39.59	$42.11
STEP 3	$32.42	$32.94	$33.48	$34.05	$34.62	$35.21	$37.79	$40.36	$42.93
STEP 4	$33.08	$33.60	$34.19	$34.73	$35.30	$35.91	$38.54	$41.16	$43.79
STEP 5	$33.74	$34.28	$34.83	$35.44	$36.01	$36.62	$39.32	$42.03	$44.74
STEP 6	$34.41	$34.98	$35.57	$36.13	$36.74	$37.33	$40.09	$42.85	$45.60
STEP 7	$35.08	$35.67	$36.25	$36.86	$37.48	$38.11	$40.90	$43.70	$46.48
STEP 8	$35.79	$36.40	$37.00	$37.62	$38.25	$38.86	$41.73	$44.58	$47.44
STEP 9	$36.51	$37.12	$37.75	$38.36	$39.01	$39.68	$42.55	$45.41	$48.28
STEP 10	$37.22	$37.85	$38.49	$39.12	$39.79	$40.46	$43.42	$46.39	$49.35
STEP 11	$37.95	$38.60	$39.25	$39.90	$40.59	$41.23	$44.26	$47.30	$50.33
STEP 12	$37.95	$38.60	$39.25	$39.90	$40.59	$41.23	$44.26	$47.30	$50.33
STEP 13	$37.95	$38.60	$39.25	$39.90	$40.59	$41.23	$44.26	$47.30	$50.33
STEP 14	$38.71	$39.38	$40.02	$40.71	$41.38	$42.11	$45.14	$48.16	$51.19
STEP 15	$38.71	$39.38	$40.02	$40.71	$41.38	$42.11	$45.14	$48.16	$51.19
STEP 16	$38.71	$39.38	$40.02	$40.71	$41.38	$42.11	$45.14	$48.16	$51.19
STEP 17	$39.48	$40.17	$40.82	$41.53	$42.21	$42.93	$46.04	$49.15	$52.25
STEP 18	$39.48	$40.17	$40.82	$41.53	$42.21	$42.93	$46.04	$49.15	$52.25
STEP 19	$39.48	$40.17	$40.82	$41.53	$42.21	$42.93	$46.04	$49.15	$52.25
STEP 20	$40.28	$40.99	$41.63	$42.34	$43.04	$43.79	$46.98	$50.18	$53.38
STEP 21	$40.28	$40.99	$41.63	$42.34	$43.04	$43.79	$46.98	$50.18	$53.38
STEP 22	$40.28	$40.99	$41.63	$42.34	$43.04	$43.79	$46.98	$50.18	$53.38
STEP 23	$41.08	$41.79	$42.45	$43.19	$43.91	$44.67	$47.91	$51.15	$54.38
STEP 24	$41.08	$41.79	$42.45	$43.19	$43.91	$44.67	$47.91	$51.15	$54.38
STEP 25	$41.08	$41.79	$42.45	$43.19	$43.91	$44.67	$47.91	$51.15	$54.38
STEP 26	$41.91	$42.65	$43.33	$44.08	$44.80	$45.55	$48.86	$52.16	$55.46
STEP 27	$41.91	$42.65	$43.33	$44.08	$44.80	$45.55	$48.86	$52.16	$55.46
STEP 28	$41.91	$42.65	$43.33	$44.08	$44.80	$45.55	$48.86	$52.16	$55.46
STEP 29	$41.91	$42.65	$43.33	$44.08	$44.80	$45.55	$48.86	$52.16	$55.46
STEP 30	$42.76	$43.49	$44.20	$44.95	$45.70	$46.46	$49.86	$53.25	$56.64

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KODIAK ISLAND EDUCATIONAL SUPPORT ASSOCIATION (KIESA)

FY2022-2023 PAY SCALE

FY23	RANGE 7	RANGE 7.5	RANGE 8	RANGE 8.5	RANGE 9	RANGE 9.5	RANGE 10	RANGE 10.5	RANGE 11	RANGE 11.5	RANGE 12
STEP 1	$14.28	$14.72	$15.01	$15.46	$15.85	$16.27	$16.63	$17.06	$17.44	$17.84	$18.26
STEP 2	$14.49	$14.94	$15.36	$15.73	$16.21	$16.53	$16.98	$17.39	$17.79	$18.17	$18.59
STEP 3	$14.85	$15.24	$15.66	$16.04	$16.48	$16.88	$17.35	$17.71	$18.15	$18.55	$19.00
STEP 4	$15.11	$15.57	$15.98	$16.41	$16.84	$17.24	$17.67	$18.10	$18.51	$18.96	$19.39
STEP 5	$15.44	$15.85	$16.30	$16.72	$17.14	$17.57	$18.01	$18.43	$18.92	$19.32	$19.73
STEP 6	$15.71	$16.21	$16.60	$17.06	$17.50	$17.91	$18.39	$18.82	$19.30	$19.70	$20.12
STEP 7	$16.02	$16.48	$16.96	$17.39	$17.85	$18.32	$18.75	$19.15	$19.67	$20.09	$20.56
STEP 8	$16.39	$16.84	$17.30	$17.71	$18.18	$18.67	$19.10	$19.58	$20.07	$20.53	$20.96
STEP 9	$16.67	$17.14	$17.63	$18.10	$18.56	$19.04	$19.50	$19.99	$20.50	$20.90	$21.32
STEP 10	$17.03	$17.50	$17.98	$18.43	$18.97	$19.44	$19.92	$20.39	$20.85	$21.34	$21.82
STEP 11	$17.37	$17.85	$18.36	$18.82	$19.35	$19.81	$20.25	$20.76	$21.28	$21.76	$22.25
STEP 12	$17.37	$17.85	$18.36	$18.82	$19.35	$19.81	$20.25	$20.76	$21.28	$21.76	$22.25
STEP 13	$17.37	$17.85	$18.36	$18.82	$19.35	$19.81	$20.25	$20.76	$21.28	$21.76	$22.25
STEP 14	$17.72	$18.19	$18.72	$19.25	$19.72	$20.15	$20.68	$21.20	$21.70	$22.18	$22.70
STEP 15	$17.72	$18.19	$18.72	$19.25	$19.72	$20.15	$20.68	$21.20	$21.70	$22.18	$22.70
STEP 16	$17.72	$18.19	$18.72	$19.25	$19.72	$20.15	$20.68	$21.20	$21.70	$22.18	$22.70
STEP 17	$18.09	$18.57	$19.08	$19.63	$20.11	$20.57	$21.10	$21.62	$22.13	$22.61	$23.14
STEP 18	$18.09	$18.57	$19.08	$19.63	$20.11	$20.57	$21.10	$21.62	$22.13	$22.61	$23.14
STEP 19	$18.09	$18.57	$19.08	$19.63	$20.11	$20.57	$21.10	$21.62	$22.13	$22.61	$23.14
STEP 20	$18.43	$18.96	$19.47	$20.02	$20.53	$20.99	$21.51	$22.04	$22.58	$23.07	$23.62
STEP 21	$18.43	$18.96	$19.47	$20.02	$20.53	$20.99	$21.51	$22.04	$22.58	$23.07	$23.62
STEP 22	$18.43	$18.96	$19.47	$20.02	$20.53	$20.99	$21.51	$22.04	$22.58	$23.07	$23.62
STEP 23	$18.81	$19.33	$19.87	$20.42	$20.93	$21.39	$21.93	$22.52	$23.03	$23.52	$24.09
STEP 24	$18.81	$19.33	$19.87	$20.42	$20.93	$21.39	$21.93	$22.52	$23.03	$23.52	$24.09
STEP 25	$18.81	$19.33	$19.87	$20.42	$20.93	$21.39	$21.93	$22.52	$23.03	$23.52	$24.09
STEP 26	$19.19	$19.71	$20.27	$20.81	$21.35	$21.85	$22.38	$22.95	$23.49	$23.99	$24.57
STEP 27	$19.19	$19.71	$20.27	$20.81	$21.35	$21.85	$22.38	$22.95	$23.49	$23.99	$24.57
STEP 28	$19.19	$19.71	$20.27	$20.81	$21.35	$21.85	$22.38	$22.95	$23.49	$23.99	$24.57
STEP 29	$19.19	$19.71	$20.27	$20.81	$21.35	$21.85	$22.38	$22.95	$23.49	$23.99	$24.57
STEP 30	$19.56	$20.10	$20.68	$21.23	$21.79	$22.27	$22.81	$23.40	$23.96	$24.49	$25.09

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KODIAK ISLAND EDUCATIONAL SUPPORT ASSOCIATION (KIESA)

FY2022-2023 PAY SCALE

FY23	RANGE 12.5	RANGE 13	RANGE 13.5	RANGE 14	RANGE 14.5	RANGE 15	RANGE 15.5	RANGE 16	RANGE 16.5	RANGE 17
STEP 1	$18.65	$19.04	$19.47	$19.90	$20.19	$20.66	$21.09	$21.45	$21.87	$22.25
STEP 2	$19.02	$19.44	$19.90	$20.19	$20.66	$21.09	$21.51	$21.88	$22.28	$22.69
STEP 3	$19.41	$19.92	$20.19	$20.66	$21.09	$21.51	$21.91	$22.29	$22.72	$23.17
STEP 4	$19.76	$20.15	$20.66	$21.09	$21.51	$21.91	$22.38	$22.75	$23.23	$23.63
STEP 5	$20.14	$20.61	$21.09	$21.51	$21.91	$22.38	$22.77	$23.25	$23.70	$24.09
STEP 6	$20.59	$21.01	$21.51	$21.91	$22.38	$22.77	$23.27	$23.71	$24.14	$24.58
STEP 7	$21.00	$21.44	$21.91	$22.38	$22.77	$23.27	$23.75	$24.15	$24.63	$25.11
STEP 8	$21.42	$21.87	$22.38	$22.77	$23.27	$23.75	$24.17	$24.64	$25.14	$25.57
STEP 9	$21.86	$22.28	$22.77	$23.27	$23.75	$24.17	$24.68	$25.15	$25.62	$26.02
STEP 10	$22.27	$22.72	$23.27	$23.75	$24.17	$24.68	$25.18	$25.63	$26.10	$26.59
STEP 11	$22.71	$23.23	$23.75	$24.17	$24.68	$25.18	$25.66	$26.16	$26.67	$27.11
STEP 12	$22.71	$23.23	$23.75	$24.17	$24.68	$25.18	$25.66	$26.16	$26.67	$27.11
STEP 13	$22.71	$23.23	$23.75	$24.17	$24.68	$25.18	$25.66	$26.16	$26.67	$27.11
STEP 14	$23.17	$23.70	$24.17	$24.68	$25.18	$25.66	$26.21	$26.69	$27.16	$27.68
STEP 15	$23.17	$23.70	$24.17	$24.68	$25.18	$25.66	$26.21	$26.69	$27.16	$27.68
STEP 16	$23.17	$23.70	$24.17	$24.68	$25.18	$25.66	$26.21	$26.69	$27.16	$27.68
STEP 17	$23.64	$24.16	$24.66	$25.17	$25.68	$26.18	$26.74	$27.21	$27.70	$28.21
STEP 18	$23.64	$24.16	$24.66	$25.17	$25.68	$26.18	$26.74	$27.21	$27.70	$28.21
STEP 19	$23.64	$24.16	$24.66	$25.17	$25.68	$26.18	$26.74	$27.21	$27.70	$28.21
STEP 20	$24.11	$24.64	$25.16	$25.66	$26.21	$26.71	$27.26	$27.74	$28.25	$28.80
STEP 21	$24.11	$24.64	$25.16	$25.66	$26.21	$26.71	$27.26	$27.74	$28.25	$28.80
STEP 22	$24.11	$24.64	$25.16	$25.66	$26.21	$26.71	$27.26	$27.74	$28.25	$28.80
STEP 23	$24.59	$25.15	$25.65	$26.18	$26.74	$27.26	$27.79	$28.32	$28.82	$29.35
STEP 24	$24.59	$25.15	$25.65	$26.18	$26.74	$27.26	$27.79	$28.32	$28.82	$29.35
STEP 25	$24.59	$25.15	$25.65	$26.18	$26.74	$27.26	$27.79	$28.32	$28.82	$29.35
STEP 26	$25.11	$25.64	$26.17	$26.71	$27.26	$27.76	$28.38	$28.88	$29.38	$29.96
STEP 27	$25.11	$25.64	$26.17	$26.71	$27.26	$27.76	$28.38	$28.88	$29.38	$29.96
STEP 28	$25.11	$25.64	$26.17	$26.71	$27.26	$27.76	$28.38	$28.88	$29.38	$29.96
STEP 29	$25.11	$25.64	$26.17	$26.71	$27.26	$27.76	$28.38	$28.88	$29.38	$29.96
STEP 30	$25.59	$26.16	$26.70	$27.24	$27.79	$28.35	$28.95	$29.45	$29.99	$30.53

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KODIAK ISLAND EDUCATIONAL SUPPORT ASSOCIATION (KIESA)

FY2022-2023 PAY SCALE

FY23	RANGE 17.5	RANGE 18	RANGE 18.5	RANGE 19	RANGE 19.5	RANGE 20	RANGE 20.5	RANGE 21	RANGE 21.5	RANGE 22
STEP 1	$22.62	$23.09	$23.47	$23.88	$24.24	$24.68	$25.11	$25.50	$25.91	$26.35
STEP 2	$23.13	$23.51	$23.96	$24.32	$24.75	$25.18	$25.57	$25.98	$26.45	$26.87
STEP 3	$23.56	$24.00	$24.43	$24.81	$25.24	$25.66	$26.02	$26.52	$26.96	$27.38
STEP 4	$24.04	$24.52	$24.89	$25.30	$25.77	$26.21	$26.59	$27.06	$27.50	$27.99
STEP 5	$24.54	$24.98	$25.39	$25.83	$26.29	$26.71	$27.11	$27.60	$28.05	$28.52
STEP 6	$25.01	$25.46	$25.91	$26.31	$26.79	$27.19	$27.68	$28.13	$28.60	$29.11
STEP 7	$25.53	$25.96	$26.42	$26.86	$27.34	$27.77	$28.21	$28.72	$29.20	$29.69
STEP 8	$25.98	$26.50	$26.93	$27.41	$27.91	$28.37	$28.78	$29.29	$29.76	$30.28
STEP 9	$26.52	$27.05	$27.49	$27.98	$28.44	$28.91	$29.34	$29.85	$30.36	$30.91
STEP 10	$27.07	$27.60	$28.05	$28.49	$29.02	$29.46	$29.95	$30.46	$30.98	$31.49
STEP 11	$27.63	$28.12	$28.56	$29.13	$29.62	$30.06	$30.55	$31.07	$31.61	$32.13
STEP 12	$27.63	$28.12	$28.56	$29.13	$29.62	$30.06	$30.55	$31.07	$31.61	$32.13
STEP 13	$27.63	$28.12	$28.56	$29.13	$29.62	$30.06	$30.55	$31.07	$31.61	$32.13
STEP 14	$28.15	$28.71	$29.17	$29.70	$30.21	$30.68	$31.16	$31.69	$32.24	$32.74
STEP 15	$28.15	$28.71	$29.17	$29.70	$30.21	$30.68	$31.16	$31.69	$32.24	$32.74
STEP 16	$28.15	$28.71	$29.17	$29.70	$30.21	$30.68	$31.16	$31.69	$32.24	$32.74
STEP 17	$28.74	$29.27	$29.75	$30.29	$30.82	$31.30	$31.77	$32.33	$32.90	$33.39
STEP 18	$28.74	$29.27	$29.75	$30.29	$30.82	$31.30	$31.77	$32.33	$32.90	$33.39
STEP 19	$28.74	$29.27	$29.75	$30.29	$30.82	$31.30	$31.77	$32.33	$32.90	$33.39
STEP 20	$29.30	$29.83	$30.35	$30.92	$31.41	$31.91	$32.43	$32.99	$33.57	$34.06
STEP 21	$29.30	$29.83	$30.35	$30.92	$31.41	$31.91	$32.43	$32.99	$33.57	$34.06
STEP 22	$29.30	$29.83	$30.35	$30.92	$31.41	$31.91	$32.43	$32.99	$33.57	$34.06
STEP 23	$29.89	$30.44	$30.97	$31.52	$32.05	$32.55	$33.09	$33.65	$34.25	$34.74
STEP 24	$29.89	$30.44	$30.97	$31.52	$32.05	$32.55	$33.09	$33.65	$34.25	$34.74
STEP 25	$29.89	$30.44	$30.97	$31.52	$32.05	$32.55	$33.09	$33.65	$34.25	$34.74
STEP 26	$30.47	$31.05	$31.60	$32.16	$32.67	$33.19	$33.74	$34.33	$34.93	$35.42
STEP 27	$30.47	$31.05	$31.60	$32.16	$32.67	$33.19	$33.74	$34.33	$34.93	$35.42
STEP 28	$30.47	$31.05	$31.60	$32.16	$32.67	$33.19	$33.74	$34.33	$34.93	$35.42
STEP 29	$30.47	$31.05	$31.60	$32.16	$32.67	$33.19	$33.74	$34.33	$34.93	$35.42
STEP 30	$31.09	$31.68	$32.23	$32.79	$33.32	$33.87	$34.41	$35.02	$35.62	$36.14

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KODIAK ISLAND EDUCATIONAL SUPPORT ASSOCIATION (KIESA)

FY2022-2023 PAY SCALE

FY23	RANGE 22.5	RANGE 23	RANGE 23.5	RANGE 24	RANGE 24.5	RANGE 25	RANGE 25.5	RANGE 26	RANGE 26.5	RANGE 27
STEP 1	$26.79	$27.24	$27.70	$28.14	$28.62	$29.13	$29.61	$30.06	$30.58	$31.09
STEP 2	$27.32	$27.77	$28.25	$28.72	$29.23	$29.70	$30.20	$30.70	$31.19	$31.71
STEP 3	$27.90	$28.35	$28.81	$29.30	$29.77	$30.29	$30.78	$31.30	$31.84	$32.35
STEP 4	$28.43	$28.90	$29.38	$29.88	$30.38	$30.91	$31.39	$31.92	$32.46	$33.02
STEP 5	$29.00	$29.47	$29.98	$30.47	$30.99	$31.51	$32.03	$32.56	$33.12	$33.67
STEP 6	$29.60	$30.05	$30.58	$31.07	$31.62	$32.15	$32.65	$33.23	$33.77	$34.34
STEP 7	$30.19	$30.68	$31.18	$31.70	$32.24	$32.75	$33.32	$33.88	$34.44	$35.03
STEP 8	$30.77	$31.28	$31.83	$32.34	$32.90	$33.42	$33.97	$34.55	$35.14	$35.73
STEP 9	$31.38	$31.92	$32.45	$33.00	$33.57	$34.08	$34.67	$35.23	$35.82	$36.45
STEP 10	$32.01	$32.55	$33.11	$33.66	$34.23	$34.77	$35.34	$35.96	$36.54	$37.16
STEP 11	$32.63	$33.20	$33.76	$34.33	$34.92	$35.47	$36.07	$36.66	$37.28	$37.88
STEP 12	$32.63	$33.20	$33.76	$34.33	$34.92	$35.47	$36.07	$36.66	$37.28	$37.88
STEP 13	$32.63	$33.20	$33.76	$34.33	$34.92	$35.47	$36.07	$36.66	$37.28	$37.88
STEP 14	$33.30	$33.87	$34.43	$35.02	$35.60	$36.19	$36.78	$37.40	$38.01	$38.66
STEP 15	$33.30	$33.87	$34.43	$35.02	$35.60	$36.19	$36.78	$37.40	$38.01	$38.66
STEP 16	$33.30	$33.87	$34.43	$35.02	$35.60	$36.19	$36.78	$37.40	$38.01	$38.66
STEP 17	$33.97	$34.53	$35.13	$35.72	$36.32	$36.91	$37.52	$38.16	$38.77	$39.43
STEP 18	$33.97	$34.53	$35.13	$35.72	$36.32	$36.91	$37.52	$38.16	$38.77	$39.43
STEP 19	$33.97	$34.53	$35.13	$35.72	$36.32	$36.91	$37.52	$38.16	$38.77	$39.43
STEP 20	$34.64	$35.22	$35.82	$36.43	$37.05	$37.68	$38.30	$38.93	$39.57	$40.23
STEP 21	$34.64	$35.22	$35.82	$36.43	$37.05	$37.68	$38.30	$38.93	$39.57	$40.23
STEP 22	$34.64	$35.22	$35.82	$36.43	$37.05	$37.68	$38.30	$38.93	$39.57	$40.23
STEP 23	$35.34	$35.94	$36.54	$37.15	$37.78	$38.42	$39.05	$39.70	$40.36	$41.03
STEP 24	$35.34	$35.94	$36.54	$37.15	$37.78	$38.42	$39.05	$39.70	$40.36	$41.03
STEP 25	$35.34	$35.94	$36.54	$37.15	$37.78	$38.42	$39.05	$39.70	$40.36	$41.03
STEP 26	$36.04	$36.64	$37.26	$37.88	$38.52	$39.18	$39.82	$40.50	$41.18	$41.84
STEP 27	$36.04	$36.64	$37.26	$37.88	$38.52	$39.18	$39.82	$40.50	$41.18	$41.84
STEP 28	$36.04	$36.64	$37.26	$37.88	$38.52	$39.18	$39.82	$40.50	$41.18	$41.84
STEP 29	$36.04	$36.64	$37.26	$37.88	$38.52	$39.18	$39.82	$40.50	$41.18	$41.84
STEP 30	$36.77	$37.37	$38.00	$38.63	$39.29	$39.96	$40.61	$41.31	$41.60	$42.68

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KODIAK ISLAND EDUCATIONAL SUPPORT ASSOCIATION (KIESA)

FY2022-2023 PAY SCALE

FY23	RANGE 27.5	RANGE 28	RANGE 28.5	RANGE 29	RANGE 29.5	RANGE 30	RANGE 30.5	RANGE 31	RANGE 31.5
STEP 1	$31.63	$32.16	$32.66	$33.24	$33.79	$34.37	$36.86	$39.36	$41.86
STEP 2	$32.26	$32.78	$33.33	$33.89	$34.47	$35.04	$37.61	$40.18	$42.74
STEP 3	$32.91	$33.43	$33.98	$34.56	$35.14	$35.74	$38.36	$40.97	$43.57
STEP 4	$33.58	$34.10	$34.70	$35.25	$35.83	$36.45	$39.12	$41.78	$44.45
STEP 5	$34.25	$34.79	$35.35	$35.97	$36.55	$37.17	$39.91	$42.66	$45.41
STEP 6	$34.93	$35.50	$36.10	$36.67	$37.29	$37.89	$40.69	$43.49	$46.28
STEP 7	$35.61	$36.21	$36.79	$37.41	$38.04	$38.68	$41.51	$44.36	$47.18
STEP 8	$36.33	$36.95	$37.56	$38.18	$38.82	$39.44	$42.36	$45.25	$48.15
STEP 9	$37.06	$37.68	$38.32	$38.94	$39.60	$40.28	$43.19	$46.09	$49.00
STEP 10	$37.78	$38.42	$39.07	$39.71	$40.39	$41.07	$44.07	$47.09	$50.09
STEP 11	$38.52	$39.18	$39.84	$40.50	$41.20	$41.85	$44.92	$48.01	$51.08
STEP 12	$38.52	$39.18	$39.84	$40.50	$41.20	$41.85	$44.92	$48.01	$51.08
STEP 13	$38.52	$39.18	$39.84	$40.50	$41.20	$41.85	$44.92	$48.01	$51.08
STEP 14	$39.29	$39.97	$40.62	$41.32	$42.00	$42.74	$45.82	$48.88	$51.96
STEP 15	$39.29	$39.97	$40.62	$41.32	$42.00	$42.74	$45.82	$48.88	$51.96
STEP 16	$39.29	$39.97	$40.62	$41.32	$42.00	$42.74	$45.82	$48.88	$51.96
STEP 17	$40.07	$40.77	$41.43	$42.15	$42.84	$43.57	$46.73	$49.89	$53.03
STEP 18	$40.07	$40.77	$41.43	$42.15	$42.84	$43.57	$46.73	$49.89	$53.03
STEP 19	$40.07	$40.77	$41.43	$42.15	$42.84	$43.57	$46.73	$49.89	$53.03
STEP 20	$40.88	$41.60	$42.25	$42.98	$43.69	$44.45	$47.68	$50.93	$54.18
STEP 21	$40.88	$41.60	$42.25	$42.98	$43.69	$44.45	$47.68	$50.93	$54.18
STEP 22	$40.88	$41.60	$42.25	$42.98	$43.69	$44.45	$47.68	$50.93	$54.18
STEP 23	$41.70	$42.42	$43.09	$43.84	$44.57	$45.34	$48.63	$51.92	$55.20
STEP 24	$41.70	$42.42	$43.09	$43.84	$44.57	$45.34	$48.63	$51.92	$55.20
STEP 25	$41.70	$42.42	$43.09	$43.84	$44.57	$45.34	$48.63	$51.92	$55.20
STEP 26	$42.54	$43.29	$43.98	$44.74	$45.47	$46.23	$49.59	$52.94	$56.29
STEP 27	$42.54	$43.29	$43.98	$44.74	$45.47	$46.23	$49.59	$52.94	$56.29
STEP 28	$42.54	$43.29	$43.98	$44.74	$45.47	$46.23	$49.59	$52.94	$56.29
STEP 29	$42.54	$43.29	$43.98	$44.74	$45.47	$46.23	$49.59	$52.94	$56.29
STEP 30	$43.40	$44.14	$44.86	$45.62	$46.39	$47.16	$50.61	$54.05	$57.49

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825 ENTRY AND PERMANENT BARGAINING UNIT JOB CLASSIFICATIONS

		Range	
Job Title	Entry	Permanent	Proficiency
	Base	Base	Base
Aide I	8	9.5	10
Facilitator of Substitutes	8	9.5	10
Food Service Helper	9	10.5	11
Parent Facilitator	8	9.5	10
Piano Accompanist	9	10.5	11
Cafeteria Specialist	10	11.5	12
Custodian I	10	11.5	12
Secretary I	10	11.5	12
Aide II	10.5	12	12.5
Aide III	11	12.5	13
Custodian II	11	12.5	13
Aide IV	12	13.5	14
Custodian III	12	13.5	14
Library Media Specialist	12	13.5	14
Instructional Support Specialist	12	13.5	14
Secretary II	12	13.5	14
Supply Specialist I	12	13.5	14
Accountant I	13	14.5	15
School Safety Monitor	13	14.5	15
Supply Specialist II	13	14.5	15

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Village Day Custodian	13	14.5	15
Accountant II	15	16.5	17
Aide V	15	16.5	17
Informational Specialist I	15	16	16.5
Computer Technician I	15	16	16.5
Registrar	15	16.5	17
Secretary III	15	16.5	17
Sign Language Interpreter	15	16.5	17
Accountant III	16	17.5	18
Secretary IV	16	17.5	18
Maintenance Mechanic I	16	17.5	18
Computer Technician II	17	18	18.5
Facilities Technician	17	18.5	19
Social Emotional Learner Specialist	17	18.5	19
Social Worker	17	18.5	19
Career Guide	17	18.5	19
Wellness Specialist	17	18.5	19
Computer Technician III	19	20	20.5
Maintenance Mechanic II	19	20.5	21
Network Specialist	20	21	21.5
Project Specialist	20	21	21.5
Information Specialist II	20	21	21.5
Certificated Occupational Therapist Assistant	20	21.5	22

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Speech-Language Pathology Assistant	20	21.5	22
Computer Technician IV	21	22	22.5
Maintenance Mechanic III	22	23.5	24
Server Specialist	23.5	25	25.5
Building Systems Technician	24	25.5	26
Maintenance Mechanic IV	25	26.5	27
School Nurse I	29	30	30.5
Youth Advocate	29	30	30.5
School Nurse II	30.5	31	31.5

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830 PAYDAYS

Employees will be paid on the 8th and 23rd of each month. All employees will be enrolled in direct deposit.

I. If a regular payday falls on a holiday or weekend, payment will be made on the last business day before the holiday or weekend.

II. Leave and earnings statement will be distributed on each payday.

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835 PAY SHORTAGES

If an employee (or KIESA on behalf of an employee) reports a possible pay shortage, any pay shortage verified by the District shall be processed within three (3) working days. Pay shortages of less than $ $100 shall be corrected in the next payroll period.

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840 TIME SHEETS

Copies of the employee's time sheets shall be made available upon request, by the employee or his/her designee.

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841 SCHEDULING CHANGE AND FLEXIBLE SCHEDULING

1. The District shall set the work schedules for employees. For school term employees, the District shall set the work schedule for the school year. When a change in the schedule is necessary to accomplish job duties, the District will provide reasonable notice of such scheduling change. Any change in schedule must be documented in writing and signed by the employee's supervisor, the grant administrator (if applicable), the Director of Finance, and the Superintendent respective designees.

2. A change in schedule requested by an employee may be granted if such proposed change does not adversely affect District services, operations, or administration. Any change in schedule must be documented in writing and signed by the employee's supervisor, the grant administrator (if applicable), the Director of Finance, and the Superintendent respective designees.

3. Employees shall accurately record all hours actually worked.

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845 FINAL PAYCHECK

Employees leaving the District for voluntary reasons shall participate in an exit interview with the Business Department. During that meeting COBRA options and other information will be provided and any final payroll adjustments made. The District will be provided with any changes to the address and contact information of the departing employee.

When an employee is terminated any wages due shall become payable immediately and shall be paid within three (3) working days following termination. The departing employee will be provided with an explanation of any final payroll adjustments made.

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850 HOLIDAYS

All classified employees, other than temporary employees, shall be entitled to time off with pay on the following holidays:

New Year's Day

Spring Break Day*

Memorial Day

Independence Day

Labor Day

Thanksgiving

Day after Thanksgiving

Christmas Eve

Christmas Day

One floating holiday to be used during scheduled breaks, in the employee's work year.

* There will be a minimum of one spring break day, but, when the community calendar allows, two days shall be designated. This shall be done at the time the school calendar is set. Any employee attending in-service sessions which occur over spring break shall be eligible for holiday pay, but will not come under the provision for overtime, Section 855.

Twelve-month employees may request to switch the spring break day(s) to other day(s) during that week. These two days do not qualify as a scheduling change or a flexible schedule change under Item 841. A change in spring break day(s) schedule requested by an employee may be granted if such proposed change does not adversely affect District services, operations or

administration. Any change in schedule must be documented in writing and signed by the employee's supervisor.

Holiday pay is not pay for hours that would otherwise not be worked. Holidays that fall on an employee's normally scheduled day off (other than weekends) or during a period of time that the program or grant for which the employee works is not running or scheduled would not qualify the employee for holiday pay. To be eligible for holiday pay, an employee must be on the job or on approved paid leave for the full scheduled working day immediately prior to and after the scheduled holiday. An exemption is Christmas, where the employee must only be on the job for the full scheduled working day or on approved paid leave on the regular work day immediately

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prior to the scheduled holiday. Holidays that fall on the weekend will be observed, as outlined on the school calendar.

To establish the regular work day before and after the holiday, the district will provide this information on the classified work days memo at the beginning of each school year.

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855 OVERTIME

I. The District shall pay any employee at the rate of one and one-half times the regular rate of pay for any hours of "time worked" more than forty (40) hours paid in a workweek., or for more than eight (8) hours paid in a day.

II. Examples of "time not worked" include annual leave, association leave, bereavement leave, civic leave, holiday pay and sick leave.

III. In determining whether an employee is to be paid for more than forty (40) hours in a workweek, the number of hours paid shall be determined without including hours that are worked in excess of eight hours in a day because the employee has or will be separately awarded overtime compensation based on those hours.

The procedure for use of overtime shall be:

I. Overtime or work beyond daily budgeted hours shall be used only for projects where there is unusual or extraordinary need and must be approved by the supervisory person in charge.

II. Emergency call outs shall be paid portal to portal and shall equal a minimum of two (2) hours of overtime pay if the above restrictions are met.

III. On a paid holiday (not including Floating Holidays), employee shall receive time and one-half for any hours worked on the holiday in addition to holiday pay.

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860 FULFILLMENT OF WORKLOAD

If an employee is on approved leave, or is temporarily reassigned to fulfill duties other than their regularly assigned duties; the Superintendent may employ a substitute to fulfill the duties of the absent, or temporarily reassigned employee.

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865 SUBSTITUTES

The employer may provide substitutes as required by the absence of a regular bargaining unit member, however, substitutes shall not be placed to perform the work of an absent regular bargaining unit member until other bargaining unit members regularly assigned to the building or department have been offered the work. A substitute shall only perform the work in a position that remains after regular bargaining unit members have been shifted to perform the work of an absent bargaining unit member.

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870 MILEAGE REIMBURSEMENT

When an employee is requested to provide his/her own transportation in order to fulfill the conditions of employment, the District shall provide remuneration at the IRS business mileage rate in effect on January 1 of each school year.

Mileage reimbursement claims must be completed by the employee, verified by the supervisor monthly, and turned into the Business Department by the 15th of each month for the preceding month or by the end of the school semester.

Employees shall not be required to transport students using a personal vehicle.

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875 EDUCATION REIMBURSEMENT

Classified employees may be eligible for education reimbursement if the employee enrolls in a college, university, or vocational course:

I. Which has a direct relationship to duties performed in their position, or,

II. To gain versatility and enhance skills related to employment in the District, or,

III. If the course is a requirement of an institution's program of study leading to a degree, and if the degree program is directly related to duties now performed or will enhance an employee's skill in a related field.

The employee should work with their supervisor to select courses which would serve these purposes. A Classified Request for Course Approval form should be completed, endorsed by the supervisor, and forwarded to the Assistant Superintendent for approval no later than before the course is completed. The request shall indicate name of course, dates of intended course completion, a narrative explaining the reasons and intent for taking the course. The District shall reimburse the actual cost for approved courses including applicable lab fees, course fees, books and tuition up to $750 per fiscal year. Notwithstanding the above, if an employee submits a plan developed with and agreed upon by an educational advisor from an accredited post-secondary institution that is designed to result in the attainment of an associate, bachelors or masters degree at the accredited institution, the District may, in its discretion, raise the amount set out above to $1000 per fiscal year. Evidence of successful course completion must be submitted for reimbursement. This can be in the form of an official transcript, grade slip or letter from the institution or certificate of completion.

In the case of positions where ongoing coursework is required and where the job description specifies a schedule for course or degree completion, the employee should be reimbursed for all tuition costs incurred to meet the requirements of the job description.

Reimbursement requests submitted after 40 school days of course completion will not be honored.

If recommended by the supervisor due to special hardship circumstances, arrangements can be made for an advance.

Nurse I and Nurse II employees may submit a plan to the Educational Advisor for professional development or continuing education necessary to fulfill license requirements. Once a plan is approved by the Educational Advisor, the employee shall be reimbursed up to $1000 per fiscal year for Continuation Education Units (CEU). The CEU monies noted above may be used towards professional membership at the discretion of the Superintendent.

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880 TOOL ALLOWANCE

Maintenance I, II, III, IV, Building Systems Technician, and Technology positions shall be given an allotment to replace lost, stolen or broken tools and to purchase specialized tools and one set of weather gear if outside work is required according to the following schedule:

During probation	$350/year
Permanent	$850/year
Proficient	$850/year

The tool allowance payment shall be made at the beginning of each fiscal year. Receipts for tools purchased must be signed and approved by a maintenance supervisor. Receipts shall be retained on file. All tool allowance money not spent by the end of the fiscal year shall be returned to the District.

If a probationary Maintenance Mechanic, Building Systems Technician and Technology Technician becomes a Permanent employee, they should be paid the difference between the Probation rate and the Permanent rate ($500). Thereafter the tool allowance would be paid on the beginning of each fiscal year.

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SIGNATURE PAGE

KODIAK ISLAND BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION

Dated this 21st, day of May, 2020

KODIAK ISLAND EDUCATIONAL SUPPORT ASSOCIATION

DocuSigned by:

DocuSigned by:

DocuSigned by:
Melissa Alexander
47F41438C0A4460...

Dated this _____, day of _____, 2020