

GRANITE SCHOOL DISTRICT

GRANITE EDUCATION SUPPORT PROFESSIONALS ASSOCIATION

NEGOTIATED AGREEMENT FOR CLASSIFIED EMPLOYEES

**EFFECTIVE JULY 1, 2017
THROUGH JUNE 30, 2020**

The contents of this document were mutually agreed to by the Granite School District Board of Education and the Granite Education Support Professionals Association.

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**GRANITE SCHOOL DISTRICT NEGOTIATED AGREEMENT FOR
CLASSIFIED EMPLOYEES JULY 1, 2017-JUNE 30, 2020**

The Board of Education of Granite School District (hereinafter referred to as the “Board”) and the Granite Education Support Professionals Association (hereinafter referred to as the “Association”) hereby agree as follows:

I. AGREEMENT, GENERAL PROVISIONS

- A. **Scope of Agreement:** Minutes will be taken at all advisory meetings and signed off as agreed to by the parties. This agreement constitutes the entire agreement between the parties and may be modified only through written, mutual consent of the parties. Neither the Board nor the Association will be responsible for loss of benefits due to the failure of an employee to read and know the policies and procedures of the Granite School District.
- B. **Effective Dates:** This agreement shall be effective July 1, 2017, and shall continue in effect through June 30, 2020. The current agreement will remain in effect until a new negotiated agreement between Granite School District and the Association has been mutually agreed upon.
- C. **Annual Negotiations:** Negotiations shall commence on or before May 1, each year (2018, 2019, 2020) for the purpose of seeking a mutually acceptable contract. Adjustments on the following items only:
 - a. Monetary issues
 - b. Medical insurance
 - c. Any other negotiable items with mutual consent of both parties

II. BOARD RIGHTS

- A. **Rights Retained by the Board of Education:** It is expressly understood and agreed that all functions, rights, powers, and authority of the Board, which are not specifically limited by the express language of this Agreement, are retained by the Board, provided, however, that no such right shall be exercised so as to violate any of the specific provisions of this agreement.

III. NEGOTIATING RIGHTS

- A. **Negotiation Representation:** The Board hereby recognizes the Association for the duration of this agreement as the exclusive negotiating representative of contract classified employees as defined herein.
- B. **Annual Negotiations:** Representatives of the Board and the Association shall meet annually to negotiate over salary and economic fringe benefits for classified employees. Negotiations shall begin on/or before May 1 of each year.
- C. **Impasse:** If agreement is not reached on all items, either party may declare to the other in writing that an impasse exists and call for a mediator. A written request for mediation shall be considered a joint request and the other party shall join in the request.

If both parties cannot agree to mediation, one party may declare to the other, by written request, that an impasse exists 30 days from the original date, and that request for mediation will be considered a joint request, and the other party will join the request.

IV. UNINTERRUPTED SERVICE

- A. **No Strike Provision:** The Association and all classified employees hereby agree not to strike, or engage in, or support, or encourage any concerted refusal to render full and complete service to the Board.

V. DEFINITIONS OF TYPES OF EMPLOYEES

NOTE: “Regular” and “career” employees have an expectation of continued employment as defined in state statute. Provisional employees do not have an expectation of continued employment.

- A. **Regular Employees:** Contract employees, paid from the classified salary schedule, who have completed three years of district employment in a regular, continuous contract assignment and who are eligible for the district’s insurance, sick leave, and/or vacation programs. Regular employees have an expectation of continued employment as defined in state statute.
- B. **Career Employees:** “Career employee” means an employee of a school district who has obtained a reasonable expectation of continued employment as defined in state statute.

- C. **Provisional Employees:** Contract employees, normally working full time (1.0 FTE), paid from the classified salary schedule, who have completed less than three years of district employment in a regular, continuous, contract assignment and who are eligible for the district's insurance, sick leave, and/or vacation programs.
- D. **Job Classification:** Job classification shall mean job title and job description as written and approved.
- E. **Seniority:**
 - a. Seniority shall be determined by the length of continuous contract service.
 - b. Seniority shall accrue from the day on which the employee first reports for work in a contract assignment.

VI. GRIEVANCE PROCEDURE

- A. **Definition:** Grievance shall mean a complaint by a classified employee that there has been an alleged violation, misinterpretation, or misapplication of any of the provisions of this Agreement affecting that employee.
 - a. No employee shall suffer any adverse reprisals from the district because of filing a grievance in good faith.
 - b. The Association has the right to refuse to represent an employee at any step of the grievance procedure.
- B. **Procedure:** The employee will be given the opportunity to have a representative present at all stages of the grievance procedure and all levels of the disciplinary procedure, if requested. All grievances shall be resolved in accordance with the following procedure:
 - a. **Step One: Oral Grievance**
 - i. **Informal Discussion:** The employee with a grievance must first attempt to resolve it informally by discussing the issue with his/her immediate supervisor *within 10 working days* after the employee became aware of the act or condition upon which the grievance is based.
 - ii. **Supervisor's Response:** The supervisor shall have up to *10 working days* after learning of the grievance to consider the matter and give his/her answer orally to the employee.
 - b. **Step Two: Written Grievance**

- i. **Time Limitation:** If the grievance is not resolved informally in step one, the employee may file the grievance with his/her immediate supervisor in writing *within 10 working days* after receiving the answer in step one.
- ii. **Requirements:** The written grievance shall:
 - 1. describe the nature of the grievance and the facts giving rise to it;
 - 2. note the provisions alleged to be violated, misinterpreted, or misapplied and the position of the employee with respect to such provisions; and
 - 3. state the specific remedy requested to resolve the grievance.
- iii. **Supervisor's Response:** The supervisor shall have up to *10 working days* after receiving the written grievance to investigate the matter, meet further with the employee and representatives of the Human Resources and the Association, if needed, make a decision, and communicate the response in writing to the parties concerned.

NOTE: The specified time limits on both the employee and the supervisor may be extended, if justified, and mutually agreed to by the Board and the Association.

c. Step Three: Appeal of Written Grievance

- i. **Time Limitations:** If no mutually agreeable settlement is reached in step two, the employee may submit a copy of the written grievance to the superintendent *within 10 working days* after receiving the answer in step two, requesting that the immediate supervisor's decision be reviewed by the superintendent's office.
- ii. **Superintendents Investigation:** The superintendent or designee and staff shall investigate the case, request all pertinent facts, and meet with the employee *within 10 working days* after receiving the written appeal to try to resolve the grievance.
- iii. **Decision:** The superintendent or his designee shall make decisions *within 10 working days* after the step three grievance meeting and communicate the decision in writing to the parties concerned.

d. Step Four: Impartial Third Party Hearing

- i. **Time Limitation:** In the event that no mutually agreeable settlement is reached in the foregoing procedure, the employee or the Association may, *within 10 working days* after receiving the decision of the superintendent or his designee

in step three, file a petition in the superintendent's office requesting that the matter be referred to an impartial third party from outside the district for review and recommendations. The specified time limit may be extended, if justified, and mutually agreed to by both parties.

- ii. **Selection:** Representatives of the superintendent and the Association or employee, (if the employee is proceeding without assistance of the Association), shall agree upon an impartial third party hearing examiner from outside the district *within 10 working days* after receipt of notice of referral. The hearing examiner shall be notified of his/her selection by joint letter from the district and the Association or employee, if the employee is proceeding without assistance of the Association, stating the issues(s) to be heard and requesting that he/she set a date, a time, and a format for the hearing.
- iii. **Limitation of Hearing Examiner's Authority:** The hearing examiner shall have no authority to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The hearing examiner's authority shall be strictly limited to making a recommendation to the Board regarding only the specific issue or issues submitted in writing by the district and the Association or employee, if the employee is proceeding without assistance of the Association. The examiner shall have no authority to make recommendations on any other issue not submitted. The examiner shall have no power to make recommendations contrary to or inconsistent with the law. The examiner's recommendations to the Board must be based solely and only upon his/her interpretation of the meaning or application of the express relevant language of this agreement to the facts of the grievance presented. The hearing examiner shall submit recommendations in writing *within 20 working days* after the close of the hearing or the submission of agreed upon briefs by the parties, whichever is later, unless the parties agree to an extension thereof.
- iv. **Rules of Evidence:** In the hearing, neither party shall be permitted to introduce any evidence which was not presented in steps one through three. In the event new evidence is discovered which might have bearing on the grievance, the grievance will return to step two.
- v. **Recommendation:** The recommendations of the hearing examiner to the Board shall be advisory only. The Board shall make a final disposition of the case within 35 calendar days after receiving the recommendation(s) of the hearing examiner, unless the parties agree to an extension. The decision of the Board shall be submitted in writing to all parties, and shall be final and binding on all parties to the grievance, provided the Board in its decision does not exceed its authority as established in the law.

- vi. **Expense Incurred:** Expenses for the hearing examiner’s service shall be shared equally by the district and the Association for grievances brought by the Association, but not for grievances brought by an employee on their own behalf. In those situations, the employee will be responsible to share the costs with the district.
- C. **Time Limits (Loss of Right to Grieve):** No grievance shall be entertained or processed unless it is submitted *within 10 working days* after the employee became aware of the act or condition upon which the grievance is based. If a grievance is not presented within such time limits, it shall be considered “waived.” If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the district’s last response. If the district does not respond to the grievance or an appeal thereof within the specified time limits, the employee involved and the Association may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step.
- D. **Meetings and Representation:**
- a. **Scheduling:** Meetings held under this procedure shall be conducted at times and places which will afford a fair and reasonable opportunity for all necessary persons, including witnesses, to attend. Such meetings shall be conducted during non-working hours unless there is mutual agreement for other arrangements.
 - b. **Rights to Representation:** In any grievance meeting, all parties directly involved shall have the right to be accompanied, advised, and/or represented by a person of their own choosing.

VII. WORK TIME

- A. **Workweek Defined:** A workweek, according to Fair Labor Standards Act (FLSA), for nonexempt employees is generally a fixed period of 168 hours – seven consecutive 24-hour periods – which is established by the employer for each employee. It may begin on any day of the week and at any hour of the day; it need not coincide with the calendar week. Classified employees, who are required to work outside their normal work week in excess of 40 hours or on non-scheduled workdays, will be compensated for those hours worked on the basis of one and one-half times their regular hourly rate. Employees may voluntarily accept additional work or weekend assignments by arrangement with their supervisor.
- a. Holidays and vacation days are considered part of the 40-hour work week.
 - b. Contract trade days, compensatory hours, and sick leave are not considered for one and one-half times the employee’s regular hourly rate.
 - c. Employees have an expectation of consistency in scheduling. However, on occasion and

with advanced notice, the district may adjust workweek schedules. It is anticipated that workweek schedule changes will occur no more than four (4) times annually.

B. Reporting Work Time:

- a. **Computer:** If the position is required to use the computerized time keeping system, staff members shall record all time and attendance on said system.
- b. **Timecard:** If the position is required to use a manual entry paper attendance record (timecard), staff members shall record their hours/attendance accurately.

VIII. OVERTIME

- A. **Rates After 40 Hours:** Classified employees who work more than 40 hours in one week will be compensated (mutually agreed upon pay or compensation time) for the hours over 40 on the basis of one and one-half times their regular hourly rate.
 - a. Holidays and vacation days are considered part of the 40-hour workweek.

NOTE: Employee vacation requests will not be approved if viewed by the supervisor as an attempt to create an overtime benefit.

- B. **Holiday Rates:** All classified employees who work on Thanksgiving, Christmas, or New Year's Day shall be compensated (mutually agreed upon pay or compensation time) at two times their regular hourly rate.
- C. **Prior Approval:** All overtime work, for which the employee will be paid from district overtime accounts, must receive prior approval from an assistant superintendent or designated representative. An immediate supervisor may authorize overtime work when payment will be made from appropriate accounts for which they have responsibility and control. In the event of an emergency, the approval will be retroactively received the following work day.
- D. **Distribution:** Voluntary overtime assignments shall be offered equally among departmental employees as far as possible. Required overtime will be assigned equally (as required by Federal Law).
- E. **Emergency Call-Outs:** Contract employees called from home to perform duties on an emergency basis during off-duty hours will be compensated (mutually agreed upon pay or compensation time) at one and one-half times their regular hourly rate. . One hour will be given to compensate for travel time.

IX. COMPENSATORY TIME

Definition: Fair Labor Standards Act defines compensatory time off work as “time off in lieu of overtime at a rate not less than one and one-half hours for each hour of employment for which overtime compensation is required.”

- A. **Options:** Regular and provisional classified employees who have worked overtime may have the option of receiving overtime pay, as described under VII above, or equivalent compensatory time at one and one-half their regular hourly rate, upon mutual agreement between the employee and his/her immediate supervisor.
- B. **Records:** Employees who elect to take compensatory time in lieu of overtime pay must keep appropriate records signed by themselves and their immediate supervisor and attached to their absence record. Compensatory time is tracked in the computer system for those employees who are required to clock in.
- C. **Coordination:** Compensatory time must be taken at a time which is entirely acceptable and approved in advance by the employee’s immediate supervisor.
- D. **Accumulation:** Compensatory time may not accumulate beyond a maximum unused balance of 60 hours. Employees may use the first 40 hours of this accumulated time at a time which is entirely acceptable to themselves and their immediate supervisor, as outlined in section C. Hours beyond 40 must be taken when scheduled by the immediate supervisor. Paid time off from work will normally be taken from the employee’s accumulated compensatory time account before the employee uses vacation. An exception to this would be an employee whose accrued vacation is within three days of being at their maximum accrual amount. All compensatory time shall be used prior to the end of the fiscal year.

X. SHIFT DIFFERENTIAL

- A. **Afternoon Shifts:** Contract employees who, as part of their regular assignment, begin work between 2:00 p.m. and 10:00 p.m., and work more than six hours per shift, will be paid an additional 30 cents per hour.
- B. **Night Shifts:** Contract employees who, as part of their regular assignment, begin work between 10:00 p.m. and 3:00 a.m., and work more than four hours per shift, will be paid an additional 50 cents per hour.

XI. IN-SERVICE TRAINING

- A. **Required Training:** If job description requirements change or were modified from an employee's first day of contract employment, for each hour of class work required by the district for an employee to maintain their current job status, the district will reimburse the employee at their regular hourly rate of pay.

XII. ASSOCIATION RELEASED TIME

- A. **Purpose:** The Board will authorize some leave days with pay to be used by the Association for the purpose of permitting its officers and other classified employees to attend various workshops, assemblies, conferences, conventions, hearings, negotiations, and other functions or activities deemed vital to the interests of the Association and which may have potential benefit to Granite School District.
- B. **Requests:** All requests for Association released time must be made by the Association president or designee to the Director of Human Resources or designee, who has the exclusive power of authorizing and allocating Association released time. Requests for released time shall be made in writing and must include the reason and an agenda of subject matter.

NOTE: No Association business will be conducted on District time without prior approval in "B" above.

XIII. PERSONAL LEAVE

- A. **Annual Limits:** Personal leave may be granted annually to each contract classified employee of the district.
 - a. **Non-Vacation Employees:** Non-vacation contract employees (employees working less than 12 months) are allowed two personal leave days annually. If the employee does not take these days, any full day remaining will be paid out at 100%. If any portion of a personal leave day is used, the remaining portion of that day will be paid out at 35%.

NOTE: This payment will be processed no later than August 15th.

- b. **Vacation Employees:** Classified employees who are eligible for vacation (12 month contract) may be granted one personal leave day annually with full pay at the discretion of the employee.

NOTE: Employees who do not choose to use their personal leave day, will receive 35% of the employee's daily rate for the unused day. This payment will be processed no later than August 15th.

- c. **Blocks of Time:** Personal leave may be used in four hour blocks of time.

- B. **Limitations:** Personal leave is not to be used for other employment and is not cumulative. Limitations may be placed by the principal/supervisor on the number of employees who can take personal leave on a given day. Such limits may be necessary based on work schedule and substitute availability if required. Personal leave will not be granted in connection with any form of job action or work stoppage. Personal leave should not be taken the day before or after a school holiday (weekdays when school is not in session for students) or during the first or last five days of school. Exceptions must have the prior approval of the school principal/supervisor.

- C. **Requirements:** Requests for personal leave must be requested on the applicable personal leave form, which requires approval by the employee's immediate principal/supervisor. Whenever possible, a minimum of one day notice (24 hours) should be given to the principal/supervisor before taking personal leave, except in case of emergency.

XIV. SICK LEAVE

- A. **Eligibility:** Contract employees are eligible for sick leave benefits. Those classifications already receiving sick leave, in jobs considered full time at less than eight hours, shall also be eligible.

- B. **Restrictions:** Sick leave is to be taken only for ones own illness, accident, or recuperation from the same. It is the personal responsibility of every contract classified employee to use this sick leave only for the purpose intended. Any proven misuse thereof would be considered unethical, unprofessional, and in violation of this Agreement.

- C. **Reporting:** The employee must notify his/her immediate supervisor at the beginning of each shift when absence is required. Exceptions to this requirement:
 - a. **Extended Illness or Injury:** The daily report is not required beyond the first report. A DFL must be submitted to the Benefits Office.

 - b. **Incapacitated Employee:** Notification by family or friend in lieu of the employee.

 - c. **Supervisor Unavailable:** A message may be relayed through the immediate supervisor's secretary or another responsible employee.

Recuperation: Recuperation from accident or illness, while on sick leave status, must be in compliance with the doctor's prescribed plan. Employees are not on vacation and should not

do anything that could worsen or delay the healing process. Any variation from rest and limited activity must be approved by a doctor.

- D. **Special Use of Sick Leave:** Special use of sick leave will be reviewed by the principal or supervisor and granted by the appropriate assistant superintendent in the event of **serious illness** of a member of the immediate family, or of any other person who is a member of the same household as the employee. Denial of special use of sick leave can be appealed to the superintendent. The principal/supervisor may approve up to 10 days in any one contract year.
- E. **Immediate Family Definition:** The immediate family is defined as husband, wife, father, father-in-law, stepfather, mother, mother-in-law, stepmother, daughter, daughter-in-law, stepdaughter, son, son-in-law, stepson, brother, brother-in-law, stepbrother, sister, sister-in-law, stepsister, aunt, uncle, grandchildren, grandchildren-in-law, step grandchildren, grandparent, grandparent-in-law, step grandparent, or any other person who is a permanent member of the same household as the employee.
- F. **Special Use of Sick Leave for Death:** Up to five (5) days of special use of sick leave may be granted by the principal/supervisor in the event of a death in the immediate family, as defined in Section XIV.E. Bereavement days can be taken within a two-week window from the time of the death.
- G. **Accrual Rate:** Sick leave will accrue at the rate of 1.1 days per month worked. There is no maximum on the number of unused sick leave days which can be accrued. Contract employees, who have their contract FTE (working hours) increased or decreased, will have their sick leave balance adjusted accordingly.

Example: A nine-month employee has worked four hours per day (0.5 FTE) for four years received an increase in contract to eight hours per day (1.0 FTE). This employee had a sick leave balance of 40 days. With an increase in their contract, the employee's sick leave balance will be adjusted to 20 days.
- H. **Verification:** The district reserves the right to require verification of any illness or disability any time a classified employee is absent from work. If an employee utilizes sick leave for an extended period of time, the employee must obtain a "Diagnosis and Functional Limitations" (DFL) form from the Benefits Office or online and provide it to a licensed medical doctor or osteopathic physician who is attesting to the illness or disability involved. The DFL must be faxed or delivered to the district Benefits Office, due every 21 calendar days until the employee returns to work. Failure to provide a completed DFL will result in leave without pay for the classified employee, with possible dismissal.

Diagnosis of Functional Limitations must include:

- a. Diagnostic code(s)

- b. Estimated of actual date of return
 - c. Restrictions, if any, upon return to work
- I. **Temporary Transitional Assignments (TTA or “Light Duty”):** At the discretion of the district and the employee’s attending physician, employees may work in a Temporary Transitional Assignment (TTA) while recuperating from an illness or injury. Employees working in a TTA must work within the limitations set by the attending physician. Human Resources will coordinate all TTA. TTA does not imply a transfer or permanent job assignment.

Workers’ Compensation Benefits: If the injury or illness is covered by Workers’ Compensation (“Industrial”) and the district has an available Temporary Transitional Assignment (TTA).

- a. Workers’ Compensation will pay the regular statutory compensation rate for any shortfall in TTA pay. Because Workers’ Compensation (non-taxable) pays any shortfall in income, sick leave, vacation, or short-term disability benefits will not be used to supplement the employee’s pay while on TTA for Workers’ Compensation.
- b. The employee will be paid 100% of their regular hourly rate of pay when assigned a TTA.
- c. If the employee refuses the district’s TTA offering he/she is ineligible for Workers’ Compensation lost time wages and could only use vacation, personal leave, compensatory time, or leave without pay. All options would require the supervisor’s approval. The use of sick leave is not an option.

XV. SICK LEAVE INCENTIVE PROGRAM

- A. **Benefits:** In order to encourage the accumulation of unused sick leave days, classified employees who retire under the provisions of the Utah State Retirement Act may receive payment for any unused sick leave days accrued to their credit.
- B. **Rate:** Payments will be made upon retirement at the rate of 30% of the employee’s current daily rate for each unused sick leave day. The incentive will be paid out on the payday for the absence reporting period.

XVI. DISABILITY BENEFIT

- A. **Refer to Memorandum #112, “Short-Term Disability Guidelines for Regular Contract Employees.”**

NOTE: Any changes made to memorandum #112 must be mutually agreed upon with the district and both negotiating parties, GESPA and GEA.

XVII. VACATION BENEFITS

- A. **Annual Vacation:** The vacation policy for classified employees permits all employees working 12 months to receive an annual vacation. This vacation may be taken during any month of the year, however, days selected must be entirely acceptable and approved by each employee’s immediate supervisor.
- B. **Vacation Accrual:** Vacation accrues monthly and the rate is dependent upon district seniority:

Years of continuous, current contract employment	Accrual per month	Total annual days	Maximum accumulation
Beginning year 1 through year 5	1.00 days	12	16
Beginning year 6 through year 9	1.00 days	12	19
Beginning year 10 through year 12	1.34 days	16	26
Beginning year 13 through year 17	1.59 days	19	30
Beginning year 18 and thereafter	1.67 days	20	30

NOTE: Maximum Accrual: Contract employees will be allowed to accumulate to the above maximums, but will not earn additional vacation until they have used some vacation days and fallen below their maximum. There will not be an annual cutoff date.

- C. **Cash Payments:** Because vacation is an “accrued asset” and rightfully belongs to the employee, any unused balance will be paid upon resignation, termination, or retirement, with the following restrictions:
- a. Total days paid may not exceed the employee’s total annual days accrued. (See chart above.)
 - b. Total salary payments plus the amount paid for unused vacation may not exceed the total earnings encumbered for that contract year.

NOTE: Terminating employees or employees retiring in May or June must plan their retirement/termination date such that all vacation days are taken prior to the end of their contract year, if applicable, including the maximum paid days. There will be no vacation payout if the termination date is on June 30. Failure to plan accordingly will result in loss of vacation pay.

Options: Every contract employee will have the individual option of using current vacation or carrying a reserve balance for emergencies or travel purposes. The Board of Education,

however, believes that an annual vacation is important and necessary for the wellbeing of each employee. Therefore, each employee is encouraged to use his/her full vacation each year.

- D. **Change in Employment Status:** Any contract employee who has earned vacation while working as a 12-month employee and is then changed to another status will be entitled to the full use of those days earned or payment subject to the limitation stated above.
- E. **Seniority Credit:** Any contract employee who has been working in a 9-, 10-, or 11-month position and is transferred into a 12-month position will be granted seniority credit on the vacation schedule for the purpose of vacation accrual.

XVIII. MEDICAL INSURANCE GROUP ELIGIBILITY

- A. **Coverage:** Insurance coverage (medical, life, etc.) for eligible contract classified employees cannot begin until the Benefits Office receives the completed online enrollment confirmation and, if necessary, supporting documentation (marriage certificate, dependent birth certificate, etc.). Contract classified employees who complete the online insurance enrollment within their first 30 days of contract employment will have insurance for individual selected coverage. Insurance benefits will begin the first day of the month following the contract start date. Contract classified employees must elect or waive insurance coverage annually.
 - a. Contract employees who work less than full time (1.0 FTE) will pay the respective monthly co-premium proportional to their FTE status.
 - b. Eligible contract employees working less than 12 months will have insurance coverage during the summer months and until August 31 of that year, provided the employee has completed the employment contract for the school year just ended. All coverage will otherwise end with the employee's termination date.
 - c. Medical insurance premiums paid by the employee reflect a percentage of the total costs of medical insurance and are recalibrated annually.
- B. **Elect or Waive Coverage:** Every employee is required to re-enroll in or waive their insurance benefits during the mandatory online open enrollment period to continue insurance benefits for the next calendar year. Changes to medical insurance can only be made during the open enrollment period unless there is a qualifying life status event.
- C. **Life Status:** Any life-changing event affecting insurance coverage (marriage, divorce, birth, death, etc.) must be reported to the Benefits Office within 30 calendar days of the event to ensure coverage.

- D. **District Insurance Committee:** Association leaders and/or Association appointees will meet regularly with the district to discuss, study, and make recommendations regarding the substance, implementation, and funding of insurance programs.

XIX. UNIFORM ALLOWANCE

- A. **Required Uniforms:** Where the employee wearing of a uniform is required by the district, the district will purchase the uniform. Uniforms are to be worn and kept neat and clean.
- B. **Payments:** The uniform allowance will be credited to a local approved uniform supplier.

XX. ASSOCIATION BUSINESS MEETINGS

An appropriate time will be allocated at the end of department meetings for the purpose of giving GESPA officers an opportunity to update its members (attendance is optional).