

JORDAN SCHOOL DISTRICT
&
Jordan Education Support Professionals Association

Education Support Professionals Negotiated Agreement

2026-27

Negotiations Team

Anthony Godfrey, Ed.D.	Superintendent of Schools
John Larsen, CPA	Business Administrator
April Gaydosh	Administrator of Human Resources
David Bullock	Inspector & Project Manager, Facilities Services; JESPA President
Robyn Bullock	Administrative Assistant, JATC South; JESPA Secretary
Angela Allen	Nutrition Manager, Bingham High School
Mike Bacher	Programmer, Information Systems
Clark Cone	Head Custodian, JATC South
Michelle Park	Bus Driver, Transportation
Lauri Spitzenberger	Technology and Education Specialist, Custodial

Jordan School District Board of Education

Niki George	President, Voting District 6
Bryce Dunford	1 st Vice President, Voting District 5
Brian W. Barnett	2 nd Vice President, Voting District 2
Erin Barrow	Member, Voting District 4
Lisa Dean	Member, Voting District 7
Darrell Robinson	Member, Voting District 1
Suzanne Wood	Member, Voting District 3

**Education Support Professionals Negotiated Agreement
Final & NEG Policies
2026-2027**

**Between Jordan School District Board of Education
&
Jordan Education Support Professionals Association**

The Jordan School District Board of Education and Jordan Education Support Professionals Association (JESPA) negotiating teams tentatively agree to the following:

- 1) Steps will be given for education support professionals for the 2026-2027 school year.
- 2) A cost-of-living adjustment of 2.00% will be added to all steps for education support professionals.
- 3) The insurance plan change recommendations of the Insurance Advisory Committee are accepted. Additionally, it is agreed the District will pay 77.4% of the overall current year premium increase, such that the District contributes the same dollars regardless of employee plan choice.
- 4) Future insurance premium increase discussions will begin with the understanding that employees will cover fifty (50) percent of any future insurance premium increase and the District will cover fifty (50) percent of any future insurance premium increase. However, negotiations can alter this arrangement each year, as demonstrated this year.
- 5) Increase night differential for custodians from \$0.15 and \$0.30 an hour for swing and graveyard shifts, respectively.
- 6) A job study will be conducted by Human Resources to compare compensation of education support professionals with market rates.
- 7) DP326 NEG – Sick Leave – Education Support Professionals:
 - Changes repayment of sick bank to be eighteen months after returning to work rather than current and succeeding contract years

8) DP335B NEG – Annual Leave – Education Support Professionals:

- Removes district seniority wording
- Clarifies reason for annual leave used on a critical day when no sick leave is available
- Clarifies reason for annual leave on first five and last five days when students are in school when no sick leave is available
- Lessens the penalty of use for annual leave on first five and last five days when students are in school from a full day to 40% of the employee's daily rate

9) DP354B NEG – Attendance Incentive – Education Support Professionals:

- Clarifies which leave days count against the attendance incentive
- Exempts leave days used on the three professional development days during the school year, snow days, and the health and wellness day

10) DP343 NEG – Hours of Work – Education Support Professionals:

- Clarifies that comp time is not allowed for work performed on the holidays listed in sections J and K and that employees shall receive pay at the rate of time and one-half
- Expands the definition of which employees qualify under section K to include full time contracted employees working 40 hours per week

JORDAN SCHOOL DISTRICT
BOARD OF EDUCATION

By: 
Niki George, President

Dated: 5/26/26

JORDAN EDUCATION SUPPORT
PROFESSIONALS ASSOCIATION

By: 
David Bullock, JESPA President

Dated: 5/27/26

**JORDAN SCHOOL DISTRICT
EDUCATION SUPPORT PROFESSIONALS
SALARY SCHEDULE
2026 / 2027**

DRAFT

STEP	LANE 1	LANE 2	LANE 3	LANE 4	LANE 5	LANE 6	LANE 7	LANE 8	LANE 9	LANE 10	STEP
1	\$17.88	\$18.88	\$19.94	\$21.33	\$22.86	\$24.22	\$25.39	\$26.84	\$28.56	\$31.28	1
2	\$18.34	\$19.37	\$20.46	\$21.86	\$23.46	\$24.86	\$26.02	\$27.51	\$29.29	\$32.08	2
3	\$18.82	\$19.87	\$20.99	\$22.41	\$24.05	\$25.47	\$26.70	\$28.24	\$30.03	\$32.93	3
4	\$19.31	\$20.39	\$21.54	\$23.00	\$24.68	\$26.12	\$27.39	\$28.95	\$30.80	\$33.76	4
5	\$19.81	\$20.92	\$22.10	\$23.59	\$25.29	\$26.78	\$28.09	\$29.70	\$31.60	\$34.62	5
6	\$20.33	\$21.47	\$22.67	\$24.18	\$25.95	\$27.47	\$28.80	\$30.47	\$32.39	\$35.52	6
7	\$20.86	\$22.02	\$23.26	\$24.79	\$26.61	\$28.20	\$29.55	\$31.24	\$33.26	\$36.45	7
8	\$21.40	\$22.60	\$23.86	\$25.42	\$27.30	\$28.91	\$30.32	\$32.06	\$34.11	\$37.41	8
9	\$21.96	\$23.18	\$24.49	\$26.09	\$28.00	\$29.66	\$31.07	\$32.89	\$34.99	\$38.36	9
10	\$22.53	\$23.79	\$25.12	\$26.73	\$28.71	\$30.42	\$31.89	\$33.74	\$35.90	\$39.34	10
11	\$23.11	\$24.40	\$25.78	\$27.43	\$29.46	\$31.19	\$32.73	\$34.59	\$36.83	\$40.40	11
12	\$23.71	\$25.04	\$26.45	\$28.15	\$30.21	\$32.00	\$33.55	\$35.49	\$37.80	\$41.43	12

STEP	LANE 11	LANE 12	LANE 13	LANE 14	LANE 15	LANE 16	LANE 17	LANE 18	LANE 19	LANE 20	STEP
1	\$32.27	\$34.02	\$37.30	\$39.34	\$41.61	\$43.94	\$46.41	\$49.04	\$51.81	\$54.75	1
2	\$33.11	\$34.88	\$38.27	\$40.39	\$42.67	\$45.06	\$47.62	\$50.30	\$53.16	\$56.18	2
3	\$33.98	\$35.78	\$39.25	\$41.43	\$43.79	\$46.23	\$48.85	\$51.61	\$54.53	\$57.65	3
4	\$34.85	\$36.70	\$40.26	\$42.52	\$44.93	\$47.45	\$50.13	\$53.00	\$55.96	\$59.19	4
5	\$35.73	\$37.67	\$41.34	\$43.63	\$46.12	\$48.70	\$51.44	\$54.39	\$57.43	\$60.72	5
6	\$36.67	\$38.64	\$42.42	\$44.77	\$47.33	\$49.99	\$52.81	\$55.81	\$58.94	\$62.31	6
7	\$37.64	\$39.65	\$43.50	\$45.91	\$48.54	\$51.29	\$54.18	\$57.26	\$60.49	\$63.97	7
8	\$38.60	\$40.67	\$44.64	\$47.13	\$49.81	\$52.64	\$55.62	\$58.76	\$62.09	\$65.66	8
9	\$39.62	\$41.74	\$45.81	\$48.38	\$51.13	\$54.01	\$57.09	\$60.31	\$63.73	\$67.37	9
10	\$40.63	\$42.81	\$47.00	\$49.63	\$52.44	\$55.42	\$58.56	\$61.89	\$65.39	\$69.14	10
11	\$41.69	\$43.95	\$48.24	\$50.91	\$53.85	\$56.87	\$60.13	\$63.53	\$67.13	\$70.97	11
12	\$42.78	\$45.08	\$49.49	\$52.25	\$55.26	\$58.38	\$61.70	\$65.21	\$68.88	\$72.83	12

Note:

1. This salary schedule is adopted only for the current school year. Any reference to future lane or step salary increases is advisory only and subject to further approval by the Board of Education based on availability of funds.
2. In a year when steps are given, every employee on step 12 in the previous year and still employed November 1st of the current year will receive a \$1,000 bonus (based on FTE) on the November paycheck regardless of Lane. This does not apply to the Miscellaneous Salary Schedule

SUBJECT: SICK LEAVE—EDUCATION SUPPORT PROFESSIONALS

I. Board Directive

It is the directive of the Board to authorize paid sick leave for education support professionals who work 30 hours per week or more and to comply with requirements of Public Law 103-3, Family and Medical Leave Act. The Board delegates to the Administration responsibility for establishing policy for sick leave and family leave benefits. Sick leave runs concurrent with Family Medical Leave Act (FMLA) and Workers Compensation. If additional leave is needed beyond what is covered in this policy, refer to [DP322 NEG - Family Medical Leave Act](#).

II. Administrative Policy

A. Purpose

- 1. Sick leave is intended for use by the employee only for personal health-related absences, except as outlined below under critical family care. Annual leave should be used for non-critical care of an ill family member.

B. Definitions

- 1. Immediate family is defined as husband, wife, daughter, son, father, mother, brother, sister, or other person residing in the employee's home on a permanent basis. Special circumstances may be appealed to the Sick Leave Review Committee for consideration of immediate family status.
- 2. Continuous service includes an approved leave of absence, sabbatical leave, sick bank, military and/or FMLA leave.
 - a. If an employee resigns his/her position in the District and then returns, he/she must start over on years of service and sick leave accumulation.
- 3. Sick Leave Review Committee
 - a. A Sick Leave Review Committee, composed of the Human Resources administrator for education support professionals, one other member of the Human Resources Department and two members of the employee agent group, shall be appointed to administer use of the sick bank. The Human Resources administrator for education support professionals shall serve as the chairperson. If one of the employee agent group members cannot be in attendance, an alternative representative will be requested by the employee agent group president.
 - b. The Committee shall review all sick bank requests and rule on sick bank usage. The unused sick bank days shall be reported to the Committee on a quarterly basis.
 - c. The Human Resources administrator for education support professionals shall make available to the Committee all the information that is submitted with an employee's sick bank request.
 - d. Minutes of all Sick Leave Bank Committee meetings shall be recorded and made available to all Committee members.

The sick leave policy shall be administered according to the following administrative policy provisions.

B. Sick Leave Accumulations

SUBJECT: SICK LEAVE—EDUCATION SUPPORT PROFESSIONALS

1. Sick leave accumulations are based on unused annual leave. See Policy DP335B NEG Annual Leave – Education Support Professionals for annual leave details.
2. Annual leave does not need to be exhausted before sick leave can be used.
3. Maximum accumulations:
 - 9-Month Employees: (Includes all bus drivers and attendants)

Maximum sick leave accumulation	180 days
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 - 10-Month Employees:

Maximum sick leave accumulation	200 days
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 - 11-Month Employees:

Maximum sick leave accumulation	220 days
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 - 12-Month Employees:

Maximum sick leave accumulation	240 days
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C. Sick Leave Benefits During Approved Absences

Should an employee be granted a leave for any reason, he/she will keep his/her number of cumulative sick leave days to be used upon return, but shall not be considered for sick leave during the time of leave.

D. Use of Sick Leave for Critical Family Care

1. Although sick leave is intended for use by the employee for personal health-related absences, some sick leave may be used for critical family care as described below. Annual leave should be used for non-critical care of an ill family member.
2. A maximum of twelve (12) days of sick leave may be used each year to care for a critically ill member of the employee’s immediate family, as defined above.
3. Use of sick leave for critical family illness must be authorized by the Sick Leave Review Committee. The employee must submit his/her request electronically by applying online via Employee Access.
4. Employees may not apply for critical family care benefits until five (5) annual leave days have been used.
5. In cases of extended critical care, employees may apply for additional days beyond the twelve (12) day allowance.
 - a. If more days are needed, employees who continue to deal with a critical family care (as defined in item D.1. above) may apply to the Sick Leave Review Committee for up to three (3) additional days.

SUBJECT: SICK LEAVE—EDUCATION SUPPORT PROFESSIONALS

- b. If additional days are granted, 40% of the employee's daily rate for each additional day of leave shall be deducted from the employee's pay.

E. Use of Sick Leave for Adoption

1. An employee who adopts a child must apply for critical family care days by submitting his/her request electronically to the Sick Leave Review Committee by applying online via Employee Access.
2. Employees may use up to a maximum of twenty (20) accumulated sick leave days at the time actual custody of the child is received. An employee shall not exceed a total of twenty (20) days of leave time, including the use of accrued personal leave days.
3. Any additional leave must fall under the provisions of DP322—Family Medical Leave Act.

F. Notification of Absence

1. Absences due to illness are to be reported to the appropriate office or individual as soon as possible.
2. The Administration may require a doctor's certificate without regard to the number of sick leave days claimed at any one time.
3. Employees absent for more than five (5) consecutive days shall apply for FMLA within the policy provisions of [DP322—Family Medical Leave Act](#).
4. Elective surgery shall be scheduled to minimize the time off work.
5. The employee shall record the absence in Skyward at least one hour prior to the start of his/her contract day or the day of the absence. A supervisor may require additional information.

G. Abuse of Sick Leave

1. If an immediate supervisor suspects that an employee has misused his/her sick leave benefit as established by this policy, the immediate supervisor shall conference with the employee.
2. If it is determined that the employee has misused his/her sick leave the immediate supervisor will forward a written explanation of the abuse to the Administrator of Human Resources or his/her designee and an investigation shall be conducted.
3. If the investigation of sick leave abuse proves to be true, the following policy provisions will be in effect:
 - a. Salary received for those unauthorized days shall be reclaimed.
 - b. There shall be a five-day (5) suspension without pay. The principal/director will determine when this suspension will be implemented to cause the least disruption to the school/department and students.
 - c. Disciplinary actions taken, up to and including termination of employment shall be entered in the employee's personnel file.

H. Employee-Funded Sick Bank

SUBJECT: SICK LEAVE—EDUCATION SUPPORT PROFESSIONALS

1. Employee Participation in the Sick Bank
 - a. Employees are automatically enrolled in the sick bank each year through the annual donation of one (1) annual leave day to the sick bank.
 - b. Each year, employees wishing to opt out of participation in the sick bank must annually complete the appropriate online form in Employee Access no later than September 1 for current employees and October 1 for first-year employees.
 - c. Employees who have been offered a temporary transitional duty assignment due to a work-related injury, who refuse the temporary transitional duty assignment, will not be eligible for Sick Bank.
 - d. Non-contracted employees shall not be eligible for the sick bank.

2. Use of the Sick Bank
 - a. The sick bank is not intended to be used for in-and-out absences, elective medical procedures or other medical care that could be scheduled during non-contract time.
 - b. Employees shall complete an official request for sick bank leave online via Employee Access.
 - c. Employees shall complete a release of medical information form to allow the members of the Sick Leave Review Committee to review any medical documentation that they provide with the request for sick bank leave.
 - d. Employees shall be required to complete a release of information form to allow the Sick Bank Committee to review their official District personnel file, if the need should arise.
 - e. Before an employee is eligible to apply for sick bank leave, the following criteria must be met for each qualifying medical condition. The employee must have:
 - 1) applied for FMLA (which will run concurrently with any sick bank leave usage); and
 - 2) exhausted all accrued sick leave days, annual leave days (up to a maximum of five (5) days), vacation days; and
 - 3) missed a minimum of fifteen (15) work days (any days from #1 and #2 above and/or no-pay days qualify for meeting this requirement).
 - f. An employee shall be required to provide the Sick Leave Review Committee with updated information regarding his/her condition every 30 days after the approval of the sick bank leave benefits. Continuation of the sick bank leave shall be contingent upon the information contained in the update.

3. Sick Bank Allowances

Employees who are considered “Provisional” as defined in [DP314 — Provisional and Probationary Education Support Professionals](#) as of July 1 are not eligible for sick bank benefits that year. An employee’s continuous contracted service as of July 1 will determine his/her sick bank eligibility for that year. Sick leave days per year are based on the following:

SUBJECT: SICK LEAVE—EDUCATION SUPPORT PROFESSIONALS

- 1 - 3 years of service are eligible for up to 15 sick bank days
- 4 - 7 years of service are eligible for up to 30 sick bank days
- 8 - 11 years of service are eligible for up to 60 sick bank days
- 12 years of service and above are eligible for up to 120 sick bank days

4. Employee Funded Sick Leave Bank Limitations

- a. The illness/injury must be medically documented with a statement bearing an original signature from the attending physician. The verification of absence form may not be stamped with a physician’s signature or signed by the attending nurse, office manager, etc.
- b. A second opinion may be required with any costs not covered by insurance borne by the District.
- c. Prior to granting sick bank leave, an employee shall acknowledge and agree in the online application to repay the sick bank any unused vacation days for sick bank days used or granted before transitioning to long-term disability.
- d. Prior to granting sick bank days an employee shall acknowledge and agree in the online application to repay compensation at his/her daily rate of pay for sick bank days used or granted if he/she terminates employment with the District for other than medical reasons before completion of 18 calendar months after returning to work ~~the current and succeeding contract year~~. The purpose of said funds would be to purchase days for the sick bank.
- e. No employee shall draw more than 120 days from the sick leave bank during a three-year period.
- f. No employee shall take vacation days within 15 working days after drawing upon the sick bank.
- g. No employee shall accrue leave days, i.e., annual leave or vacation while drawing upon the sick bank.
- h. After 180 calendar days, including summer months, sick leave benefits from District sources shall terminate and employees shall transition to long term disability according to the provisions of policy DP317 — Long-Term Disability Insurance.
- i. No appeal beyond the Sick Leave Review Committee is provided.
- j. If all days in the sick bank are exhausted prior to July 1, no additional days will be granted for the remainder of the current contract year.

SUBJECT: ANNUAL LEAVE —EDUCATION SUPPORT PROFESSIONALS

I. Board Directive

It is the directive of the Board to allow each employee working 30 or more hours per week annual leave time as indicated below and authorizes the Administration to implement policy regarding annual leave for education support professionals.

II. Administration Policy

The Annual Leave Policy shall be administered in accordance with the following administrative policy provisions.

A. Each eligible employee of the District shall be allowed annual leave in accordance to the following schedule at no cost to the employee:

Continuous Service:	Days per year:
Years 1 through 5	12 days per year
Years 6 through 10	13 days per year
Years 11 through 15	14 days per year
Years 16 and beyond	15 days per year

1. Continuous service includes an approved leave of absence, sick bank, military and/or FMLA leave.
2. A resignation or retirement constitutes a “break in service.”
3. Employees returning to Jordan School District following a break in service will receive a new continuous service date reflecting the date of their return.

~~4. District seniority will be based on the new continuous service date.~~

B. Employees hired after a contract year has started shall receive annual leave benefits on a prorated basis for the remainder of that year.

C. Unused annual leave will convert to sick leave at the end of the contract year and will accumulate to provide additional leave for personal health-related absences.

D. The following provisions must be followed:

1. Effective July 1, 2020, Personal Leave and Sick Leave allocations were combined into the new Annual Leave allocation with no future allocations toward the old Personal Leave. However, accumulated unused Personal Leave remains available for employee use. An employee may not use more than five (5) accumulated Personal Leave days in any contract year. The remaining policy provisions below apply whether the leave is Annual Leave or accumulated Personal Leave.

SUBJECT: ANNUAL LEAVE —EDUCATION SUPPORT PROFESSIONALS

2. Employees need supervisor permission to take more than five days annual leave in a row. For health-related absences, see [DP322 - Family and Medical Leave Act \(FMLA\)](#).
 3. Except in unusual circumstances, prior notification must be given to the immediate supervisor at least one (1) day in advance.
 4. Critical Days are the first student attendance days before or after a school holiday. If a non-student attendance day falls before or after a school holiday (e.g. professional development day, grade-transmittal day), the Critical Day is the day before or after that non-student attendance day when students are in attendance.
 5. Annual leave may be taken on a Critical day for the following specific reasons:
 - a. Observance of religious holidays which fall on a regularly scheduled work day.
 - b. Family weddings of near relatives including children, father, mother, brothers, sisters, grandchildren, grandparents, or the same to one's spouse or any other person who is a member of the same household as the employee.
 - c. Graduations of near relatives as defined in "2." above.
 - d. Required court appearances.
 - e. Deaths not covered by [DP330B—Bereavement Policy](#).
 - f. Conferences and conventions which relate to the individual employee's work assignment and are not covered by [DP339 – Released Time - Professional](#).
 - g. To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control.
 - h. [Employees who are sick and do not have available sick leave.](#) ~~First-year employees who notify their supervisor in writing that they are ill.~~
 6. Annual leave may be taken on a Critical Day for other reasons under the following stipulations:
 - a. Based upon a maximum of one annual day for each 100 employees, not to be less than nine (9), annual leave shall be granted on a Critical Day without being required to pay the equivalent of 40 percent of the employee's daily rate, provided the request is filed with the Human Resources Department at least 35 calendar days but not more than 45 calendar days before the holiday.
 - b. On the first working day after the application deadline, numbers will be randomly generated which will identify those employees authorized to take annual leave. Written notification will be sent to all applicants.
 - c. Employees shall not be considered for paid annual leave on a Critical Day more than once during any contract year.
 - d. Employees who have not registered prior to the deadline will not be allowed to fill unused slots.
 - e. Education support professionals who request an annual leave day on a Critical Day, but who are not selected in 6.a. and 6.b. above, shall be required to pay the equivalent of 40 percent of the employee's daily rate and apply for the leave at least five (5) working days in advance.
- ~~5.7.~~ Annual leave shall not be taken during the first five (5) days and last five (5) days that students are in school except under the following conditions:

SUBJECT: ANNUAL LEAVE — EDUCATION SUPPORT PROFESSIONALS

- a. To attend the wedding of a near relative including child, father, mother, brother, sister, grandchild, grandparents or same to one's spouse or any other person who is a member of the same household as the employee.
 - b. To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control.
 - ~~c. Employees who are sick and do not have available sick leave. First-year employees who notify their supervisor in writing that they are ill.~~
 - ~~e.d. Education support professionals who do not meet the exceptions in 7.a., 7.b., or 7.c. above shall be required to pay the equivalent of 40% of the employee's daily rate and apply for the leave at least five (5) working days in advance.~~
- ~~6.8.~~ Annual leave days may not be used to pursue other employment.
- ~~7.9.~~ Annual leave days may not be used on make-up days as the result of employee job action.

Revision history 7/13/10, 5/24/16, 2/27/18, 3/31/20, 8/11/20

2/25/2020: Board of Education approved the term "Education Support Professionals" to replace "Classified" to describe personnel not licensed as educators.

SUBJECT: ATTENDANCE INCENTIVE—EDUCATION SUPPORT PROFESSIONALS

I. Board Directive

The Board recognizes that it is in the best interest of students to have employees on the job each contract day, and delegates to the District Administration responsibility for administering an Attendance Incentive policy for qualifying employees.

II. Administrative Policy

The Attendance Incentive policy shall be administered according to the following administrative policy provisions:

A. Funds recouped for "no pay" days, based on average salary, shall be distributed equally to those employees paid on education support professionals salary schedules whose following leave days used, during the contract year, total between zero (0) and six (6) days when rounded upward, based on the schedule in B.6.a:

1. annual leave,
2. sick leave,
3. sick bank,
4. critical family leave
5. "no pay" days

~~sick leave, annual leave, or no pay days during the contract year total four (4) to six (6) when rounded upward.~~ These funds will be supplemented by an annual contribution equivalent to a 0.5 percent increase contribution of the cost of the education support professionals salary schedule. Leave days used on the three professional development days during the school year, snow days, and the health and wellness day are excluded from this calculation.

B. These funds shall be distributed according to the following requirements:

1. Employees must complete a full contract year to be eligible.
2. Only those employees eligible for fringe benefits can be the recipients of this program.
3. Payment will be made on the regular July check based upon "no pay" days used from July through June.
4. Payment of available funds to eligible employees shall be prorated according to the number of hours worked per day.
5. The use of vacation days is not calculated for the Attendance Incentive.
6. The following method will be used for calculating the dollar value of this incentive for each eligible employee:
 - a. Employees will be assigned a point value based on the total number of absences:

Four (4) absences	5.5 points
Five (5) absences	3.0 points
Six (6) absences	1.5 points
 - b. Total funds available shall be divided by the total points earned, which shall result in a dollar value per point.

JORDAN SCHOOL DISTRICT
Statement of
POLICY

Number - DP354B NEG
Effective - 6/10/87
Revision - 6/8/21
Review - 6/10/14
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SUBJECT: ATTENDANCE INCENTIVE—EDUCATION SUPPORT PROFESSIONALS

Revision history - 6/12/07, 6/14/16

2/25/2020: Board of Education approved the term “Education Support Professionals” to replace “Classified” to describe personnel not licensed as educators.

SUBJECT: HOURS OF WORK—EDUCATION SUPPORT PROFESSIONALS

I. Board Directive

Jordan School District will comply with federal law in relation to hours of work for all education support professionals. The Board of Education directs the District Administration to establish policy respecting hours of work.

II. Administrative Policy

- A. The established work week for all education support professionals begins Monday at 12:01 a.m. and ends Sunday night at midnight.
- B. The maximum workweek by full-time education support professionals at their regular rate of pay shall be forty (40) hours.
- C. Education support professionals who fall under the guidelines of the Fair Labor Standards Act (personnel included on the education support professionals master salary schedule) must be paid at one and one-half times the regular rate of pay for all hours worked over 40 in a work week or receive compensatory time off during two successive pay periods (first to last day of the month in which work is done) at the rate of one and one-half times the actual overtime worked during any workweek. Only compensatory time will be considered hours worked for the purpose of calculating the 40-hour work week. All compensatory time earned must be pre-approved by the appropriate director, principal or supervisor. The tracking of such earning and using of compensatory time will be done through skyward Employee Access.
- D. All education support professionals shall receive a minimum of two (2) hours call-back time at their regular rate of pay for any time they are required to return to work after their regularly scheduled work time.
 - 1. An employee is eligible for call-back time when he/she is called to return to work after his/her regularly scheduled contract. The call to return to work is generally made outside the employee's regularly scheduled contract (before or after) and is made with short notice to the employee.

An extension of the work day is not considered call-back time. This would include a request to extend an employee's work day after the employee's normal work time or a request for the employee to report to work prior to the employee's normal work time.
 - 2. Employees who are called on an emergency basis to return to work shall be paid for actual travel time to and from work, up to a maximum of 15 minutes each way. Travel time will be included in the two hour minimum call-back time. If there are extenuating circumstances that require travel time longer than the 15 minute allocation, the principal or director must be notified and must approve the additional time.
 - 3. If an employee is eligible for call-back time and the amount of work required, including travel time, is less than two hours, the District, in its discretion, may require the employee to work the full two hours. Mutual agreement of time worked must be made between the employee and supervisor at the time of the request. The employee may waive the two hour call-back time and be paid for time worked and travel time only.
- E. All benefit eligible (contract) education support professionals shall track all leave time (hours not worked) using Skyward Employee Access.

SUBJECT: HOURS OF WORK—EDUCATION SUPPORT PROFESSIONALS

- F. All hourly (non-contract/non-benefit eligible) education support professionals shall submit all time worked using Skyward True Time. If circumstances prevent use of Skyward True Time, and if approved by the Director of Payroll, a paper timesheet may be submitted.
- G. Any overtime work or call-back time shall be granted only upon the approval of the appropriate education support professionals director or supervisor.
- H. A duty-free lunch period shall be provided for all education support professional employees scheduled to work more than five (5) hours per day. An employee shall not be compensated for his/her lunch period and may not be accumulated for use at a later date.
 - 1. Education support professionals may leave their assigned work site for their lunch period provided they receive prior approval from their immediate supervisor.
 - 2. Schedules to provide adequate coverage to meet specific program and site needs shall be designed and implemented at each site by the immediate supervisor or staff.
 - 3. Employees shall not be required to work longer than five (5) hours without rest and food. At least 30 minutes must be provided for meals.
 - 4. Lunch periods may range from thirty (30) minutes to one (1) hour depending on the number of hours in the employee's work day.
- I. Education support professionals shall be provided with a ten (10) minute duty-free break period for each four (4) hour period worked.
 - 1. Employees' minimum ten (10) minute rest periods are counted as time at work.
 - 2. Employees' ten (10) minute rest periods may not be accumulated for use at a later date.
- J. Employees who are required to work on the six (6) holidays listed below shall receive pay at the rate of time and one-half, and compensatory time ([Comp Time](#)) will not be allowed.
 - 1. Independence Day (July 4)
 - 2. Pioneer Day (July 24)
 - 3. Thanksgiving Day
 - 4. Christmas Day
 - 5. New Year's Day
 - 6. Easter
- K. Traditional, ~~comprehensive high school custodians who work full-time~~ [contracted employees working](#), 40-hours a week, ~~242 or 245 day contracts~~ who are required to work on the following holidays or observed holidays listed below shall receive pay at the rate of time and one-half, and compensatory time ([Comp Time](#)) will not be allowed.
 - 1. Martin Luther King Day / Human Rights Day
 - 2. Washington and Lincoln Day
 - 3. Spring Break
 - 4. Memorial Day
 - 5. Juneteenth (as observed in Utah)

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6. Independence Day (July 4)
 7. Pioneer Day (July 24)
 8. Labor Day
 9. Fall Break
 10. Winter Break
- L. Flexible work hours may be established for education support professionals if flexible work hours do not impede a department's ability to provide necessary services or they adversely affect department morale. Requests for flexible work hours will be submitted to the department supervisor who will submit the request to the appropriate Administrator for Cabinet approval. Requests for flexible work hours must be applied for and approved at the Cabinet level annually.
- M. Education support professionals may not perform work for or receive compensation from another employer during contract time with Jordan School District.
- N. The following disciplinary action shall be taken against employees who do not follow the above procedures:
1. The immediate supervisor will confer with the employee.
 2. Reprimand shall be entered on the employee's personnel file.
 3. A five (5) day suspension without pay may be imposed in the next pay period.
 4. A second disregard of policy and/or procedure may result in immediate termination.

Revision history: 6/10/14, 5/28/19, 2/22/22

2/25/2020: Board of Education approved the term "Education Support Professionals" to replace "Classified" to describe personnel not licensed as educators.