

**JORDAN SCHOOL DISTRICT
&
Jordan Education Association**

Licensed Negotiated Agreement

2026-27

Negotiations Team

Anthony Godfrey, Ed.D.	Superintendent of Schools
John Larsen, CPA	Business Administrator
April Gaydosh	Administrator of Human Resources
Erik Wieben	Sunset Ridge Middle School
Jenny Pedler	Kauri Sue Hamilton School
Devionare Howland	Ridge View Elementary School
Andrea Roundy	Mountain Ridge High School
Kristi Critchlow	UniServ Director

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

**Licensed Negotiated Agreement
Final & NEG Policies
2026-2027**

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

The Jordan School District Board of Education and Jordan Education Association (JEA) agree to the following:

Compensation:

- 1) Salary Level increases (previously "steps") will be given for licensed employees for the 2026-27 school year.
- 2) Continuing Education Advancement (previously "lanes") will be given for qualifying licensed employees for the 2026-27 school year.
- 3) All salary levels on the traditional licensed salary schedule will be increased \$1,500 so salary level one begins at \$63,900 (\$53,239 base salary and \$10,661 Educator Salary Adjustment).
- 4) Kindergarten teachers will be paid an extra \$200 for parking lot duty.

Insurance:

- 5) The insurance plan change recommendations from 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.

Ongoing items, reminders, from prior years:

- 6) 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.
- 7) Paid Professional Hours for Educators will be paid in May 2027 in accordance with Utah Code 53F-7-203 for a percentage (dependent on the funding provided to the District from the State) of their hourly rate up to 32-hours for performed activities allowable under Utah Code 53F-7-203.

Policy Revisions:

As per District Policy A6NEG Negotiations – Licensed, negotiations concerning NEG policies will move forward over the course of this Agreement through the Joint Relations Committee. Proposed policy changes will be ratified by JEA membership and approved by the Board of Education. JEA and Jordan School District Board of Education will continue to work in good faith to utilize the interest-based process established by the Joint Relations Committee.

All parties agree to the following policy changes as recommended and accepted by the Joint Relations Committee for the 2026-2027 school year.

- a. DP324 NEG – Sick Leave – Licensed:
 - Changes repayment of sick bank to be eighteen months after returning to work rather than current and succeeding contract years
- b. DP335 NEG – Annual Leave – Licensed:
 - 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 deduction to 50% of daily rate of a licensed employee on salary level one
 - Clarifies old language of four days to be days before school starts and after school ends
- c. DP354 NEG – Attendance Incentive – Licensed:
 - 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

JORDAN SCHOOL DISTRICT
BOARD OF EDUCATION

By: 
Niki George, Resident

Dated: 5/26/26

JORDAN EDUCATION ASSOCIATION

By: 
Janet Sanders, JEA President

Dated: 5/26/2026

Teacher Salary Schedule

(C Schedule) Traditional (187 Days – 8 Hours/Day)

August 10, 2026 – June 7, 2027

Salary Level	Base Pay	Educator Salary Adjustment*	Lane Z Annual Salary
1	\$53,239	\$10,661	\$63,900
2	\$54,139	\$10,661	\$64,800
3	\$55,039	\$10,661	\$65,700
4	\$55,939	\$10,661	\$66,600
5	\$56,839	\$10,661	\$67,500
6	\$57,739	\$10,661	\$68,400
7	\$58,639	\$10,661	\$69,300
8	\$59,539	\$10,661	\$70,200
9	\$60,439	\$10,661	\$71,100
10	\$61,339	\$10,661	\$72,000
11	\$62,239	\$10,661	\$72,900
12	\$63,139	\$10,661	\$73,800
13	\$64,039	\$10,661	\$74,700
14	\$64,939	\$10,661	\$75,600
15	\$65,839	\$10,661	\$76,500
16	\$66,739	\$10,661	\$77,400
17	\$67,639	\$10,661	\$78,300
18	\$68,539	\$10,661	\$79,200
19	\$69,439	\$10,661	\$80,100
20	\$70,339	\$10,661	\$81,000
21	\$71,239	\$10,661	\$81,900
22	\$72,139	\$10,661	\$82,800
23	\$73,039	\$10,661	\$83,700
24	\$73,939	\$10,661	\$84,600
25	\$74,839	\$10,661	\$85,500
26	\$75,739	\$10,661	\$86,400
27	\$76,639	\$10,661	\$87,300
28	\$77,539	\$10,661	\$88,200
29	\$78,439	\$10,661	\$89,100
30	\$79,339	\$10,661	\$90,000
31	\$80,239	\$10,661	\$90,900
32	\$81,139	\$10,661	\$91,800
33	\$82,039	\$10,661	\$92,700
34	\$82,939	\$10,661	\$93,600
35	\$83,839	\$10,661	\$94,500
36	\$84,739	\$10,661	\$95,400
37	\$85,639	\$10,661	\$96,300
38	\$86,539	\$10,661	\$97,200
39	\$87,439	\$10,661	\$98,100
40	\$88,339	\$10,661	\$99,000
41	\$89,239	\$10,661	\$99,900
42	\$90,139	\$10,661	\$100,800
43	\$91,039	\$10,661	\$101,700
44	\$91,939	\$10,661	\$102,600
45	\$92,839	\$10,661	\$103,500

New-Hire Placement (1 st year educator)	
Education Attainment	Level
Bachelor's Degree	1
Bachelor's Degree plus 20 Semester Credits	3
Bachelor's Degree plus 40 Semester Credits	5
Master's Degree	6
Master's Degree plus 30 Semester Credits	8
Doctorate Degree	10

New hires with teaching experience shall receive full credit for years of service up to the established maximums as outlined in DP 309 NEG

Continuing Education Advancement		
Education Attainment	Level Increase	Total Levels
Bachelor's Degree plus 20 Sem. Credits	Add 2 Levels	2 Levels
Bachelor's Degree plus 40 Sem. Credits	Add 2 Levels	4 Levels
Master's Degree	Add 1 Level	5 Levels
Master's Degree plus 30 Sem. Credits	Add 2 Levels	7 Levels
Doctorate Degree	Add 2 Levels	9 Levels

Educational Attainment are hours earned beyond and after Bachelor's Degree and original Teaching license

Associate or Alternative Level License	
License	Maximum Level Increase
Associate or Alternative Level License	4

After initial placement, underqualified educators may only advance one level per year (based on negotiations) to the maximum listed above, until receiving a professional License.

NOTES:
1) Educators with a current educator National Board Certification will receive an annual stipend of \$2,400 per year based on their FTE.
2) This salary schedule is adopted only for the current school year. Any reference to future step salary increases is advisory only and subject to further approval by the Board of Education based on availability of funds.
3) Per Utah Code 53G-11-518, an employee may not advance on an adopted wage or salary schedule if the employee's rating on the most recent evaluation is at the lowest level of an evaluation instrument.
4) Per Utah Code 53F-2-405, the Educator Salary Adjustment* may not be awarded if an educator has received an unsatisfactory rating on the educator's three most recent evaluations.
5) The difference between steps is \$900.
6) Licensed employees will receive an additional salary level increase beginning with their 21 st year as a licensed employee. These years do not need to be consecutive years and a leave of absence shall not count against these years.
7) Audiologists and Speech Language Pathologists will receive up to a \$2,700 stipend per year, based on FTE.

* The Educator Salary Adjustment is included in all hourly, daily, and extra duty rates.

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SUBJECT: SICK LEAVE—LICENSED

I. Board Directive

It is the policy of the Board to authorize paid sick leave benefits for licensed personnel who work 20 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 guidelines for sick leave and family leave benefits. Sick leave runs concurrent with Family Medical Leave Act (FMLA) and Workers Compensation. Refer to Policy 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. A resignation or retirement constitutes a "break in service."
 - b. Employees returning to Jordan School District following a break in service will receive a new continuous service date reflecting the date of their return.
 - c. District seniority will be based on the new continuous service date.
 - d. Prior employment experience with Jordan School District may be taken into consideration for purposes of placement on the salary schedule.
3. Sick Leave Review Committee
 - a. The group organized to review sick bank requests and cases of suspected sick leave abuse.
 - b. Shall be composed of at least one of the Human Resource administrators, the Human Resource Generalist, and two members appointed by the president of the licensed employee agent.
 - c. Sick Leave Review Committee members must sign a confidentiality agreement to protect employees' medical information and confidentiality.

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

C. Sick Leave Accumulations

1. Sick leave accumulations are based on unused annual leave. See Policy [DP335 NEG Annual Leave - Licensed](#) for annual leave details.
2. Annual leave does not need to be exhausted before sick leave can be used.

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SUBJECT: SICK LEAVE—LICENSED

3. Maximum accumulations:

179 and 187-day contracts (9 month)	180 days
245-day contracts (12 month)	240 days

D. Sick Leave Benefits During Approved Absences

1. Interruptions of work for sabbatical leave, educational leave, or other authorized leaves shall not be considered a break in continuous service. 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.
2. Employees returning from authorized leaves shall receive accumulated sick leave benefits according to the policy in force at the time the leave began except when the policy is changed as a result of negotiations.

E. 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 fifteen (15) days of sick leave may be used each year to care for a critically ill member of the immediate family or critically ill person residing on a permanent basis in the employee's home.
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 in writing by applying online via Employee Access.
4. Employees may not apply for critical family illness benefits until five (5) annual leave days have been used.
5. 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 fifteen (15) additional days.
6. If additional days are granted, 50% of the daily rate of a licensed employee on salary level one shall be deducted from the educator's pay for each additional day of leave.

F. Use of Sick Leave for Adoption

1. Employees may use up to a maximum of twenty (20) accumulated sick leave days at the time of actual custody of the child.
2. Any additional leave must fall under the policy provisions of [DP322—Family Medical Leave Act](#).

G. Notification of Absence

1. Employees are required to notify their immediate supervisor as soon as they know that they will be absent from work.
2. The employee shall record the absence in Skyward at least one hour prior to the start of his/her contract day on the day of the absence. A supervisor may require additional notification.

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SUBJECT: SICK LEAVE—LICENSED

3. If a substitute must be hired, the employee shall enter the request into Frontline (formerly known as AESOP) at least one hour prior to the start of his/her contract day on the day of the absence.
4. Employees may be required to verify the nature and duration of an illness or injury with a doctor's certificate.
5. Employees absent in excess of (5) days for the same medical reason may be subject to the parameters of FMLA and may prompt contact with the Human Resource Generalist.

H. Abuse of Sick Leave

1. Administrators shall periodically review sick leave usage.
2. If an abuse of sick leave is suspected, the administrator shall confer with the employee and, if necessary, ask the Sick Leave Review Committee to review the case. Cases will be reviewed according to Administrative Guidelines developed by the Sick Leave Review Committee.
3. If it is determined that an abuse of sick leave has occurred, the following actions shall be taken:
 - a. The sick leave benefits which were paid inappropriately shall be reclaimed from the employee.
 - b. The employee shall be suspended for five (5) days without pay during the next pay period.
 - c. A reprimand shall be entered in the employee's personnel file.
4. A second proven abuse of sick leave may result in immediate termination.

I. Employee-Funded Sick Bank

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.
2. Use of the Sick Bank
 - a. The purpose of the sick bank is to support employees in time of personal medical need. The sick bank is not intended to be used for short-term, in-and-out absences, elective medical procedures or other medical care that could be scheduled during non-contract time.
 - b. Medically documented intermittent leave for long-term illness may be approved.
 - c. Days from the sick bank shall be granted to eligible employees only after all accrued sick leave and annual leave days have been used.
 - d. Employees will be required to sign a release of medical information when making

SUBJECT: SICK LEAVE—LICENSED

application to the sick bank.

- e. A combination of continuous years of service and accumulated sick leave days shall be used to determine the number of sick bank days which an employee qualifies to receive and any pay loss to be sustained. (Years of service shall be computed in accordance with established guidelines for salary step movement.)
 - f. Annual sick bank days used in a year shall not exceed annual sick days donated by participating employees in that year.
3. Sick Bank Allowances
- a. First or second year employees shall be allowed up to 10 days from the sick bank at full pay less 50% of the daily rate of a licensed employee on salary level one for each day the employee falls below 13 days of accumulated leave at the beginning of the long-term absence
 - 1) In cases of catastrophic illness or injury, the Sick Leave Review Committee may grant second year employees up to 30 additional days of sick bank after all previous sick bank days provided in section a. have been exhausted. Fifty percent (50%) of the daily rate of a licensed employee on salary level one shall be deducted for each additional day used under this option.
 - b. Third year employees shall be allowed up to 40 sick bank days at full pay less 50% of the daily rate of a licensed employee on salary level one for each day the employee falls below 15 days of accumulated leave at the beginning of the long-term absence.
 - 1) After all sick bank days allowed according item b. are used, third year employees may be granted up to 40 additional sick bank days if circumstances warrant it. Fifty percent (50%) of the daily rate of a licensed employee on salary level one shall be deducted for each additional day used under this option.
 - 2) In cases of catastrophic illness or injury, the Sick Leave Review Committee may grant third year employees sufficient sick bank days to cover their transition to long-term disability after all of the previous sick bank days provided in section b. have been exhausted. Fifty percent (50%) of the daily rate of a licensed employee on salary level one shall be deducted for each additional day used under this option.
 - c. Employees with four or more years of service shall be allowed up to 120 days from the sick bank at full pay less 50% of the daily rate of a licensed employee on salary level one for each day the employee falls below 15 days of accumulated leave at the beginning of the long-term absence. (A maximum of 15 days will be deducted.)
4. Sick Bank Limitations
- a. Prior to granting sick bank days, an employee shall agree in writing 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.~~
 - b. 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,

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- office manager, etc.
- c. A second opinion may be required with any costs not covered by insurance borne by the District.
 - d. When an employee requests sick bank days more than once within a 48-month period for an unrelated illness, a three (3)-day loss of pay shall be required before sick bank days are granted. Use of sick bank days shall be limited to 120 days within a 48-month period. The employee will also be required to meet all other qualifying criteria.
 - e. Under catastrophic conditions, employees may appeal to the Sick Bank Review Committee for a waiver of pay loss provisions. The Committee shall review the employee's attendance record and other related factors and either grant or deny the waiver based on the findings. No appeal beyond the Sick Bank Review Committee is provided.

Revision history: 6/10/08, 8/11/09, 5/28/15, 5/8/18, 8/11/20, 7/1/23

SUBJECT: ANNUAL LEAVE —LICENSED

I. Board Directive

It is the policy of the Board to allow each licensed employee, working 20 hours or more per week, annual leave time as indicated below.

II. Administrative Policy

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

A. Employees shall be allowed annual leave in accordance to the following schedule at no cost to the employee.

<u>Continuous Service:</u>	<u>Days per year:</u>
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, sabbatical leave, 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.
1. For example, an employee who is on contract for 50 percent of the contract year would be eligible to receive 50 percent or six (6) days of a 12-day annual leave allowance.
 2. When calculating annual leave allowances in subsequent years, employees shall be awarded a full year of service for the first partial year of employment if their hire date is prior to January 1. If their hire date is after January 1, no service shall be awarded for the first partial year of employment.
- 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.

SUBJECT: ANNUAL LEAVE —LICENSED

- D. The following policy 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.
 2. Employees need principal 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 Leave Day for the following specific reasons:
 - a. Observance of religious holidays which fall on a regularly scheduled school calendar workday.
 - 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 "b." above.
 - d. Required court appearances,
 - e. Deaths not covered by [DP330 NEG Bereavement Leave - Licensed](#).
 - f. Conferences and conventions which relate to the individual employee's work assignment and are not covered by policy [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 Leave Day for other reasons under the following stipulations:
 - a. Based upon a maximum of one annual leave day for each 100 employees, annual leave shall be granted on a Critical Leave Day without being required to pay 50% of the daily rate of a licensed employee on salary level one 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 without being required to pay 50% of the daily rate of a licensed employee on salary level one. Written notification will be sent to all applicants.
 - c. Employees shall not be considered for paid annual leave on a Critical Leave 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. Licensed employees not selected in 6.a. and 6.b. above but request an annual leave day must notify their principal/director five (5) working days prior to the date. These employees shall be required to pay 50% of the daily rate of a licensed employee on salary level one.

JORDAN SCHOOL DISTRICT
Statement of
POLICY

Number - DP335 NEG
Effective - 10/28/75
Revision - 7/1/23
Reviewed - 4/26/13
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SUBJECT: ANNUAL LEAVE —LICENSED

7. Annual leave shall not be taken during the first five days and last five days that students are in school except under the following conditions:
 - a. To attend the wedding of a near relative including child, father, mother, brother, sister, grandchild, grandparent or the 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.~~
 - d. Licensed employees who do not meet the exceptions in 7.a., 7.b., or 7.c. above but request an annual leave day must notify their principal/director five (5) working days prior to the date. These employees shall be required to pay 50% of the daily rate of a licensed employee on salary level one.
8. ~~Licensed employees~~ Teachers may not take annual leave days during the contract days before school starts and the contract days after school ends ~~four (4) days of contract time not involving students~~ but may, through correlation with the principal, arrange to exchange one of these days for another non-contract day.
9. Annual leave days may not be used during parent/teacher conferences.
10. Annual leave days may not be used to pursue other employment.
11. Annual leave days may not be used on make-up days as the result of employee job action.

Revision history: 6/12/07, 9/8/09, 5/24/16, 1/23/18, 3/31/20, 8/11/20

SUBJECT: ATTENDANCE INCENTIVE—LICENSED

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 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 less the cost of substitutes, shall be distributed to those employees paid on teacher 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.4.a:

1. annual leave,
2. sick leave, ~~annual leave,~~
3. sick bank,
4. critical family leave ~~or~~
5. “no pay” days

~~during the contract year total between four (4) and six (6) days when rounded upward~~ 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 ~~the~~ preceding July through June.
4. 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:

Up to Four (4) a Absences	5.5 points
Five (5) absences	3.0 points
Six (6) a 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.