

**ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE EDUCATION ASSOCIATION  
2024-2025 Negotiations**

ASD Initial Proposals

11.20.24

**Anchorage Education  
Association**

and the

**Anchorage School District**

July 1, 202~~5~~<sub>4</sub> – June 30, 202~~8~~<sub>5</sub>

**ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE EDUCATION ASSOCIATION  
2024-2025**

**105 SALARY SCHEDULE**

**\$1,000 flat increase to all steps in 2025-2026**

**\$1,000 flat increase to all steps in 2026-2027**

**\$1,000 flat increase to all steps in 2027-2028**

**2024-2025 Salary Schedule**

Step	B00	B18	B36	B54	B72
0	56,823	59,579	62,335	65,090	70,253
1	58,327	61,083	63,837	66,593	71,748
2	59,830	62,584	65,339	68,094	73,242
3	61,333	64,087	66,841	69,597	74,738
4	62,835	65,590	68,344	71,098	76,231
5	64,337	67,092	69,848	72,603	77,729
6	65,842	68,595	71,350	74,105	79,223
7	67,343	70,099	72,854	75,606	80,720
8	68,846	71,600	74,357	77,110	82,218
9	70,348	73,103	75,857	78,615	83,711
10	71,850	74,605	77,362	80,114	85,207
11	-	76,108	78,862	81,619	86,702
12	-	77,609	80,365	83,119	88,197
13	-	-	81,869	84,623	89,690
14	-	-	83,370	86,129	91,189
15	-	-	84,873	87,628	92,682
16	-	-	-	89,131	94,179
17	-	-	-	90,633	95,672
18	-	-	-	-	97,166
19	-	-	-	-	98,660
20	-	-	-	-	100,155

TA'd

TA'd

AEA

Date

ASD

Date

**ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE EDUCATION ASSOCIATION  
2024-2025**

**110 SALARY SCHEDULE BASIC CONDITIONS**

- A. Contracted members serving a school term of 140 full-time or part-time instructional days or more shall be credited with a year of teaching service.
- B. Those members at B72 who did not receive step movement in the 2020-21 contract year, will receive an “in lieu of step” in the amount of \$1,500, prorated by their 2024-25 FTE, for the 2024-25 contract year.

A member whose highest degree of educational attainment is a Doctorate degree will receive a three percent (3%) annual salary supplement subject to the conditions below. A member whose highest degree of educational attainment is a Master’s degree will receive a one and one quarter percent (1.25%) annual salary supplement subject to the conditions below.

Conditions for receipt of Doctorate and Master’s degree salary supplements:

Members will receive the annual salary supplement applicable to their highest level of educational attainment, Doctorate or Master’s, and may not receive more than one degree-based salary supplement in any year.

Transcripts must be submitted to the Talent Management Department showing the actual completion of the degree requirements, or a transcript plus certification that requirements have been met and the degree will be granted on a specific date. Doctorate and Master’s degrees other than in the field of education are acceptable only if they are in or relevant to the member’s current subject area of teaching. Approval of degrees in areas other than the member’s current teaching assignment will be at the discretion of the District and will be granted based upon the program needs of the District.

An experience step and educational attainment shall be provided to eligible members in each year of this agreement effective July 1. Members on a plan of improvement during the prior school year are not eligible for step movement and educational attainment.

- C. Vertical movement on the salary schedule shall be limited in any one year to two steps.
- D. Fractional years of teaching, either through teaching full days on contracts for less than a full term or through teaching part of a day on full term contracts or part of an instructional day on contracts of less than a full term shall be converted to full school terms in determining creditable service, so long as the combined total equals 180 days or more. Part-time teaching

TA’d

TA’d

AEA

Date

ASD

Date

**ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE EDUCATION ASSOCIATION  
2024-2025**

contracts must specify the term of the contract. Not more than 180 days toward a creditable year may be accrued in a school year.

- E. A member serving for more than five consecutive days in a specific position and who is subsequently contracted for that specific position shall be allowed fractional experience creditable for salary placement and seniority in the District for days worked.
- ~~F. The District shall provide up to eight years of prior experience credit for placement on the salary schedule at time of hire.~~
- G. Members who hold Certificates from the National Board of Professional Teaching Standards shall receive a \$2000 salary supplement each year for the life of the certificate or 10 years, whichever is shorter. **The \$2,000 salary supplement will be increased to \$5,000 in years when the State of Alaska appropriates funding for incentive payments under AS 14.20.225.**

**When the State of Alaska appropriates funding for reimbursements, the District shall reimburse members who are pursuing an initial national board certification or renewal of a certificate for the allowable costs outlined in AS 14.20.255.**

A \$2000 payment shall also be paid for certificates or advanced training (for Occupational and Physical Therapists only) that the District judges to be comparable to that conferred by the National Board of Professional Teaching Standards. These supplements shall be paid by addenda, issued by Human Resources, within sixty (60) days of the completion of all required paperwork. A District committee shall be established to review requests; the Association will appoint two members to that committee. The decision of the District regarding eligibility for the supplemental payment shall be final.

- H. The District retains as a management right the authority to provide supplemental income, not to exceed ten percent (10%) of the employee's annual salary (as defined in the negotiated agreement currently in effect), to employees in specific positions, schools, programs, or types of classrooms that the District has identified as facing staffing issues. The supplemental income will be provided in the format identified by the District, which may include lump sum signing bonuses (not subject to retirement contributions), lump sum recruitment and retention bonuses (not subject to retirement contributions), a wage supplement as a percentage increase over the employee's annual salary, and any other format for the income so long as the supplemental income does not exceed ten percent (10%) of the employee's annual salary.

TA'd

TA'd

\_\_\_\_\_  
AEA\_\_\_\_\_  
Date\_\_\_\_\_  
ASD\_\_\_\_\_  
Date

**ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE EDUCATION ASSOCIATION  
2024-2025**

Any supplemental income offered by the District to specific groups of employees must be inclusive of all employees in the identified group. Any supplemental income newly offered by the District must be noticed to AEA by no later than January 1, unless otherwise agreed. Any supplemental income offered to a group must be provided for the entirety of the school year, but can be prorated based on an employee's FTE and proportion of the work year that an employee is actively working in their position. Any supplemental income offered to a group is offered on a continuing basis and can be ended by the District prior to the start of the next school year with prior notice to AEA. The District has the discretion to "grandfather" the supplemental income offered to a group so that employees who enter the group after a specified date do not receive the supplemental income provided to employees who entered the group prior to the specified date.

TA'd

TA'd

\_\_\_\_\_  
AEA

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASD

\_\_\_\_\_  
Date

**ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE EDUCATION ASSOCIATION  
2024-2025**

**125 SALARY PAYMENT**

- A. Each member shall receive annual salary in the following manner:
- ~~1. Employees hired prior to June 1, 2017 and receiving ten salary payments will continue to receive ten salary payments until such time they elect an alternative payment schedule.~~
  - 1.** Twelve payments, nine of which shall be paid on the basis of 1/12th of the annual salary and due on the District working day that is on or before the 15<sup>th</sup> of the month, unless the 15<sup>th</sup> of the month falls on a Monday which is a District holiday, of the months of September through May, the tenth and 11<sup>th</sup> consisting of two payments for the months of July and August, due on the last working day of the school term, and the 12<sup>th</sup> payment released on the regularly scheduled monthly June payroll.
- B. A member's per diem shall be the member's annual salary divided by the 182 workdays in the school term.
- C. Members will have regular pay, addenda, cash-in of personal leave, and mileage reimbursements automatically deposited in any financial institution of their choice.
- D. If there is a substantial change in the school calendar, the District will meet with the Association to discuss payment options.

TA'd

TA'd

\_\_\_\_\_  
AEA

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASD

\_\_\_\_\_  
Date

**ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE EDUCATION ASSOCIATION  
2024-2025**

**205 HEALTH BENEFITS**

~~During the 2024-2025 contract year, the~~ **The** District shall contribute toward the cost of health care, ~~\$1900~~ **\$1950** monthly per eligible member (.75 or greater FTE) who elects health coverage.

This contribution shall be transmitted to the ~~Public Education Health Trust (PEHT)~~ **identified health plan** account with the clear understanding that such funds may be used only to provide a comprehensive health plan for Association members. The District shall have no obligation or responsibility for any aspect of plan selection or for administration of benefits offered under whatever plan may be purchased by the Association, ~~except that effective July 1, 2022, any health insurance plan for AEA members provided by PEHT shall include a qualified high deductible health plan (HDHP) option.~~

**At the District's request, The health plan provider and/or the Association shall furnish the District with comprehensive information regarding the status of the health plan, including, but not limited to: employee and dependent census data for the group, de-identified claims experience data, the budget and expenditures of the plan, stop-loss insurance costs and claims information, COBRA rates, historical plan modifications, provider disruption reports, and any other relevant data that the health plan provider is legally permitted to disclose to the District or the Association.**

- A. The following procedures will be adhered to with respect to the timing of the District's contribution of funds to the ~~PEHT~~ **identified health plan account**:
- The ~~PEHT~~ **health plan provider** will send a monthly invoice in addition to a change file to the District's Benefits Department by the ~~20<sup>th</sup>~~ **10<sup>th</sup>** day of each month.
  - The District will reconcile the actual number of eligible members with the invoice provided by ~~PEHT~~ **the health plan provider**. The District will make any necessary adjustments and include any credit or debit adjustment with the next remittance of District contributions.
  - ~~Failure to meet the deadlines for District contributions more than four times in one fiscal year will subject the District to a late payment penalty of one hundred ten (\$110.00) dollars per day for each day beyond the 5<sup>th</sup> District working day of the month for the remaining contributions deadlines in that fiscal year.~~

The details of the health plan for members shall be determined by the Association, in accord with its agreement with the ~~PEHT~~ **health plan provider**. Effective July 1, 2022, any insurance plan for members must include a qualified HDHP option.

TA'd

TA'd

\_\_\_\_\_  
AEA\_\_\_\_\_  
Date\_\_\_\_\_  
ASD\_\_\_\_\_  
Date

**ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE EDUCATION ASSOCIATION  
2024-2025**

Members may waive or enroll for health coverage under a qualifying event as defined by the ~~PEHT~~ **health plan**. The member's initial election to waive or enroll will go into effect the first **day** of the next month after the member's **election to enroll**. ~~date of hire or on the first day of the month if the member is hired on the first working day of the month.~~

- B. Benefits provided shall be described in an electronic format by the Association and made available to all members. The Association shall convey changes in services or benefits in writing to all members, as deemed appropriate and necessary.
- C. Members on District-approved long-term unpaid leave, laid-off members, or members who terminate their employment may elect to pay the full cost of the health plan then in effect in accordance with the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986. All arrangements for such continued coverage must be made with the appropriate representatives of the ~~PEHT~~ **health plan**, ~~or designee,~~ in coordination with the District's Benefits Department.

Members who submit their notice of resignation to the District after the last work day of the school year will lose their coverage at the end of the month in which their notice of resignation was submitted. Said members shall then be responsible for both the employer and employee contribution for any months of coverage received after May. Payment of these amounts shall be made directly to the District. Failure of the member to pay both these amounts to the District will result in the matter being sent to a collection agency.

TA'd

TA'd

\_\_\_\_\_  
AEA\_\_\_\_\_  
Date\_\_\_\_\_  
ASD\_\_\_\_\_  
Date



**ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE EDUCATION ASSOCIATION  
2024-2025**

**413 ASSIGNMENT AND TRANSFER**

**A. Assignment**

Assignment specifies teaching duties in terms of subject matter and/or grade level(s). Change of assignment specifies an adjustment in the subject matter and/or grade level of the member. Unit administrators will consider all of these criteria in the following order of importance: 1) educational program needs of students; 2) academic preparation, certification and ~~highly qualified teacher designation~~ **areas of endorsement**; 3) experience; 4) seniority. When making assignments, voluntary applicants will be considered first, including those who have expressed interest in a particular assignment by whatever means has been employed by the principal for determining that interest.

Student scheduling and/or enrollment permitting, the unit administrator will provide tentative assignments for the following year prior to the end of the school year. If the unit administrator exercises the right to change a member's assignment and the member's assignment is changed, the member will be notified immediately and will be given a minimum of one school day without students to prepare for the new assignment. Assignment changes for the second semester should be made at least 14 workdays prior to the end of the first semester.

Elementary art, music, and physical education teachers affected by multiple assignments and the principals of affected schools shall meet within the first month of the school year to discuss assignment options, within parameters established by the District. The purpose of the meeting is to address program needs in the most effective and efficient way possible.

The District shall provide, upon written request, a written statement of the reason(s) for a member's assignment being involuntarily changed.

**B. Voluntary Transfer**

Transfer is defined as a change to another building by a member who is assigned to one building or is also defined as a change to another program by an itinerant member who is assigned to one supervisor.

Members who desire a transfer shall submit an employee's transfer request using the electronic transfer request tool provided by the Human Resources Department. Transfer requests will only be accepted for areas in which the applicant is qualified. Transfer

TA'd

TA'd

\_\_\_\_\_  
AEA

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASD

\_\_\_\_\_  
Date

## ANCHORAGE SCHOOL DISTRICT ANCHORAGE EDUCATION ASSOCIATION 2024-2025

requests can be submitted any time after January 1 and will remain active ~~until December 15 of the same calendar year. Submission or revocation of a transfer request must be completed a minimum of one (1) workday prior to a staffing meeting, if a staffing meeting is held.~~ **until the transfer window closes on the last day of the school year. A member who is granted a voluntary transfer will stay at the school he/she transfers to for a minimum of one (1) school year.**

The unit administrator will interview, if available, a minimum of three current member transfer applicants for a vacant position. ~~Prior to the interview, the applicants shall provide a current resume and any supportive information in their transfer request. Principals will form and chair a hiring committee with member representation of members and parents to review adopted school goals, to discuss desirable characteristics for teachers, and collaborate in the development of interview questions. At the secondary level, appropriate subject area department representatives may be included in the committee(s). The committee, or representatives from the committee, shall be invited to participate in actual interviews, when practicable. The committee may recommend a desired course of action and the principal will consider any recommendation given when making a selection decision. The administrator, in deciding which members shall be interviewed and in ultimately deciding who will be selected, shall consider the same criteria listed in 413A.~~ certification and instructional requirements, endorsement(s), highly qualified designation, educational program needs, educational attainments, teaching experience, seniority, personal qualifications as determined during the interview, and EEO requirements. A member who is granted a voluntary transfer will stay at the school he/she is transferred to for a minimum of one (1) school year unless agreed to by all parties.

~~When vacancies occur after the start of a school year, principals will review the electronic transfer requests to make certain that interviews are offered to at least three applicants, if available. No new hire for a specific vacancy will be processed by the Human Resources Department until required interviews are completed. A member selected for a position while school is in session will transfer only at the beginning of the next school year unless the immediate transfer is approved by the District. In the interim the position may be filled by a term appointment who will be employed within the terms of this agreement only for the balance of the school year. At the end of the school year, the term appointment will be terminated, not non-renewed, and will not be eligible for recall under 449. If another vacancy becomes available in the same building to which the term appointment is assigned and the unit administrator requests to employ the term appointment for that position, the~~

TA'd

TA'd

\_\_\_\_\_  
AEA\_\_\_\_\_  
Date\_\_\_\_\_  
ASD\_\_\_\_\_  
Date

## ANCHORAGE SCHOOL DISTRICT ANCHORAGE EDUCATION ASSOCIATION 2024-2025

~~position shall be offered without a vacancy announcement. In such case the term appointment agreement shall be replaced with a regular member contract, and the member shall have all rights of this agreement effective with the hire date as a term appointment.~~

If a building must reduce staff beyond existing vacancies, the member who has been awarded a position but has not moved shall be considered the displaced member for the purposes of involuntary transfer.

### C. Special Education Transfer Requests

1. Transfers of Special Education members out of the Special Education Department may be denied by the District during the members' first four (4) years in Special Education with the District unless the District is adequately staffed in Special Education and able to fill the position created by the members' transfer.
- ~~2. Transfers by Special Education members who have taught in Special Education with the District for four (4) or more years will be allowed provided the transfer is completed at least thirty (30) calendar days prior to the start date for members. The District may allow transfers to occur after that time period with approval from the Executive Director of Special Education.~~

### D. Procedures

In order to clarify the intent of the parties with respect to Article 413 the following procedures are adopted:

1. Since the scheduling of general staffing meetings varies each year, based upon District needs, it is agreed that principals with known or anticipated vacancies will review the list of transfer requests and displaced members prior to the staffing meeting. The principal will conduct interviews, ~~following the language of Article 413, during the week~~ prior to the meeting. Members who have submitted a request for transfer will make every effort to cooperate with the principal to ensure timely completion of required interviews.
2. When a staffing meeting is held, transfer requests shall be considered in the following order: 1) members transferred as a result of reduction in staff, **if not already addressed separately**; 2) members making transfer requests; 3) members on the recall list; 4) members returning to the bargaining unit; 5) members returning from leaves; 6) members new to the District. ~~Transfer applicants known to the principal, either through a prior interview or prior supervision, may be selected by the principal during the staffing meeting without re-interview. If an unanticipated vacancy occurs during a staffing meeting and the principal does not know or has not interviewed an acceptable~~

TA'd

TA'd

\_\_\_\_\_  
AEA\_\_\_\_\_  
Date\_\_\_\_\_  
ASD\_\_\_\_\_  
Date

**ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE EDUCATION ASSOCIATION  
2024-2025**

~~candidate from the transfer list, the vacancy must remain unfilled until the required interviews have occurred.~~

3. **Transfer applicants known to the principal, either through a prior interview or prior supervision, may be selected by the principal during the staffing meeting without re-interview. If an unanticipated vacancy occurs during a staffing meeting and the principal does not know or has not interviewed an acceptable candidate from the transfer list, the vacancy must remain unfilled until the required interviews have occurred.**
4. Members who have received "Intent to Hire" notices shall be placed in a vacancy only after three (3) transfer applicants (provided three (3) are available) have been interviewed.
5. ~~The District will provide the following remedy in~~ **In** the event that Article 413 is violated by the District, ~~The~~ **the** District shall provide AEA and the affected members (members on the transfer list who listed the affected school as their first or second choice at the time the violation occurred) a letter explaining how the violation occurred and how the District plans to prevent the violation from occurring in the future. The affected members shall be guaranteed an interview for the next vacancy that occurs at the affected school within the next two (2) years.

E. Involuntary Transfer

~~Human Resources will notify AEA of involuntary transfers.~~ An involuntary transfer is a change of location that was not requested by a member. Examples of involuntary transfers include displacements due to reductions in staffing allocations, members returning from leave, and members who are being involuntarily transferred due to program relocation.

Criteria to be followed in involuntary transfers shall be, in order of importance:

1. ~~E~~**ffect** on the District's program (including impact on both sending and receiving schools);
2. ~~T~~**he** member with the least continuous service in the bargaining unit from an elementary school or the High School/Middle level department affected who fulfills the demonstrated program need; and
3. ~~D~~**istance** from the member's domicile to the new assignment.

When the transfer of a member is to be made without relation to any member transfer request, consultation and notification shall be attempted as soon as possible and in no event later than two weeks prior to the effective date of the transfer. The above time requirement

TA'd

TA'd

AEA

Date

ASD

Date

**ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE EDUCATION ASSOCIATION  
2024-2025**

may be waived for the purposes of balancing staff after school begins as a result of changes from projected enrollment; however, a substitute teacher may be employed at the District's discretion to provide the member time for new assignment preparation.

~~F. Teacher Exchange Intra-District~~

~~The District shall allow currently contracted tenured teachers who have the appropriate academic preparation the opportunity to exchange assignments within the District for a period of one year. Such intra-district teacher exchanges shall be made only under the following conditions:~~

- ~~1. All teacher exchanges must be in writing and approved by the teachers and the principals. The documentation of the exchange must be submitted to Human Resources prior to April 15 for the following school year.~~
- ~~2. All teacher exchanges of assignments shall be voluntary;~~
- ~~3. Teacher exchanges shall be for a period of one year;~~
- ~~4. Teacher exchanges may only be made with the approval of the sending and receiving unit administrators;~~
- ~~5. A teacher may exchange with another teacher, under this provision, no more than once every three years;~~
- ~~6. Teachers in exchange assignments shall be evaluated according to the provisions of Article 464;~~
- ~~7. If both teachers in exchange assignments wish to remain in their exchange school units following the one year exchange, with the approval of the sending and receiving unit administrators, they shall be permanently transferred into their exchange units so long as the exchange assignments are within the areas of academic preparation of both teachers;~~
- ~~8. If only one of the teachers involved in a teacher exchange wishes to return to the previous school, the teacher shall be allowed to do so; and the other teacher shall return to the previous school. Nothing in Article 464 C. shall preclude the involved teachers from applying for transfer consideration.~~

TA'd

TA'd

\_\_\_\_\_  
AEA

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASD

\_\_\_\_\_  
Date

**ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE EDUCATION ASSOCIATION  
2024-2025**

**425 PROGRESSIVE DISCIPLINE**

- A. Without limiting the District's right to impose an appropriate level of discipline, the District agrees to follow a policy of progressive discipline. Any disciplinary action taken against a member shall be appropriate to the behavior which precipitates said action.
- B. Members shall comply with rules, regulations, and directions as adopted by the Board or its representatives, which are not inconsistent with this agreement.
- C. An investigation shall be conducted prior to any disciplinary action being taken by the District. The specific incident must be cited, and the member must be given an opportunity to respond to the incident if the member desires.
- D. When a member is required to meet with an administrator for disciplinary action, the member shall be given 48 hours prior written notice of the time and nature of the meeting and shall be apprised of the right to have an Association representative present. When a principal requires a meeting of a disciplinary nature, the principal will first attempt to schedule the meeting outside the student contact day.
- E. When an administrator disciplines a member for some infraction of rules or delinquency in professional performance, the member shall be entitled, upon request, to have an Association representative present. ~~When a request for representation is made, no action shall be taken until a representative can be present.~~ The meeting shall be held as soon as possible.
- F. Any form of discipline including verbal reprimand of a member by an administrator shall be made in confidence (not in the presence of students, parents, other employees or in public gatherings).

TA'd

TA'd

\_\_\_\_\_  
AEA\_\_\_\_\_  
Date\_\_\_\_\_  
ASD\_\_\_\_\_  
Date

**ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE EDUCATION ASSOCIATION  
2024-2025**

TA'd

---

AEA

Date

TA'd

---

ASD

Date

**ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE EDUCATION ASSOCIATION  
2024-2025**

**443 PERSONNEL FILE**

- A. The personnel file at the District central office shall be the one official file relating to a member's employment. All materials originating subsequent to District employment and placed in the permanent central office personnel file shall be available to the member or a representative authorized in writing by the member, ~~for inspection. A request to inspect the file shall be accommodated within 24 hours. Inspections shall be in the presence of the Talent Management administrator or designee. When the member has acquired District tenure, all references and evaluations obtained on the basis of confidentiality prior to employment with the District shall be destroyed.~~
- B. References and information originating outside the District on the basis of confidentiality (and information obtained within the District in the process of evaluating the member for initial employment) shall not be available for inspection or response by the non-tenured teacher.
- C. Material that is derogatory to a member regarding that member's conduct, performance, character or personality shall not be placed in the file unless the member has had an opportunity to read the material first. This material will clearly state that a copy is being placed in the central office personnel file. The member shall acknowledge that such material has been read by signing the actual copy to be filed. Such signature does not necessarily indicate agreement with the content of the material. If the member refuses to sign the statement, the principal or supervisor shall so note and send the statement to the Talent Management Department for filing and provide a copy to the member. The member shall have the right to challenge or respond in writing to material filed under Article 443 within 25 workdays of the member's acknowledgment or refusal to sign (except that formal evaluations must be responded to within 10 calendar days). When the member and the District agree that an item in the file is inaccurate or improperly placed in the file, the item shall be modified or destroyed immediately. Furthermore, no material from an anonymous source may be placed into a member's personnel file, except to support critical comments made by a supervisor in an evaluation document. Anonymous material shall be dated upon receipt by the principal before it is attached to the evaluation document.
- D. Evaluation forms and other documents pertaining to member performance and character shall remain a permanent part of the member's personnel file, and no such items shall be removed without written notification to the member. By request of the employee and approval of the District, the District shall remove any derogatory material from the personnel file after a period of two years.

TA'd

TA'd

\_\_\_\_\_  
AEA\_\_\_\_\_  
Date\_\_\_\_\_  
ASD\_\_\_\_\_  
Date



**ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE EDUCATION ASSOCIATION  
2024-2025**

- E. Members may have commendations placed in their personnel files. Members may request attachment to their annual evaluation summaries of positive input forms received from students, parents, or colleagues.
- F. All documents, communications, records and computer files dealing with member termination or non-retention shall be removed if the member is reinstated or absolved. These materials shall be maintained in a separate confidential file.

TA'd

---

AEA

Date

TA'd

---

ASD

Date

**ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE EDUCATION ASSOCIATION  
2024-2025**

**470 CLASSROOM COVERAGE**

- A. A principal or designee may ~~request~~ **direct** a member to cover a class **when a substitute teacher is unavailable**. ~~The member may refuse the assignment unless the District is unable to obtain a substitute.~~ A member who provides coverage during instructional planning time shall be given the option of either equivalent instructional planning time or financial compensation at \$40 per hour.

If the member elects time in lieu of financial compensation, the time must be received within five (5) days in which the coverage occurred, or financial compensation will become the remedy.

If a member provides coverage during their duty-free lunch, they will be financially compensated at per diem calculated in a thirty (30) minute increment.

- B. Prior to resorting to dividing a class and reapportioning its students among other classes, administrators will explore other options for classroom coverage.

When a class is subdivided into two classes, each educator providing coverage will receive \$30 per hour. If divided into three classes, each educator providing coverage will receive \$20 per hour. If divided into more than three classes, each educator providing coverage will receive \$15 per hour.

- C. ~~The member has ten (10) working days from the end of the week in which the coverage occurred to submit a Classroom Coverage form to their principal or designee for compensation.~~ **Financial compensation for classroom coverage will be paid as added duty through the District's addenda system. Addenda for classroom coverages are exempt from the requirement that contract addenda be signed prior to the beginning of the activity.**

TA'd

TA'd

AEA

Date

ASD

Date

**ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE EDUCATION ASSOCIATION  
2024-2025**

**720 DUES DEDUCTION**

- A. The District shall accept payroll deduction for Association dues or fees authorized by the employee. Any requested cancellation of membership will be directed through the Association president.
- B. The District shall withhold a standard designated dues or fees amount on a continuing basis. The Association shall notify the District prior to the first day of each school year of the standard dues or fees for part-time and full-time employees. For purposes of determining dues/fees obligation, there are three categories of member: full time, part time, and quarter time. The District and Association shall prepare and jointly sign a Dues Schedule.
- C. The District shall withhold dues or fees in equal payments on a monthly basis and transmit them to the Association beginning with the first pay voucher following receipt of the payroll deduction form. The payroll deduction form shall provide for language authorizing the Association to increase or decrease the member's annual amount of dues or fees.
  - 1. A member who starts work after August 31 (the last day for accepting changes for the September payroll) shall provide payroll deduction authorization for dues/fees for whatever number of months remain in the school year, limited by the dates by which Payroll changes must be received, e.g. if the member start date is October 15 (five days after the last day to make payroll changes), the dues/fees deduction service would begin November 30. The District is not responsible for collection of arrearages and will only collect authorized deductions according to the standard schedule provided by the Association.
  - 2. The payroll deduction service offered to members by the District will be strictly limited to one of the three amounts per month shown on the Dues Schedule referenced above. Newly hired members who elect dues deduction will pay the designated amount for whatever number of months remain in the school year.
  - 3. Should a member's full- or part-time status change during the year, either from less than full-time to full-time, or the reverse, a change in dues/fees obligation would begin on the first of the month following the change.

TA'd

TA'd

\_\_\_\_\_  
AEA\_\_\_\_\_  
Date\_\_\_\_\_  
ASD\_\_\_\_\_  
Date

**ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE EDUCATION ASSOCIATION  
2024-2025**

- D. Payroll deduction for membership dues or fees is the exclusive right of the Association and shall be the sole method available to members for payment of regular dues/fees but shall not be available for payment of arrearages.
- E. The Association agrees to indemnify and hold the District harmless against any liability that may arise as a result of Article 720.

F. **Bargaining Unit Member Information**

The District shall provide the following bargaining unit member information, in an electronic format compatible with Microsoft Excel, to the Association President no later than September 15 of each year and on a monthly basis thereafter with any additions and/or change in information:

Name

Home address

Phone numbers provided to the District

Work email address

Work location

Position

District seniority date

Union seniority date

Full time equivalent (FTE) status

List of unit members participating in payroll deduction of Association dues

G. **Onboarding**

~~The Association and the District will jointly prepare and present onboarding meetings with new hires prior to the start of school. These meetings will be limited to approximately 20 members each. New hires after the start of the school year will receive similar onboarding opportunities in either small groups or individually within 15 workdays.~~

H. **Orientation**

~~The District shall provide an annual new bargaining unit member orientation (orientation fair) for all newly hired bargaining unit members to take place within one week of the start of the school year. The Association and District will jointly plan and participate in the orientation event.~~

**G. Orientation and Onboarding of New Members**

**The Association and the District will jointly plan and participate in orientation and onboarding activities for new bargaining unit members.**

TA'd

TA'd

AEA

Date

ASD

Date

**ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE EDUCATION ASSOCIATION  
2024-2025**

**615 DURATION**

- A. This Agreement and each of its provisions shall be binding and effective as of July 1, 2025, ~~2024~~ and shall continue in force and effect through June 30, 2028 ~~2025~~. Bargaining will proceed in accord with timelines and processes defined in Article 505.
- B. The Association agrees that during the life of this Agreement there will be no Association strike or job actions. The Association and its officials shall take such reasonable action as may be necessary to prevent and terminate any such activity.
- C. The District agrees that during the life of this Agreement there will be no lockout.

TA'd

TA'd

\_\_\_\_\_  
AEA

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASD

\_\_\_\_\_  
Date