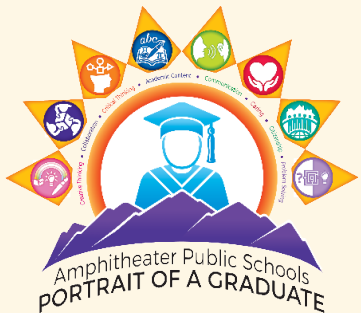




Study of the Budget-Neutral Leave Buy-Back Program for Classroom Teachers Piloted in Fiscal Year 2021-2022





Background of the FY 21-22 Pilot Program



April 14, 2020

Governing Board approved a Joint Recommendation of the Meet and Confer Teams for Compensation Matters for FY 20-21 that included a recommendation that said:



- 5. *Develop and offer a cost neutral sick-leave buy-back program to allow teachers with a minimum of six (6) years of continuous service with the Amphitheater District and other qualifying criteria to sell back unused sick leave.*



December 7, 2021*

Governing Board studied a proposed “Budget-Neutral Leave Buy Back Program for Classroom Teachers (For Pilot in FY 21-22)” *a.k.a.* the “Pilot Program”

* The agenda item provided information about the reason for the delayed implementation of the Pilot Program, which pertained to needing to encourage sick people to remain home during the COVID-19 pandemic



January 25, 2022

Governing Board approved the Pilot Program for pilot in FY 21-22





Approved Terms of the FY 21-22 Pilot Program



1. The program is only available to certificated teachers who are assigned a class roster.
2. Certificated teachers must meet the following prerequisites to participate in the teacher leave buy-back program:
 - a. Teacher must fulfill their teacher contract and work until the final day of school that year, and
 - b. Teacher must satisfy one of the following criteria:
 - i. Teacher will have accumulated more than thirteen (13) days of unused leave by the end of the school year and is seeking reimbursement for unused leave *in excess* of those thirteen (13) days, or
 - ii. Teacher has given notice that teacher will separate from the District at the end of the school year (*i.e.*, resignation, retirement, or teacher is on a short-term teacher contract and is not being renewed), and will not work for the District during the next fiscal year.
3. Qualified teachers may be reimbursed annually for all but three (3) days of unused paid leave accumulated during the current academic year. Three (3) leave days must be rolled into their leave balance. The reimbursement rate shall be equal to the lowest approved daily rate of pay for a District certificated substitute teacher.
4. The reimbursement rate is based on an eight (8) hour day and may be reimbursed at a prorated hourly rate where unused leave does not equate to a full day.



5. Each year that a teachers chooses to participate in the leave buy-back program, they must submit a reimbursement request form to the Payroll Department before the last day of school. Reimbursement will not occur automatically, and a new form is required each year that the teacher participates in the leave buy-back program. If reimbursement is not requested, unused personal leave will automatically convert to sick leave in accordance with Regulation GCCB-R and carry-forward to the next fiscal year.
6. Teachers who apply to participate in the leave buy-back program waive all rights to participate in the District's sick leave donation program.
7. The leave buy-back program does not apply to unused bereavement leave, leave acquired by donation, leave carried forward from a prior fiscal year, or to leave accumulated for supplementary assignments, summer work, or otherwise accumulated outside of the employee's teacher work contract.
8. Days for which such payment is received shall be deducted from the accumulated sick leave balance.
9. Payment as provided herein will be issued by the end of the fiscal year.



Financial Information about the FY 21-22 Pilot Program



61 people participated last fiscal year

The Program avoided 240 teacher substitute days

The average number of hours paid out was 31.5

The highest number of hours was 68. The lowest number of hours was 3. 20 people had 40 hours or more



Current Status of the Pilot Program



November 14, 2022

Certificated meet and confer committee developed a recommendation to amend the terms and extend the Pilot Program to FY 22-23



December 6, 2022

Governing Board studied the meet and confer recommendations for the Pilot Program



January 10, 2023

Governing Board approved amendments to Pilot Program and approved continuing it as a pilot program in FY 22-23



Pilot Program

1. The program is only available to certificated teachers who are classroom teachers and require a substitute when they are absent from work in order to keep the leave buy-back program budget neutral, assigned a class roster.
2. Certificated teachers must meet the following prerequisites to participate in the teacher leave buy-back program:
 - a. Teacher must fulfill their teacher contract and work until the final day of school that year, and
 - b. Teacher must satisfy one of the following criteria:
 - i. Teacher will have accumulated more than ~~thirteen twelve~~¹ (1312) days of unused leave by the end of the school year and is seeking reimbursement for unused leave *in excess* of those ~~thirteen-twelve~~ (1312) days, or
 - ii. Teacher has given notice that teacher will separate from the District at the end of the school year (*i.e.*, resignation, retirement, or teacher is on a short-term teacher contract and is not being renewed), and will not work for the District during the next fiscal year.
3. Qualified teachers may not cash out any paid leave that drops their leave balance below twelve (12) days.
- 3-4. Qualified teachers may be reimbursed annually for all but three (3) days of unused paid leave ~~accumulated-earned~~ during the current academic year. Three (3) leave days must be rolled into their leave balance. The reimbursement rate shall be equal to the lowest approved daily rate of pay for a District certificated substitute teacher.
- 4-5. The reimbursement rate is based on an eight (8) hour day and may be reimbursed at a prorated hourly rate where unused leave does not equate to a full day.

5-6. Each year that a teachers chooses to participate in the leave buy-back program, they must submit a reimbursement request form to the Payroll Department before the last contract day of school by attaching the form to an email from the employee's District email to the Chief Financial Officer or delivering the form to the Payroll Department in person or through intraoffice mail. Reimbursement will not occur automatically, and a new form is required each year that the teacher participates in the leave buy-back program. If reimbursement is not requested, unused personal leave will automatically convert to sick leave in accordance with Regulation GCCB-R and carry-forward to the next fiscal year.

6-7. Teachers who apply to participate in the leave buy-back program waive all rights to receive sick leave donations through participate-in the District's sick leave donation program.

7-8. The leave buy-back program does not apply to unused bereavement leave, leave acquired by donation, leave carried forward from a prior fiscal year, or to leave accumulated for supplementary assignments, summer work, or otherwise accumulated outside of the

¹ A full-time teacher qualifies to accumulate paid leave hours that are the equivalent of ~~eightseven~~ (87) sick leave days and five (5) personal leave days each year. See Policy GCCA, Policy GCCAA, and Regulation GCCB-R. This means that a teacher will need to have completed one year of continuous employment for compliance with option (b)(i).

employee's teacher work contract.

8-9. Days for which such payment is received shall be deducted from the accumulated sick leave balance.

9-10. Payment as provided herein will be issued by the end of the fiscal year.



Current Terms of the Pilot Program (for pilot in FY 22-23)



1. The program is only available to certificated teachers who are classroom teachers and require a substitute when they are absent from work in order to keep the leave buy-back program budget neutral.
2. Certificated teachers must meet the following prerequisites to participate in the teacher leave buy-back program:
 - a. Teacher must fulfill their teacher contract and work until the final day of school that year, and
 - b. Teacher must satisfy one of the following criteria:
 - i. Teacher will have accumulated more than twelve (12) days* of unused leave by the end of the school year and is seeking reimbursement for unused leave *in excess* of those twelve (12) days, or
 - ii. Teacher has given notice that teacher will separate from the District at the end of the school year (*i.e.*, resignation, retirement, or teacher is on a short-term teacher contract and is not being renewed), and will not work for the District during the next fiscal year.
3. Qualified teachers may not cash out any paid leave that drops their leave balance below twelve (12) days.
4. Qualified teachers may be reimbursed annually for all but three (3) days of unused paid leave earned during the current academic year. Three (3) leave days must be rolled into their leave balance. The reimbursement rate shall be equal to the lowest approved daily rate of pay for a District certificated substitute teacher.

* A full-time teacher qualifies to accumulate paid leave hours that are the equivalent of seven (7) sick leave days and five (5) personal leave days each year. See Policy GCCA, Policy GCCAA, and Regulation GCCB-R. This means that a teacher will need to have completed one year of continuous employment for compliance with option (b)(i).



5. The reimbursement rate is based on an eight (8) hour day and may be reimbursed at a prorated hourly rate where unused leave does not equate to a full day.



6. Each year that a teacher chooses to participate in the leave buy-back program, they must submit a reimbursement request form to the Payroll Department before the last contract day by attaching the form to an email from the employee's District email to the Chief Financial Officer or delivering the form to the Payroll Department in person or through intraoffice mail. Reimbursement will not occur automatically, and a new form is required each year that the teacher participates in the leave buy-back program. If reimbursement is not requested, unused personal leave will automatically convert to sick leave in accordance with Regulation GCCB-R and carry-forward to the next fiscal year.



7. Teachers who apply to participate in the leave buy-back program waive all rights to receive sick leave donations through the District's sick leave donation program.



8. The leave buy-back program does not apply to unused bereavement leave, leave acquired by donation, leave carried forward from a prior fiscal year, or to leave accumulated for supplementary assignments, summer work, or otherwise accumulated outside of the employee's teacher work contract.



9. Days for which such payment is received shall be deducted from the accumulated sick leave balance.



10. Payment as provided herein will be issued by the end of the fiscal year.





What to Expect for This Year



Payroll will email eligible teachers a form containing the eligible amounts after the processing of the summer payrolls – (around the first week of June.)

Teachers must complete the form and return to the District by the middle of June.

Payments will be made in early July

Takeaways

- The purpose is incentivizing classroom teachers to be at work for consistency and continued learning for students
- The program is likely budget-neutral because it gives teachers the exact amount paid to a substitute to cover during the teacher's absence
- The program is safe because it discourages sick employees from coming to work, by limiting the number of days that can be sold back at the end of the year

