



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: **January 25, 2022**

TITLE: **Approval of Budget Neutral Leave Buy-Back Program for Classroom Teachers
(For Pilot in Current Fiscal Year)**

BACKGROUND:

On December 7, 2021, the Governing Board studied a proposed pilot program for a Budget Neutral Leave Buy-Back Program for Classroom Teachers. The December 7, 2021 agenda item included a detailed history about how the leave buy-back program came to fruition, explanation about why the program is limited to classroom teachers, and analysis about its budget neutral design. It also explained that the program is being proposed as a pilot program for FY 21-22 to confirm that it is truly budget-neutral. Administration will study the impact of the pilot program at the end of the fiscal year and bring the buy-back leave program, with any necessary changes, back to the Board for consideration next fiscal year.

No changes were recommended on December 7, 2021. To date, Administration has also not received feedback from classroom teachers about necessary revisions, although there was a recommendation that the phrase *“Three (3) leave days must be rolled into their leave balance”* to better clarify expectations about the 3 days that are not subject to reimbursement. With this addition in paragraph 3 below, the Budget Neutral Leave Buy-Back Program for Classroom Teachers is being presented without change for approval as a pilot program for FY 21-22 only to enable teachers who are assigned a class roster to sell their unused leave back to the District under the following terms and conditions:

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 thirteen¹ (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

¹ A full-time teacher qualifies to accumulate paid leave hours that are the equivalent of eight (8) 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).

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.

RECOMMENDATION:

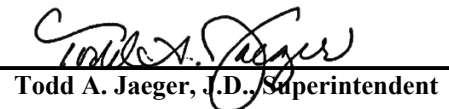
Administration recommends that the Governing Board approve the proposed Budget Neutral Sick Leave Buy Back Program as presented for implementation this fiscal year only as a "pilot program" with direction that an update be provided to the Governing Board about the financial impact of the leave buy-back program next fiscal year.

INITIATED BY:



Michelle H. Tong, J.D.,
Associate to the Superintendent and General Counsel
and
Scott Little
Chief Financial Officer

Date: January 14, 2022


Todd A. Jaeger, J.D., Superintendent