

TA [Signature] 3/17/2026

Shanna Lowinski 3/17/2026

ARTICLE 2 DEFINITIONS

Assignment: Refers to Job Classification and/or location(s).

Association: Is the Kenai Peninsula Educational Support Association, also referred to as KPESA

Association Representative: President of KPESA or designee(s) including but not limited to officers, and executive council board members, elected or appointed members who represent the Association at the various work sites throughout the District, and affiliated association staff.

Bargaining Unit: All educational support employees who fill positions in various job classifications, as established in ARTICLE 1.

Board: School Board of the Kenai Peninsula Borough School District.

~~**Building/Association Representative:** A duly elected or appointed employee who represents the Association at the various work sites throughout the District.~~

Day: For the purposes of this Agreement, shall mean workday, except for those instances where it is specified as "calendar" day.

District: Kenai Peninsula Borough School District.

Domestic Partner: refers to people who live together in a committed relationship intending to be emotionally and financially responsible for each other but are not legally married.

Employee: When used hereinafter in the Agreement shall refer to all support employees represented by the Kenai Peninsula Educational Support Association.

~~**Forms Page:** The page on the District website that contains all referenced forms, which can be found at this URL: <https://www.kpbsd.k12.ak.us/forms.aspx>~~ Current digital copies of any form required to complete processes, exercise rights, or access benefits shall be made available on the District website at <https://kpbsd.org/document-library/>. Assistance accessing a form will be provided upon request to Human Resources.

Grant Funded Employee: An employee hired in a grant funded position working twenty (20) hours or more per week is eligible for all benefits described in this agreement with the exception of health insurance for those working less than 30 hours per week, and Article 13.

Immediate Supervisor: The lowest level of management personnel not in the bargaining unit, having evaluative responsibilities over any one employee or group of employees.

Interim Employee: An employee hired to replace a permanent employee on an approved leave. This person shall be eligible for all benefits as described in this agreement.

~~**KPESA:** When used hereinafter in the Agreement shall refer to the Kenai Peninsula Educational Support Association.~~

Part-Time Grant Funded Employee: An employee hired in a grant funded position working less than twenty (20) hours per week is eligible for all benefits described in this agreement with the exception of health and life insurance, and Article 13.

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Per Diem: This refers to an employee's daily rate of pay as calculated by their range and step placement and the hours in their regularly scheduled workday, and is used for the purposes of paying for extra days of work or for calculating the value of accrued leave.

Permanent Employee: An employee who holds a budgeted position. This person shall be eligible for all benefits as described in this agreement.

Permanent Part-Time Employee: An employee who is employed less than twenty (20) hours per week in a budgeted position. This person shall be eligible for all benefits as described in this agreement with the exception of health and life insurance.

Personnel Action Form: A form issued upon employment which does not constitute a contract but is advisory to the employee concerning date of employment, pay range and step, special terms of employment where applicable, job site, job classification, and date of hire, ~~and date of last physical exam.~~

Probationary Period: Upon hire an employee's shall be subject to a probationary period as described in Article 9, which shall continue for ninety (90) working days. ~~During the probationary period, an employee may be dismissed for lack of job skills or other just cause.~~

Resignation: A voluntary action statement in writing by an employee to sever employment with the School District.

Superintendent: Superintendent of Schools or designee.

Termination: Discharge or any other action involuntarily severing employment with the School District.

Transfer: Refers to a change in Job Classification and/or location(s).

Workweek: A workweek shall be defined five (5) consecutive days unless mutually agreed upon by the supervisor and the employee.

Year: For the purposes of this Agreement, shall mean July 1 through June 30, unless otherwise specified.