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GA- Personnel Goals

The Colome Consolidated School Board recognizes that a dynamic and efficient staff dedicated to education is necessary to maintain a constantly improving educational program. The Board is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff.

The Board's specific personnel goals are:

1. To recruit, select, and employ the best qualified personnel to staff the school system;
2. To provide staff compensation and benefit programs sufficient to attract and retain qualified employees;
3. To provide professional development for all employees to improve their performance and the overall rate of retention and promotion of staff;
4. To conduct evaluations on both classified and certified teachers which will contribute to the continuous improvement of staff performance;
5. To deploy personnel so as to ensure their skills are used as effectively as possible;
6. To develop the quality of human relationships necessary to obtain maximum staff performance and satisfaction;
7. To help all employees realize that the efficient and courteous performance of their assignment has a positive impact on the public support of education in the district.

Adopted: 1/11/16

GB: Background Checks

The Colome Consolidated School District is committed to the selection of quality staff and to provide a safe environment for students and staff. As part of that commitment, the District will obtain background checks on school employees and will obtain background checks on school volunteers who have unsupervised contact with students pursuant to this policy and in accordance with state law.

Employee Background Checks

Any offer of employment is contingent upon the satisfactory outcome of a criminal background check. The District has the sole discretion to determine what outcomes are considered disqualifiers. In making a determination, the District:

1. Shall adhere to all applicable state laws that disqualify an individual from employment by a school district; and
2. May consider the conviction of any crime considered immoral; and
3. May consider any criminal conviction, including convictions not disclosed by an applicant.

An individual may be granted employment on a temporary basis pending the receipt of the results of a criminal background check. In the event that a temporary employee is determined to have an unsatisfactory background check, employment will be immediately terminated without notice or hearing.

GBA- Equal Opportunity Employment

The Colome Consolidated School Board subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that applicants are employed, assigned, and promoted without regard to their age, race, creed, color, sex, sexual orientation, marital status, religion, political affiliation, or national origin. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

Adopted: 1/11/16

GBAA- Veterans Preference

If at the time a veteran submits an application for employment or employment promotion in the District the veteran possesses the qualifications and business capacity necessary to discharge the duties of the position involved, and is a citizen and resident of the state, the veteran shall receive preference for appointment, employment, and promotion. For the purposes of this policy, the term “veteran” means any person who,

- (1) has served the full obligation for active duty, reserve, or National Guard service in the military, or received an early discharge for a medical condition, hardship, reduction in force, or at the convenience of the military; and
- (2) has been separated or discharged from such service honorably or under honorable conditions.

An applicant wishing to be given veteran’s preference must submit written verification from the military that the applicant satisfies the definition of veteran as set forth above.

Age, loss of limb, or other physical impairment which does not in fact incapacitate does not disqualify the veteran. A veteran who has a service-connected disability shall be given a preference over a nondisabled veteran.

If a veteran applies for appointment for employment under this policy, the District shall, before employing anyone to fill the position, investigate the qualifications of the applicant. If the applicant is of good moral character, equally qualified, and can perform the duties of the position, the applicant shall be considered for the position.

Adopted: 1/11/16

GBB: RETIRE/REHIRE POLICY

A certified teacher who has met the Rule of 85 (combination of age and years of experience) can retire and may reapply to the Colome School Board to be rehired. However, the School Board will not imply or express any promise or agreement of being rehired. Consolidated School District will not imply There will be complete severance from the date of retirement to the date of rehire and the position will be advertised through normal job listings. Any retire/rehire teacher will lose all accumulated leave and will be considered a new employee for benefits, but will be credited with a maximum of seven (7) years of experience for placement on the salary schedule. In the case of teachers in high need areas the school board reserves the right to increase the step on the salary at which a teacher is hired.

Amended: 6/11/18

GBC: Certified Staff Qualifications

Qualifications for Appointments as Teacher:

Administrative Rule 24:02:01:04, 24:03:05:01, SDCL 13-43-5

1. To be eligible for an appointment as a teacher in the Colome Consolidated School District, the applicant shall have a valid South Dakota teaching certificate or be qualified to receive one or apply for alternative certification.
2. Recognition of special training and abilities of applicants shall be considered when employed for respective positions in their major fields or accepted minor fields.
3. Before the first day of employment the teacher must have completed a background check and the Business Office must have the results.

Adopted: 12/11/17

GBCA- Staff Conflict of Interest

Employees of the District will not engage, directly or indirectly, in any activity that conflicts (or raises a reasonable question of conflict) with their duties and responsibilities in the school system.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Employees will not sell textbooks, instructional supplies, equipment, reference books, or any other school products to the schools in the district.

In order that there is no conflict of interest in the supervision and evaluation of employees, at no time may any administrator be responsible for the supervision and/or evaluation of an employee who is the spouse, parent, step-parent, child, step-child, grandparent, grandchild, aunt, uncle, cousin, niece or nephew of the administrator.

Adopted: 1/11/16

GBCB- Staff Conduct

All staff members have a responsibility to familiarize themselves with and abide by the laws of the State as these affect their work, the policies of the Board, and the regulations designed to implement them.

In the area of personal conduct, the Board expects that staff members will conduct themselves in a manner that not only reflects credit to the school district, but also sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

1. Participation and promptness in attendance at work;
2. Support and enforcement of policies of the Board and regulations of the school administration in regard to students; and professional responsibilities.
3. Diligence in submitting required reports promptly at the times specified;
4. Care and protection of school property.
5. Concern for and attention to their own and the school district's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

Colome Consolidated School District

GBCBA- Code of Conduct

The Colome Consolidated School District expects all employees to be professional and follow the Code of Conduct. All staff members have a responsibility to familiarize themselves with and abide by the laws of the State, the policies of the Board, and Colome Consolidated regulations. Staff members will conduct themselves in a manner that not only reflects credit to the school district, but also sets forth a model worthy of emulation by students. All staff members will be expected to carry out their assigned responsibilities with conscientious concern.

In order that there is no conflict of interest in the supervision and evaluation of employees, at no time may any administrator be responsible for the supervision and/or evaluation of an employee who is the spouse, parent, step-parent, child, step-child, grandparent, grandchild, aunt, uncle, cousin, niece or nephew of the administrator.

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1. Participation and promptness in attendance at work;
2. Support and enforcement of policies of the Board and regulations of the school administration in regard to students; and professional responsibilities.
3. Diligence in submitting required reports promptly at the times specified;
4. Care and protection of school property.
5. Concern for and attention to their own and the school district's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.
6. Employees of the District will not engage, directly or indirectly, in any activity that conflicts (or raises a reasonable question of conflict) with their duties and responsibilities in the school system.
7. Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.
8. Employees will not sell textbooks, instructional supplies, equipment, reference books, or any other school products to the schools in the district.

The South Dakota Code of Professional Ethics for Teachers states:

- **24:08:03:02. Obligations to the public.** In fulfilling their obligations to the public, educators shall... (6) Neither accept nor offer any gratuities, gifts, or things of value that impair professional judgment, offer special advantage, or provide personal benefit.

Any such gifts or materials provided to ANY staff members shall be considered district property and reported to the employee's supervisor. Any employee receiving a gift from a vendor, contractor, or supplier with an estimated value in excess of \$50 shall report the gift to the business manager where a record of such gifts will be maintained and added to the appropriate inventory. This provision shall not apply to professional awards received by employees from local, state or national entities or organizations.

School staff members involved in the selection or purchase of materials and services shall avoid situations that could interfere, or appear to interfere, with the ability to make free and independent decisions regarding purchases on behalf of the district. School staff members shall not accept gifts from suppliers, contractors and others doing or seeking to do business with the school system if the gift serves no ethical business purpose or would create an actual or perceived embarrassment to the school district upon public disclosure.

Each purchase of school supplies or capital goods shall be made with a commitment to the ethical expenditure of district resources and on the basis of quality, price and delivery, with past service being a factor if all other considerations are equal. Vendors have no obligation to contribute to solicitations from school/school-sponsored activities and any contributions on behalf of vendors shall be accepted with the expectation that the district shall not extend favoritism to any vendor.

Consequences for Violating the Code of Conduct:

Consequences for violating this policy can result in discipline up to and including termination of employment. Any continuing contract employee will have the right to a School Board Hearing when termination is the determined consequence.

GBCC: Grievance Procedure for Certified Personnel

If in the judgment of the District it is necessary or may be necessary to reduce the number of certified instructional staff employees within the District, the following procedure will be used.

For purposes of this Reduction in Force Policy, certified teacher/certified teaching staff is defined as (1) teacher(s) having the SD Dept. of Education required certification for his/her current teaching position, (2) teacher(s) having highly qualified teacher (HQT) status as determined by the SD Dept. of Education, and (c) teachers not teaching pursuant to an Authority to Act or Alternative Certification issued by the SD Department of Education. It is expressly noted that subject to the above definition of certified teacher a teacher who has not attained continuing contract status is a certified teacher for purposes of this policy.

A. The District will use reasonable efforts to communicate the situation to the certified staff so as to allow certified teaching staff to present possible alternative suggestions and recommendations to a reduction in force.

Certified teachers and/or the teachers' association shall present such suggestions and recommendations, in writing, within ten days from the date of communication to the staff by the District of the necessity or possible necessity to reduce the number of instructional staff employees. Failure by certified teachers or the teachers' association to submit suggestions and recommendations within the ten day time period shall constitute a waiver of their respective rights to present suggestions and recommendations.

B. No certified teacher as defined above will be laid off as a result of a reduction in force if the teacher is certified for the entire contract position held by another employee who is teaching pursuant to an Authority to Act or Alternative Certification.

C. If paragraph B does not apply due to (1) no currently employed teacher is teaching pursuant to an Authority to Act or Alternative Certification, and/or (2) the teacher(s) subject to a possible reduction in force is/are not certified for the entire contract position held by another employee who is teaching pursuant to an Authority to Act or Alternative Certification, and/or (3) two or more certified teachers would be able to fill the position held by an employee who is teaching pursuant to an Authority to Act or Alternative Certification, the following criteria may be considered by the District when determining which teacher will be laid off due to staff reduction. These criteria are not in order priority but rather a list of factors all of which may be considered by the District;

0 student needs, priority of programs, program elimination, evaluations, administrative recommendations, certification and endorsements, employee's educational development (classes, workshops, etc. after initial certification), professional employment history, length of employment within the District, federal and state requirements, and other factors as deemed relevant by the District.

D. The District will adhere to the provisions of SDCL 13-43 when implementing staff reduction.

Adopted: 5/8/17

GBCD: Classified Staff Complaints and Grievances

Grievance Procedure for Employees Not Represented by a Bargaining Unit Recognized by the Colome Consolidated School Board

A. Definitions

1. An "employee" shall mean an employee of the Colome Consolidated School District who is not represented by a bargaining unit recognized by the Board of Education.
2. A "reviewable issue" shall mean a claim by an employee that a dispute or disagreement of any kind exists involving interpretation or application of a policy of the Board of Education or a rule or practice of the administration or that an employee has been treated inequitably or that there exists a condition which jeopardizes employee health or safety. The term "reviewable issue" shall not apply to any matter for which the method of review is prescribed by law and shall not apply to any subject over which the Board of Education has no authority to act.
3. The term "days" when used in this article shall mean weekdays; thus, weekends or holidays are excluded.

B. Purpose

As problems arise, good morale is maintained by sincere efforts of all persons involved to work toward constructive solutions in an atmosphere of good will, mutual respect, and candor. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems, which may from time to time arise. These proceedings will be kept as informal and confidential as shall be appropriate at any level of the procedure.

C. Procedure

1. Level I

- a. An employee with a reviewable issue will first discuss it with his immediate supervisor with the objective of resolving the matter informally.
- b. If the employee is not satisfied with the disposition of his claim, he may file a written request with his principal within five days after the informal discussion required. The written request for review shall state the particular policy, practice, rule, or unsafe conditions which form the basis of his request for review. The principal shall hold a hearing with the parties in interest within five days after receipt of the written request for review and shall provide a written answer to the issue within five days after the hearing. The answer shall include the reason(s) upon which the decision was based.

2. Level II

If the employee is not satisfied with the disposition of his complaint at Level I, he may within ten days request that the matter be reviewed by the Superintendent of Schools or,

at the discretion of the Superintendent, his official designee. The Superintendent, or his designee, shall review this material concerning the dispute and may arrange for a hearing with the employee and/or the appropriate supervisor to obtain additional information or for investigation as required. Upon completion of the investigation, or hearing, the Superintendent or his designee shall have ten days to provide his written decision. The decision shall state the reason(s) upon which it is based.

3. Level III

If the employee is not satisfied with the disposition of his claim at Level II, he may within ten days file a written request for review by the Board of Education. Such request must be made through the Superintendent at least ten days prior to the regularly scheduled Board of Education meeting at which time the reviewable issue is to be considered. The Board of Education shall have the sole authority to determine whether further review is required and shall take one of the following actions at the next regular meeting of the Board following receipt of the employee's request for review: (1) Affirm or overrule the decision of the Superintendent of Schools, or his designee, upon the information gathered during the previous proceedings. (2) Submit the matter for further hearing before the Superintendent or another officer designated by the Board of Education with the request for specific findings, conclusions, and recommendations within 45 days. Such findings, conclusions, and recommendations will be advisory only to the Board of Education. (3) Schedule a hearing before the Board of Education at a time to be determined by the Board. Following such a hearing, the Board of Education shall enter its findings, conclusions, and decisions within 45 days.

D. General Provisions

1. At all hearings provided for in this regulation, the employee shall have the right to question any witnesses presenting material relative to the matter in issue and shall have the right to present such witnesses as the employee may deem necessary to develop the facts pertinent to the matter in issue. All documentary materials pertinent to the issue shall be made available to the employee. The employee may be accompanied at any of the hearings or fact-finding investigations by any advisor he deems to be appropriate or necessary.
2. No issue shall be recognized by the administration or Board of Education unless it has been raised at the first level within 60 days after knowledge of the facts which form the basis for the complaint; failure to do this will cause the right to appeal to be forfeited.

Approved: 9/12/16

GBCE: REDUCTION IN FORCE POLICY

If in the judgment of the District it is necessary or may be necessary to reduce the number of certified instructional staff employees within the District, the following procedure will be used.

For purposes of this Reduction in Force Policy, certified teacher/certified teaching staff is defined as (1) teacher(s) having the SD Dept. of Education required certification for his/her current teaching position, (2) teacher(s) having highly qualified teacher (HQT) status as determined by the SD Dept. of Education, and (c) teachers not teaching pursuant to an Authority to Act or Alternative Certification issued by the SD Department of Education. It is expressly noted that subject to the above definition of certified teacher a teacher who has not attained continuing contract status is a certified teacher for purposes of this policy.

A. The District will use reasonable efforts to communicate the situation to the certified staff so as to allow certified teaching staff to present possible alternative suggestions and recommendations to a reduction in force.

Certified teachers and/or the teachers' association shall present such suggestions and recommendations, in writing, within ten days from the date of communication to the staff by the District of the necessity or possible necessity to reduce the number of instructional staff employees. Failure by certified teachers or the teachers' association to submit suggestions and recommendations within the ten day time period shall constitute a waiver of their respective rights to present suggestions and recommendations.

B. No certified teacher as defined above will be laid off as a result of a reduction in force if the teacher is certified for the entire contract position held by another employee who is teaching pursuant to an Authority to Act or Alternative Certification.

C. If paragraph B does not apply due to (1) no currently employed teacher is teaching pursuant to an Authority to Act or Alternative Certification, and/or (2) the teacher(s) subject to a possible reduction in force is/are not certified for the entire contract position held by another employee who is teaching pursuant to an Authority to Act or Alternative Certification, and/or (3) two or more certified teachers would be able to fill the position held by an employee who is teaching pursuant to an Authority to Act or Alternative Certification, the following criteria may be considered by the District when determining which teacher will be laid off due to staff reduction. These criteria are not in order priority but rather a list of factors all of which may be considered by the District;

0 student needs, priority of programs, program elimination, evaluations, administrative recommendations, certification and endorsements, employee's educational development (classes, workshops, etc. after initial certification), professional employment history, length of employment within the District, federal and state requirements, and other factors as deemed relevant by the District.

D. The District will adhere to the provisions of SDCL 13-43 when implementing staff reduction.

Adopted: 5/8/17

GBCBA- Freedom of Expression

Employees have the constitutional right of freedom of speech to speak on matters of public concern. However, the freedom of speech is limited for public employees when on duty or attending a school function, and also when discussing certain employment and student matters.

Adopted: 12/12/15

GBD: Coaching Requirements

The Colome Consolidated School District wants to ensure that the coaches and volunteers are properly trained before working with students during extra-curricular activities. All coaches and volunteers must meet these requirements before the first day of practice.

Each coach and volunteer shall complete the following courses for athletic activities in grades 6-12:

- NFHS Fundamentals of Coaching (One time completion)
- NFHS First Aid, Health and Safety for Coaches (Renewed every two years)
- NFHS Concussion in Sports (Renewed Annually per SD Codified Law)

Sideline Cheer Coaches must get certified in AACAA Spirit Safety if they have stunting in the program.

GBE: Staff Ethics

The code of professional ethics as set forth in ARSD 24:08:03 applies to teachers (a person charged with responsibility in the field of education and certified by the secretary of the Department of Education as a teacher or other specialist employed or contracted to provide services in an educational setting), education specialists (a person with specialized training or licensure, not serving as a classroom teacher, but employed or contracted to provide services in an educational setting), and noncertified educators, (a person charged with responsibility in the field of education who is not certified by the secretary of the Department of Education as a teacher, administrator, or other education specialist, but who is employed or contracted to provide services in an educational setting).

The code of professional ethics as set forth in ARSD 24:11:03 applies to the Superintendent, Business Manager, and all educational administrators.

Adopted: 1/11/16

GBEA: Staff Gifts – Vendor Relations

The South Dakota Code of Professional Ethics for Teachers states:

- **24:08:03:02. Obligations to the public.** In fulfilling their obligations to the public, educators shall... (6) Neither accept nor offer any gratuities, gifts, or things of value that impair professional judgment, offer special advantage, or provide personal benefit.

Any such gifts or materials provided to ANY staff members shall be considered district property and reported to the employee's supervisor. Any employee receiving a gift from a vendor, contractor, or supplier with an estimated value in excess of \$50 shall report the gift to the business manager where a record of such gifts will be maintained and added to the appropriate inventory.

School staff members involved in the selection or purchase of materials and services shall avoid situations that could interfere, or appear to interfere, with the ability to make free and independent decisions regarding purchases on behalf of the district. School staff members shall not accept gifts from suppliers, contractors and others doing or seeking to do business with the school system if the gift serves no ethical business purpose or would create an actual or perceived embarrassment to the school district upon public disclosure.

Each purchase of school supplies or capital goods shall be made with a commitment to the ethical expenditure of district resources and on the basis of quality, price and delivery, with past service being a factor if all other considerations are equal. Vendors have no obligation to contribute to solicitations from school/school-sponsored activities and any contributions on behalf of vendors shall be accepted with the expectation that the district shall not extend favoritism to any vendor.

GBEC- Use of Alcohol, Drugs, And Controlled Substances

Student and employee safety is a paramount concern to the school board. Employees under the influence of alcohol and/or other drugs are a serious risk to themselves, to students, and to other employees. Therefore, the school board will not tolerate the unlawful manufacture, use, possession, sale, distribution, or being under the influence of alcohol and/or other drugs. Any employee who violates this policy will be subject to disciplinary action, which may include dismissal, and referral for prosecution. Each employee of the district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and will report to the superintendent any criminal alcohol and/or other drug statute convictions for any alcohol and/or drug violation. Such notification must be made by the employee to the superintendent no later than five (5) days after conviction. Should the affected employee be the superintendent s/he will report to the Board no later than the next regular meeting of the Board.

Within thirty (30) days after receipt of information concerning an alleged or proven violation(s) of this policy, the district will take appropriate disciplinary action, which may include termination of employment, requiring the employee to participate in alcohol and/or other drug abuse assistance or rehabilitation programs, and possible referral for prosecution.

The school board recognizes that employees who have an alcohol and/or other drug use/abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be provided a listing of the regional treatment facilities or agencies to assist him/her in their choice of a service provider.

When a staff member has consumed alcoholic and/or illegal drugs off school property and/or before a school activity, the staff member will not be allowed on school property or to participate in school activities. Staff members who violate this regulation will be subject to the same disciplinary sanctions, as for possession or consumption on school property.

The school board hereby commits itself to a continuing good faith effort to maintain a drug-free environment.

Adopted: 12/12/15

GCBA- Professional Staff Salary Schedules

The Board will adopt salary schedules for its professional staff, and each staff member will be placed on the schedule at a salary level that is commensurate with, but not limited to, the staff member's educational training, prior experience, and experience in the district. The schedule adopted by the Board will remain in effect until changed or modified by the Board.

Salary increments will be conditional upon evidence of the continued professional growth of the teacher. Employees who do not comply with the requirements of the Board and/or the state may not be granted salary increases or may not be retained on the staff.

Placement on the salary schedule will be in accordance with requirements developed by the administration and approved by the Board.

Salaries will be reviewed annually, prior to the organizational meeting of the Board in July. The superintendent will be responsible for surveying other school systems to determine salaries being paid for comparable positions in each district.

Teachers who have obtained their third contract may obtain instructor +15 status upon presentation of their transcripts of the additional 15 hours. . The instructor level will be limited to thirteen steps. Instructors must earn fifteen semester hours in their field to be granted approval to move to the next lane. When moving to another lane, it shall be both vertically and horizontally. Only eight hours of undergraduate credit may be used to make a lane change.

SALARY SCHEDULE

FY'19
Base \$700

BA/BS	BA/BS + 15	BA/BS+32	Masters	
\$350.00	\$350.00	\$350.00	\$750.00	First Yr.
			\$350.00	Thereafter
\$38,025.00	\$38,375.00	\$38,725.00	\$39,475.00	
\$38,275.00	\$38,725.00	\$39,075.00	\$39,825.00	
\$38,725.00	\$39,075.00	\$39,425.00	\$40,175.00	
\$39,075.00	\$39,425.00	\$39,775.00	\$40,525.00	
\$39,425.00	\$39,775.00	\$40,125.00	\$40,875.00	
\$39,775.00	\$40,125.00	\$40,475.00	\$41,225.00	

\$40,125.00	\$40,475.00	\$40,825.00	\$41,575.00	
\$40,475.00	\$40,825.00	\$41,175.00	\$41,925.00	
\$40,825.00	\$41,175.00	\$41,525.00	\$42,275.00	
\$41,175.00	\$41,525.00	\$41,875.00	\$42,625.00	
\$41,525.00	\$41,875.00	\$42,225.00	\$42,975.00	
\$41,875.00	\$42,225.00	\$42,575.00	\$43,325.00	
\$42,225.00	\$42,575.00	\$42,925.00	\$43,675.00	
	\$42,925.00	\$43,275.00	\$44,025.00	
	\$43,275.00	\$43,625.00	\$44,375.00	
	\$43,625.00	\$43,975.00	\$44,725.00	
	\$43,975.00	\$44,325.00	\$45,075.00	
	\$44,325.00	\$44,675.00	\$45,425.00	
	\$44,675.00	\$45,025.00	\$45,775.00	
Seniority	1	\$44,850.00	\$45,200.00	\$45,950.00
	2	\$44,025.00	\$45,375.00	\$46,125.00
	3	\$45,200.00	\$45,550.00	\$46,300.00
	4	\$45,375.00	\$45,725.00	\$46,475.00
	5	\$45,550.00	\$45,900.00	\$46,650.00
	6	\$45,725.00		
	7	\$45,900.00		
	8	\$46,075.00		

Maximum number of years granted to a new teachers coming into the Colome Consolidated School District will be seven years.

Adopted: 1/11/16

GCBD- Staff Leave and Absences

3.1 Accumulated Sick Leave

A total of twelve days of sick leave per year is granted and may accumulate up to seventy total days. No teacher will have more than seventy individual sick leave days at his/her disposal. Four days will be available for use the first day of the term and one will be added for each month taught to a maximum of twelve days per year. Sick leave may not be used for personal leave. Sick leave may be used for pregnancy or adoptive leave within the immediate household. Sick leave includes leave for serious illness in the immediate family. The immediate family shall include mother, father, children, step-children, wife, husband, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandmother, grandfather, grandchildren, and son-in-law or daughter-in-law. If an employee misses more than three (3) consecutive days the administration, at its discretion may request a doctor's certification of the illness.

3.2 Sick Leave Reimbursement

The maximum carryover is 70 sick days. Staff will be granted an additional 12 days of sick leave for the current contract year. If these days are not used the staff member will be paid \$20.00 per day of unused sick leave not to exceed 12 days. This will be paid at the end of the contract year.

3.4 Personal Leave

Employees are entitled to three (3) days personal/business leave per year and may not accumulate this leave. All personal leave is granted by prior approval of the administration. For each additional personal day, the employee will take a day without pay.

3.4A Personal Leave Reimbursement

Should an employee not use their 3 days personal leave, any unused leave will be bought back at the rate of pay as a substitute, \$75 per day.

3.5 Funeral / Bereavement Leave

Full time employees are eligible for funeral/bereavement leave. Up to three days (3) leave with pay will be granted in the event of the death of an immediate family member. Definition of immediate family member is; spouse, sibling, step brother, step sister, sister-in-law, brother-in-law, child, stepchild, father, father-in law, stepfather, mother, mother-in –law, stepmother, grandparents and grandchildren. If any additional leave is necessary three days of personal leave may be used (provided days are still available) and five (5) days of personal sick leave. No sick leave bank days may be used for bereavement leave. If additional time is needed the

employee may request leave without pay. When at all possible employees must give reasonable prior notice of intended absence from scheduled work and the intended date of return.

3.5 Civic/Jury Duty

Any time during the school year, a teacher may be granted civic duty leave for subpoena, court appearance, or jury duty with no reduction in salary/ or use of personal or sick leave reimbursed. The pay received for such civic duty will be reimbursed to the District.

3.6 Professional Leave

Professional leave may be granted as deemed necessary by the Principal or Superintendent/CEO.

Adopted: 2/8/16

Amended: 5/14/18

GCBDE- Family and Medical Leave

The District shall comply with the mandatory provisions of the Family and Medical Leave Act of 1993. The Superintendent shall administer leave policies adopted by the Board, setting forth the rights and procedures granted by the Act, and shall ensure compliance with those policies personally, by delegation, or by some combination of personal oversight and delegation. An eligible employee must have been employed by the District for at least one thousand two hundred fifty (1,250) hours during the previous twelve (12) months.

Adopted: 2/8/16

Amended: 5/14/18

GCE- Part-Time and Substitute Employment- Professional Staff

PART-TIME TEACHERS

Upon the recommendation of the Superintendent, the Board will approve or reject the employment of part-time teachers consistent with the needs of the school district.

A part-time certificated teacher, if employed for the full school term, will attain continuing contract status the same as a full-time teacher.

Part-time teachers will meet all necessary certification requirements, and any non-unit part-time teachers will be compensated for their work on a pro-rated basis commensurate with their placement on their salary schedule.

SUBSTITUTE TEACHERS

Teacher shall not be asked to serve as a substitute for an absent certified employee until efforts to provide a substitute from non-continuously employed personnel has been exhausted. If this situation does arise, arrangements will be made by the principal and the teacher shall be paid \$5.00 per half hour period.

Adopted: 2/8/16

Amended: 5/14/18

GCI- Professional Staff Assignments And Transfers

Professional personnel will be assigned on the basis of their qualifications and the needs of the school district.

The assignment and transfer of teachers to positions in other schools of the district or within the teacher's assigned school will be in accordance with the provisions of the applicable collective bargaining agreement. In the absence of a collective bargaining agreement provision related to professional staff assignments and transfers, such assignments and transfers shall be made by the Superintendent giving consideration, but not limited to the following criteria:

1. The contribution that the teacher would make to students in the new assignment.
2. The qualifications of the teacher as compared to those of other candidates for the position to be filled.
3. The opportunity for professional growth.
4. The desire of the teacher regarding the new assignment.
5. The length of service in the school district.
6. The availability of a qualified replacement for the position vacated by the transferring teacher.

Any teacher who desires a transfer in assignment should request such a transfer in writing to the principal with a copy to the Superintendent. Every effort will be made to honor this request.

If a change of assignment is deemed necessary by the Board, then the new assignment will be as nearly similar to the desired assignment as possible. The teacher's contract will stipulate the area of certification for which the teacher is employed.

Adopted: 2/8/16

GCK- Certified and Classified Workload

Teachers will be expected to assume reasonable duties over and above their regular classroom teaching responsibilities; however, the administration will attempt to make equitable distribution of work among the staff. Activities and services which make minor demands on the teacher's time (such as student registration, attendance-keeping and record-keeping, reporting to parents, supervision of students, and the request for, care of, and accounting for instructional materials) will be part of each teacher's assignment.

Extra responsibilities that make major demands on a teacher's time will be rewarded with extra compensation. Such jobs and the compensation therefore, will be in accordance with the applicable collective bargaining agreement approved by the Board.

ATTENDANCE AT MEETINGS

Employees are expected to attend faculty meetings, which are held in each building, unless they are excused, for valid reason, by the principal. General faculty meetings and other professional and in-service activities are considered part of the regular assignment of instructional personnel.

GCL: Classified Staff Clocking In and Clocking Out

Employees that are paid at an hourly rate must clock in when beginning the work day and clock out when leaving work day. Failure to clock in or clock out will affect the amount of compensation the employee receives. If the employee forgets to punch in or out they must contact the superintendent or business manager. The superintendent or business manager will figure out the correct time and write it on the time card. The employee will not write the time in there self.

During the lunch hour the custodial staff must take their one hour lunch break unless otherwise approved by the superintendent.

GCN- Certified and Classified Staff Evaluations

4.1.2 Evaluation Criteria: The teachers' association recognizes and acknowledges that it is the sole responsibility of the Board to determine evaluation criteria and develop the evaluation instrument and that neither the evaluation criteria nor the evaluation instrument as subject to negotiations. The evaluation instrument as approved by the Board is attached to this Evaluation Policy. Specific areas/criteria of employee evaluation as determined by the Board are:

1. Interpersonal skills;
2. Content and curriculum/activity knowledge and professional growth;
3. Instructional skills and techniques;
4. Classroom management;
5. Professional performance of contracted duties.

4.1.3 Procedures for Evaluation:

(1) During the first week of school, the principal/director shall orient all new employees regarding evaluative procedures and instruments. (2) Evaluations shall be conducted by an administrator who is the employee's immediate supervisor unless the Superintendent assigns another administrator to conduct the evaluation.

(3) Evaluations may be comprised from both previously announced and unannounced informal and formal classroom or activity observations as well as informal outside the classroom or activity during the time the teacher is on duty.

(4) Teachers in their first three years of employment in the District shall receive at least two (2) written evaluation during the school year with at least one written evaluation being done each semester. Teachers in their fourth and subsequent years of employment shall receive at least one written evaluation every year.

(5) The employees recognize that evaluation is an ongoing process and whenever the employee is observed during the workday by the evaluator responsible for that employee's evaluation, that the observation may be incorporated into the formal written evaluation. A formal observation occurs when the evaluator is in the classroom or activity for at least 30 minutes (which may be from more than one classroom/activity visit) with the specific objective of observing and evaluating the employee. An informal observation occurs when the evaluator observes the employee when the observation is not in a formal classroom or activity observation

setting. Should the evaluator note something during an informal observation which will be incorporated into the final evaluation document, the evaluator shall put the same in writing within 5 school days of the informal observation, with copies to be placed in the employee's personnel file and given to the employee. Formal observations, and informal observations to the extent applicable, shall be identified on the formal evaluation document.

(6) The teacher shall receive a copy of the evaluation report at least two (2) school days prior to a conference between the employee and the evaluator. This conference shall occur within eight (8) school days after the employee has received the evaluation report. A copy signed by the employee and administrator conducting the evaluation shall be given to the employee after the conference. Such employee signature does not imply agreement with the contents. In the event that the employee feels the evaluation or plan of assistance was incomplete, inaccurate or unjustified, the employee may submit written comments to the evaluator in response to the evaluation within five (5) school days of the conference. Such written comments shall be attached to the evaluation.

(7) The evaluator shall provide written suggestions for improvement (Plan of Assistance) to an employee in areas deemed by the evaluator as being in need of improvement or unsatisfactory. In the event an evaluation results in a plan of assistance, a follow-up written evaluation shall be conducted within 30 school days. Such follow-up written evaluation shall note progress, or compliance with, areas in need of assistance.

** Nothing within the evaluation procedure prohibits or limits the right of an administrator to place a teacher on a written plan of assistance at any time should in the opinion of the administrator there be a need to do so due to administrator concerns regarding teacher performance and desired improvement.

(8) The original document, with attachments if any, shall be placed in the employee's personnel file.

(9) Any procedural criteria change shall be subject to negotiation.

GCPB- Resignation of Staff Members

If a professional staff member intends to resign from his position, notice must be given to the Board at the time of contract renewal. Should a professional staff member resign at a time other than that of contract renewal, Board approval will be required to dissolve the contract. The professional staff member may be required to pay liquidation damages to be released.

The following schedule will be used by the Colome Consolidated School District if a teacher breaks their contract;

- a. \$200.00 penalty if after signing contract, resignation is received by superintendent before June 1.
- b. \$500.00 penalty if resignation is received by superintendent between June 1 and June 30.
- c. \$750.00 penalty if resignation is received by superintendent between July 1 and July 30.
- d. \$1,000.00 penalty if resignation is received by superintendent after August 1.
- e. The above penalties may be waived in the case of resignation due to health or the involuntary transfer of an employee's spouse outside of the community. The board will consider these situations on a case by case basis.

Adopted: 2/8/16

GCPD- Suspension And Dismissal of Staff Members

Employment and dismissal of professional staff members is the responsibility of the Board and dismissal will conform with the conditions and procedures specified in state law.

A contract may be terminated at any time, or non-renewed in the case of continuing contract status, for just cause including:

1. plain violation of contract;
2. gross immorality;
3. incompetency or neglect of duty;
4. poor performance;
5. unprofessional conduct;
6. insubordination;
7. violation of any policy or regulation of the school district;
8. neglect.

The Superintendent will give notice of the intent to recommend termination. The notice must specify the grounds for the recommendation, and inform the right to request a hearing.

After the hearing, or if a hearing is not requested, the Board will make its determination by majority vote in open session. Any order of termination of contract will state the grounds for termination.

SUSPENSION

The Board or the Superintendent may suspend pending final action to terminate the contract if, in its judgment, the character of the charges warrants such action.

Adopted: 2/8/16

