

# **Para Addendum Handbook**

**2017-2018**

Para Addendum Handbook Changes  
2017-2018

Page 1: Changed Years to 2017-2018

Page 6: Benefits

Changed to:

Paras who work 30 or more hours per week, will be eligible for:

Health Insurance – Keystone will contribute \$460 per month toward the purchase of the Board approved health plan.

Voluntary Benefits - Vision, dental, disability, cancer, life, critical illness, identity protection and accident can also be purchased at the employees expense.

Roth IRA and 403 B plans are available at employees cost, through payroll reduction/deduction.

## Table of Contents

<b>HUMAN RESOURCES</b> .....	4
Rate of Pay .....	4
Workday.....	4
Hours of Work .....	5
Meal Breaks.....	5
Probation Period .....	5
Long Term Substitute Position .....	5
<b>PAYROLL AND BUSINESS OFFICE</b> .....	6
Benefits.....	6
Time Cards .....	6
Absence Reporting .....	7
Ordering Supplies .....	7
<b>LEAVE</b> .....	8
Personal Leave .....	8
Sick Leave .....	8
Bereavement Leave.....	9
Paid Holidays.....	10
<b>STAFF BEHAVIOR</b> .....	10
Building/Job Responsibilities.....	10
Keystone Paraeducator Expectation.....	11
<b>STUDENT SERVICES</b> .....	12
Health Services for Students.....	12
Children and Youth with Disabilities in Local Correctional Facilities .....	12

## HUMAN RESOURCES

### Rate of Pay

1. The Board determines the beginning rate of pay for newly hired employees. Employees hired within twelve (12) months of separation will be paid at the rate of the last day of previous employment.
2. Summer jobs –classified staff will be paid at their current hourly rate of pay unless otherwise informed of a different rate.

### Workday

1. Workday is defined as total weekly contracted hours divided by five days to obtain daily average. The average is then used as the workday for calculating absences and holiday pay. All paras will have their workday computed to determine their daily average hours of work.
2. Paraeducators do not work when their assigned districts are closed due to inclement weather or other emergencies. Paraeducators will not be paid for these days. If earned Personal Days have not been used for the school year, these may be taken during inclement weather or other school emergency closures. Sick leave **cannot** be used for these days.
3. Workshops attended on weekends do **not** count as workdays without written prior approval from Keystone Administration.
4. At the beginning of the school year, each classified staff member must check the Keystone and the district calendar where they work.
5. All staff must file a schedule with the Keystone central office and all building principals before September 15. An amended schedule must be submitted whenever there is a change.
6. If a paraeducator cannot be in their assigned school at their scheduled time, he/she must follow the building's procedure for notification of absences. Paraeducators are expected to check with the building principal as to whom to contact and also their supervising teacher to determine if they wish to be notified at home of your absence. In the event of an emergency, a member of the Keystone Administrative Team should be contacted and they will notify building principal(s).

## Hours of Work

The immediate supervisor with the approval of Keystone administrators will determine the hourly schedule for paraeducators.

1. The immediate supervisor will inform paraeducators of their daily schedule of hours of work, including meal periods and breaks (if applicable).
2. Administrators may schedule time over contracted hours when it is deemed necessary. Paraeducators are not permitted to work time over their contracts without the prior approval of Keystone administrators. Violation of not informing Keystone Administrators could result in disciplinary action to the supervising teacher and or para.
3. Workday should be reported in  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$  or full day increments on the time card. Sick, personal, and jury duty should be reported in these increments.

## Meal Breaks

1. Immediate supervisors are responsible for scheduling meal breaks. Whenever necessary, the duration and time of meal periods may be changed.
2. Employees will not be compensated for their meal breaks unless they are required to work during their breaks.
3. Part-time employees scheduled to work more than five consecutive hours during any workday will receive a meal break of the same duration as full-time classified employees.

## Probation Period

New Paras hired will be placed on a two-week probation period. After successful probation, a contract will be issued.

During the probation period, a new para will start accumulating paid leave, but leave will not be available to use by the para until after the probation period and a contract offered. If a paid holiday falls during the two-week trial period, the para will not receive holiday pay. Holiday pay will not be retroactive if para receives a contract.

## Long Term Substitute Position

Paraeducators who are hired as long-term substitute teachers will not receive holiday pay during their long-term substitute teaching position.

When a paraeducator is moved from a paraeducator position into a long-term substitute position:

- a. Keystone will continue to pay health benefits to employees current program.
- b. Paraeducators will continue to receive sick and personal days, per para memorandum of employment, while substituting.

Keystone attempts to assist our districts by allowing our paraeducators to substitute as teachers when necessary for member districts. When substituting as teachers, paraeducators will be required to take leave without pay. Since paraeducators will be paid by the member district at their substitute rate, they are not eligible to take paid leave with Keystone.

## **PAYROLL AND BUSINESS OFFICE**

### **Benefits**

Paras who work 30 or more hours per week, will be eligible for:

Health Insurance – Keystone will contribute \$460 per month toward the purchase of the Board approved health plan.

Voluntary Benefits - Vision, dental, disability, cancer, life, critical illness, identity protection and accident can also be purchased at the employees expense.

New paras working 30 hours or more per week, will be eligible for benefits at the end of the month following their 30-day waiting period.

Paras working less than 30 hours per week do not qualify for any health or supplemental benefits at this time.

Roth IRA and 403 B plans are available at employees cost, through payroll reduction/deduction.

Paras are required to pay their financial responsibility for benefits received during July and August. During the school year, the total amount for July and August will be prorated and deducted from monthly paychecks. If separation occurs, the employee will be reimbursed previous deductions on their final paycheck.

If staff resigns or is terminated prior to completing current contract, all benefits will cease at the end of the resignation/termination month.

## Time Cards

1. Keystone office paras must report each day's arrival and departures plus all absences, on monthly timesheets.
2. Time cards are due by the 5<sup>th</sup> day of each month.
3. Time cards must be signed by both employee and supervisor.
4. Time cards must be left at work and in a place where they may be located by your supervisor if you are absent on the date time cards must be submitted for payroll.

## Absence Reporting

All paraeducators must follow these procedures if an absence occurs:

1. If previous knowledge that an absence is going to occur notify the designated person for the building and supervising teacher as early as possible so a substitute (if applicable) can be arranged.
2. Document absences on your time sheet.
3. Fill out appropriate form (professional leave, or personal leave) and submit to supervisor.
4. When a paraeducator becomes ill without previous warning, follow the district(s) policy for notification and call supervisor. Again notify as early as possible. This will enable a substitute to be obtained.
5. In a case of emergency, contact Keystone with a request to notify those who need to know.
6. Itinerant staff should call all buildings that are scheduled for the day.
7. When reporting absences, please refer to workday. Absences must be reported in  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$  or full day increments.
8. If a long-term substitute is hired, inform Keystone Human Resources to ensure a contract is written.

## Ordering Supplies

Unless notified, all ordering and purchases for the classroom should be completed by certified staff. Without prior permission, Keystone will not be responsible for reimbursement

# LEAVE

## Personal Leave

1. Each paraeducator is allowed two (2) personal days per year (1 earned per semester), non-cumulative.
2. Personal leave is to be requested on “Paraeducator Personal Leave Request Form” which is first signed by the supervising teacher and building principal and then sent to the Keystone Business Office. This form should be received in the in the Business Office five (5) days in advance of the leave day.
3. Emergency use--when a paraeducator is unable to request personal days five days in advance due to an emergency, shorter notice may be given. The request process (above) should be completed as soon as possible within the month of the leave.
4. Personal Leave must be recorded on the monthly time card will be in  $\frac{1}{4}$  day increments.
5. One day of personal leave can be used for each semester. If the fall semester personal leave is not used first semester, both can be used for second semester.
6. Personal leave shall not be used on in-service days or parent-teacher conference day.
7. Paraeducators may use personal days (without prior approval) on snow days or other emergency days that schools are closed.
8. Contracts shall not be completed with paid personal leave unless administration and or Board approve the request. If prior approval is not received, leave will be without pay.

Accrued Personal Leave will not be paid if separation occurs.

## Sick Leave

In August full-time paraeducators (30 hours or more per week) will receive 10 days of sick leave available for use at anytime\* (accrued one per month August through May. A workday is determined by the formula used for absences (refer to Work Day).

At the end of the school year, any accrued leave will be accumulated to seventy (70) sick days.

1. Sick days may accumulate to a total of seventy days.
2. Sick leave must be reported on the time card in quarter increments.



3. A monthly report of remaining sick leave will appear on paycheck stubs.
4. Paraeducators who begin after the start of the school year and part-time paraeducators will receive a percentage of sick leave according to the percentage of the school year worked. The following formula will be used to determine the earned sick leave for new hired staff: 0-6 days left to work in the month the employee will earn 0 days of sick leave for that month; 7-16 days worked in the employees first month the new employee will earn ½ day of sick leave for that month; if the new employee works 17 or more days in a month, they will earn one day for their initial month of employment. Each month thereafter the employee will accrue one day of sick leave each month they work.
5. If a paraeducator resigns or terminates before finishing the school year and has been paid for unaccrued days, the final paycheck will be adjusted to pay back unaccrued days.
6. Sick leave shall cover absences for the employee's own illness and illness or death within the immediate family. Immediate family shall include parents, siblings, spouse/partner, children, grandchildren, grandparents and parents in-laws of the employee.
7. Sick leave will not be approved to complete contract unless administration and or Board approve the request. If approval is not received, leave will be without pay.

Accrued sick leave will not be paid if separation occurs.

Employee on FMLA, extended leave (10 consecutive days or more), or disability is responsible to submit to Human Resource a physicians release to return to work.

Employees receiving disability pay will follow short-term disability guidelines.

## **Bereavement Leave**

Each para shall be allowed three (3) paid non-cumulative bereavement days, for each death in the immediate family. Immediate family shall be defined as: spouse/partner, children/dependents, parents, parents-in-law, siblings, grandparents, and grandchildren. – Please note on timecard/calendar relationship of loved one.

## **Paid Holidays**

Paraeducators will receive eight paid holiday days throughout the school year.

- a. Two days at Thanksgiving Break
- b. Four days at Christmas Break
- c. Two days at Spring Break (If school does not receive a spring break, two additional paid days will be added for March paid April)

Paraeducators must resume work after a paid holiday to receive holiday pay.

## **STAFF BEHAVIOR**

### **Building/Job Responsibilities**

1. Keystone personnel will be under direct daily supervision of their building principals. Paraeducators should be aware of all local school district policies governing the building in which they are working and perform their duties accordingly.
2. Staff are to follow the dress codes of each building in which they work. Paraeducators must dress appropriately for all buildings in which they serve students.
3. Paraeducators are encouraged to work closely with their supervising teacher concerning scheduling, planning time, supervision of students and extra-curricular activities. Paraeducators that serve more than one district are not expected to take on extra-curricular supervision.
4. While on duty, pleasure reading, playing games, using technology for personal reasons is strictly prohibited. Personal activities should only be conducted during lunch/break time in the lounge.

## Keystone Paraeducator Expectation

The following are performance expectations for all paraeducators:

- Be on time! Know your duty hours and locations and be there (dressed appropriately). Follow the scheduled assigned.
- If you are going to be absent, follow the district's policy for notification and call your supervising teacher as soon as you know.
- Use good communication skills with everyone! Be courteous and go about your work with a positive demeanor! You are part of an important team and students deserve your best effort.
- Treat all people with dignity and respect. Follow the chain of command. Accept corrections, reassignments, suggestions, etc. with poise. Remember, it is about what is best for students.
- Always respect the confidential nature of the work
- Implement assigned activities in a thorough and enthusiastic manner.
- Be actively engaged with students assigned to you, in the same room and doing the assigned work. Leave personal issues at home. Use your phone and other communication devices only during personal time (lunch or breaks).
- Follow directions for direct and independent work (assigned by special ed teacher and regular ed teachers).
- Discuss your student-focused observations with your supervising teacher. DOCUMENT when a student struggles with an activity. Tell how they struggled.
- If a student has down time after getting assigned work completed: fill in documentation, review skills that they are able to do successfully and review skills they continue to struggle with. There is always a need for further support!
- Follow the guidelines set forth by the special education teacher. Know expectations!
- If a student is absent: report to the special education teacher for reassignment to other duty (additional coverage of students, prep work that must be completed, and additional support in the resource rooms).
- If a student has a "melt down" or refuses to complete/do assigned task, DOCUMENT the actions of the student/what it was for/how long it lasted.
- Attendance at school-sponsored field trips must be assigned by the supervising special education teacher and approved by the building principal. No personal vehicles allowed.

## **STUDENT SERVICES**

### **Health Services for Students**

The Nurse Practices Act of 1989 requires that nursing services, such as dispensing medication, catheterization, or tube feeding, can be performed only by a licensed medical professional or a person to whom the task has been delegated. When such services are needed by students with disabilities during the school day, school nurses from the respective county health departments will provide training for Keystone staff and delegate the task. Required documentation will be maintained by the nurse and the staff performing the delegated task.

### **Children and Youth with Disabilities in Local Correctional Facilities**

Federal and state regulations require local school districts to provide FAPE (special education and related services) to students with disabilities/exceptionalities, even if they are in a detention or correctional facility. The local district where the correctional facility is located is responsible for the provision of these services.

1. When local school personnel have knowledge of a student with an exceptionality being placed in a local correctional facility, they must contact a Keystone special education administrator immediately.
2. The Keystone administrative team will make all necessary arrangements for providing FAPE.
3. The Keystone Director of Special Education will make yearly contacts with the Jefferson County Attorney and the Jefferson County Sheriff to share information regarding the obligations of the school and to discuss the most efficient method for providing the services.
4. Local school personnel should also contact a Keystone special education administrator if they have knowledge of a student with an exceptionality being placed in a correctional facility outside the Keystone service area. In this case, the Keystone administrator will contact the appropriate person in the district where the student is detained to assure that FAPE is provided there.