


|                                                                                   |                                   |                                                 |
|-----------------------------------------------------------------------------------|-----------------------------------|-------------------------------------------------|
|  | <b>Huron School District #2-2</b> | Code:<br>Section G<br>Table of Contents / Index |
|                                                                                   | Policies and Regulations          |                                                 |

## Section G Table of Contents / Index

Section G of the EPS/NSBA policy classification system provides a repository for personnel policies. This section has three main subdivisions: subsection GB presents policy topics that pertain to all employees; subsection GC is for policies that pertain to professional personnel, including administrators, who must hold educational certification by the state to serve in their positions; subsection GD is for policies pertaining to all other personnel.

### CERTIFIED PERSONNEL

|                |                                                                      |
|----------------|----------------------------------------------------------------------|
| GA-1(N)        | Certified Negotiations – Written Agreement                           |
| GA-2 (N)       | Preamble to Negotiated Agreement                                     |
| GBC            | Staff Use of Telecommunications Equipment                            |
| GBEB           | Drug Free Workplace                                                  |
| GBEE           | Cell Phone Policy                                                    |
| GBG            | Staff Participation in Political Activities                          |
| GBL-1(N)       | Personnel Records for Certified Staff                                |
| GBM-1(N)       | Grievance Procedures for Certified Staff                             |
| GBM-2(N)       | Forms Regarding Grievance Procedures                                 |
| GC-1(N)        | Certified Personnel/Requirements                                     |
| GC-2(N)        | Certification – Summer School Requirements                           |
| GC-3(N)        | Procedures for Certified Negotiations                                |
| GC-20          | Goals of Huron School District W/Regards to Interpreting Services    |
| GCA-1          | Qualifications/Contract Provisions for Administrators                |
| GCA-2 – GCA-21 | Job Descriptions for Certified Positions                             |
| GCB (N)        | Salary Schedule Terms                                                |
| GCB-1          | Professional Staff Contracts and Compensation/Admin.                 |
| GCB-2(N)       | Certified Staff Contracts/Violation of Contract                      |
| GCBA-1(N)      | Professional Staff Hiring Schedule                                   |
| GCBA-2(N)      | Professional Staff/Extra Duty Schedule                               |
| GCBA-3(N)      | Formula for Bringing New Teachers into the Huron System              |
| GCBA-4(N)      | Professional Staff/Advancement on the Salary Schedule                |
| GCBC-1(N)      | Professional Staff Fringe Benefits/Insurance                         |
| GCBC-2-2014(N) | Professional Staff Fringe Benefits/Early Retirement Insurance        |
| G CBD-1        | Teacher Visitations to Other Schools                                 |
| G CBD-2        | Administrators/Sick Leave                                            |
| G CBD-3(N)     | Certified Staff/Sick Leave                                           |
| G CBD-4(N)     | Certified Staff/Funeral Leave                                        |
| G CBD-5(N)     | Certified Staff/Absence for Funerals/Professional Responsibility     |
| G CBD-6(N)     | Certified Staff/Absence Due to School or Professional Responsibility |
| G CBD-7(N)     | Certified Staff/Jury duty                                            |
| G CBD-8(N)     | Certified Staff/Absence for Extraordinary Circumstances              |
| G CBD-9(N)     | Certified Staff/Short Term Leave                                     |
| G CBD-10(N)    | Certified Staff/Adoptive Parent Leave                                |
| G CBD-11(N)    | Certified Staff/Leave for Professional Study                         |
| G CBD-12(N)    | Certified Staff/Leave to Serve as SDEA or NEA President              |

|                                                                                   |                                   |                           |
|-----------------------------------------------------------------------------------|-----------------------------------|---------------------------|
|  | <b>Huron School District #2-2</b> | Code:<br>Section G        |
|                                                                                   | Policies and Regulations          | Table of Contents / Index |

|               |                                                                                   |
|---------------|-----------------------------------------------------------------------------------|
| GCBD-13(N)    | Certified Staff/Leave to Serve as a Representative of a Professional Organization |
| GCBD-14(N)    | Certified Staff/Release Time for HEA President(s)                                 |
| GCBD-15(N)    | Certified Staff/Military Service                                                  |
| GCBD-16(N)    | Certified Staff/Leave to Serve in Public Office                                   |
| GCBD-17(N)    | Certified Staff/Leave without Pay/Absences without Pay                            |
| GCBD-18       | Family and Medical Leave Act                                                      |
| GCCBE         | Attendance at National Conventions                                                |
| GCD           | Professional Staff Hiring                                                         |
| GCDB          | Background Checks                                                                 |
| GCDB-E (1)    | Noncriminal Justice Applicant's Privacy Rights                                    |
| GCE           | Substitute Teachers/Rate of Pay/Training                                          |
| GCEA (N)      | Teachers Substituting for Teachers                                                |
| GCH           | Salary Guidelines for Hiring Administrators                                       |
| GCI-1         | Involuntary Transfer Policy/Administrators                                        |
| GCI-2(N)      | Voluntary Transfer Policy/Certified Staff                                         |
| GCI-3(N)      | Involuntary Transfer Policy/Certified Staff                                       |
| GCJ (N)       | Professional Staff Time Schedules                                                 |
| GCK-1(N)      | Teacher Job Share Proposal                                                        |
| GCK-2(N)      | Elementary Teaching Assignment/Class Size                                         |
| GCL (N)       | Teacher Staff Development/Summer Opportunities/Rate of Pay                        |
| GCN-1         | Evaluation of Administrative Staff                                                |
| GCN-2(N)      | Teacher Observation and Evaluation                                                |
| GCN-3(N)      | Head and Assistant Coach Evaluation Forms                                         |
| GCN-4(N)      | Counselor Evaluation                                                              |
| GCN-5(N)      | Media Specialist Evaluation                                                       |
| GCN-6(N)      | Social Worker Evaluation                                                          |
| GCN-7(N)      | School Nurse Evaluation                                                           |
| GCO (N)       | Building and Machine Use by the HEA                                               |
| GCPA-1(N)     | Reduction in Force/Certified Personnel                                            |
| GCPA-2(N)     | Non-Reemployment Policy Certified Personnel                                       |
| GCPB (N)      | Early Resignation Benefits/Certified Personnel                                    |
| GCPC (N)      | Early Retirement/Certified Personnel                                              |
| GCPC-2014 (N) | Retirement of Professional Staff/Recruitment & Retention Incentive)               |
| GCQD (N)      | Association Dues/Certified Personnel                                              |

#### SUPPORT STAFF

|                |                                               |
|----------------|-----------------------------------------------|
| GBL-2(N)       | Personnel Records – Classified Personnel File |
| GDA            | Support Staff/Definition of Classes           |
| GDA 1 – GDA 31 | Job Descriptions for Classified Positions     |
| GDBA (N)       | Support Staff Hiring Schedules                |
| GDBA-1 (N)     | Custodial Hiring Schedule                     |
| GDBA-1a (N)    | Custodial Wages                               |
| GDBA-2 (N)     | Full-Time Personnel Hiring Schedule           |
| GDBA-3 (N)     | Para-Educators Hiring Schedule                |
| GDBA-4         | Bus Driver Salary Schedule                    |
| GDBA-5 (N)     | Food Service Hiring Schedule                  |
| GDBB (N)       | Payroll Deductions for Classified Employees   |



## Huron School District #2-2

### Policies and Regulations

Code:  
Section G  
Table of Contents / Index

|                 |                                                                 |
|-----------------|-----------------------------------------------------------------|
| GDBB-1          | Support Staff Supplementary Pay Plans (Section 125)             |
| GDBB-2 (N)      | Support Staff/Early Retirement                                  |
| GDBB-2-2014 (N) | Retirement of Support Staff (Recruitment & Retention Incentive) |
| GDBB-3 (N)      | Support Staff/Early Retirement Insurance                        |
| GDBB-3-2014     | Support Staff/Recruitment & Retention Insurance                 |
| GDBB-4 (N)      | Resignation of Class I Classified Staff Members                 |
| GDBC-1 (N)      | Support Staff/Health Insurance-Dental Insurance                 |
| GDBC-2 (N)      | Support Staff/Free Admissions to District Activities            |
| GDBC-3 (N)      | Support Staff/Overtime Pay for Class I Employees                |
| GDBD (N)        | Support Staff/Leaves & Absences                                 |
| GDBD-1 (N)      | Support Staff/Sick Leave—Class I                                |
| GDBD-1a (N)     | Support Staff Sick Leave—Class II, III, IV                      |
| GDBD-2 (N)      | Support Staff/Illness-Members of the Immediate Family           |
| GDBD-3 (N)      | Support Staff/Funeral-Immediate Family (Class I)                |
| GDBD-3a (N)     | Absence Due to Funerals-Immediate Family (Class II, III, IV)    |
| GDBD-4          | Absence Due to Funerals/Sickness not Covered by Other Policy    |
| GDBD-5 (N)      | Funeral/Professional Responsibility                             |
| GDBD-6 (N)      | Absence for School or Professional Responsibility               |
| GDBD-7 (N)      | Absence for Personal Reasons                                    |
| GDBD-8 (N)      | Absence for Irregular Circumstances                             |
| GDBD-9 (N)      | Absence – Personal Leave Day (short term leave)                 |
| GDBD-9.1 (N)    | Class I Classified Short Term Leave                             |
| GDBD-10 (N)     | Absence – Parental Leave – Class I and Class II                 |
| GDBD-11 (N)     | Absence Due to Jury Duty                                        |
| GDBE-1 (N)      | Support Staff Vacations and Holidays/Regulations-Class I        |
| GDBE-1a (N)     | Support Staff/Substitute Holiday                                |
| GDD             | Hiring Procedures                                               |
| GDE             | Substitute Pay for Class I & Class II                           |
| GDI (N)         | Transfers and Promotions/All Classified Personnel               |
| GDJ-1 (N)       | Hours of Work/Class I                                           |
| GDJ-2 (N)       | Lay Off and Recall                                              |
| GDKB            | Negotiations Protocol                                           |
| GDL (N)         | Staff Development/Class II Employees                            |
| GDM-1 (N)       | Grievance Procedure for Classified Personnel                    |
| GDM-2 (N)       | Grievance Procedure Forms for Classified Personnel              |
| GDO             | Special Interest Materials/Dissemination of Materials           |