

SECTION G: PERSONNEL

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

<u>GA-1 (N)</u>	<u>Certified Negotiations - Written Agreement</u>
<u>GA-2 (N)</u>	<u>Preamble to Negotiated Agreement</u>
<u>GBC</u>	<u>Staff Use of Telecommunications Equipment</u>
<u>GBEB</u>	<u>Drug Free Workplace</u>
<u>GBEE</u>	<u>Cell Phone Policy</u>
<u>GBG</u>	<u>Staff Participation in Political Activities</u>
<u>GBL-1(N)</u>	<u>Personnel Records for Certified Staff</u>
<u>GBM-1(N)</u>	<u>Grievance Procedures for Certified Staff</u>
<u>GBM-2(N)</u>	<u>Forms Regarding Grievance Procedures</u>
<u>GC-1(N)</u>	<u>Certified Personnel/Requirements</u>
<u>GC-2(N)</u>	<u>Certification - Summer School Requirements</u>
<u>GC-3(N)</u>	<u>Procedures for Certified Negotiations</u>
<u>GC-20</u>	<u>Goals of Huron School District W/Regards to Interpreting Services</u>
<u>GCA-1</u>	<u>Qualifications/Contract Provisions for Administrators</u>
<u>GCA-2 - GCA-21</u>	<u>Job Descriptions for Certified Positions</u>
<u>GCB (N)</u>	<u>Salary Schedule Terms</u>
<u>GCB-1</u>	<u>Professional Staff Contracts and Compensation/Admin.</u>
<u>GCB-2(N)</u>	<u>Certified Staff Contracts/Violation of Contract</u>
<u>GCBA-1(N)</u>	<u>Professional Staff Hiring Schedule</u>
<u>GCBA-2(N)</u>	<u>Professional Staff/Extra Duty Schedule</u>
<u>GCBA-3(N)</u>	<u>Formula for Bringing New Teachers into the Huron System</u>
<u>GCBA-4(N)</u>	<u>Professional Staff/Advancement on the Salary Schedule</u>
<u>GCBC-1(N)</u>	<u>Professional Staff Fringe Benefits/Insurance</u>
<u>GCBC-2-2014(N)</u>	<u>Professional Staff Fringe Benefits/Early Retirement Insurance</u>
<u>GCBD-1</u>	<u>Teacher Visitations to Other Schools</u>
<u>GCBD-2</u>	<u>Administrators/Sick Leave</u>
<u>GCBD-3(N)</u>	<u>Certified Staff/Sick Leave</u>
<u>GCBD-4(N)</u>	<u>Certified Staff/Funeral Leave</u>
<u>GCBD-5(N)</u>	<u>Certified Staff/Absence for Funerals/Professional Responsibility</u>

<u>GCBD-6(N)</u>	<u>Certified Staff/Absence Due to School or Professional Responsibility</u>
<u>GCBD-7(N)</u>	<u>Certified Staff/Jury duty</u>
<u>GCBD-8(N)</u>	<u>Certified Staff/Absence for Extraordinary Circumstances</u>
<u>GCBD-9(N)</u>	<u>Certified Staff/Short Term Leave</u>
<u>GCBD-10(N)</u>	<u>Certified Staff/Adoptive Parent Leave</u>
<u>GCBD-11(N)</u>	<u>Certified Staff/Leave for Professional Study</u>
<u>GCBD-12(N)</u>	<u>Certified Staff/Leave to Serve as SDEA or NEA President</u>
<u>GCBD-13(N)</u>	<u>Certified Staff/Leave to Serve as a Representative of a Professional Organization</u>
<u>GCBD-14(N)</u>	<u>Certified Staff/Release Time for HEA President(s)</u>
<u>GCBD-15(N)</u>	<u>Certified Staff/Military Service</u>
<u>GCBD-16(N)</u>	<u>Certified Staff/Leave to Serve in Public Office</u>
<u>GCBD-17(N)</u>	<u>Certified Staff/Leave without Pay/Absences without Pay</u>
<u>GCBD-18</u>	<u>Family and Medical Leave Act</u>
<u>GCCBE</u>	<u>Attendance at National Conventions</u>
<u>GCD</u>	<u>Professional Staff Hiring</u>
<u>GCDB</u>	<u>Background Checks</u>
<u>GCDB-E(1)</u>	<u>Noncriminal Justice Applicant's Privacy Rights</u>
<u>GCE</u>	<u>Substitute Teachers/Rate of Pay/Training</u>
<u>GCEA(N)</u>	<u>Teachers Substituting for Teachers</u>
<u>GCH</u>	<u>Salary Guidelines for Hiring Administrators</u>
<u>GCI-1</u>	<u>Involuntary Transfer Policy/Administrators</u>
<u>GCI-2(N)</u>	<u>Voluntary Transfer Policy/Certified Staff</u>
<u>GCI-3(N)</u>	<u>Involuntary Transfer Policy/Certified Staff</u>
<u>GCJ (N)</u>	<u>Professional Staff Time Schedules</u>
<u>GCK-1(N)</u>	<u>Teacher Job Share Proposal</u>
<u>GCK-2(N)</u>	<u>Elementary Teaching Assignment/Class Size</u>
<u>GCL (N)</u>	<u>Teacher Staff Development/Summer Opportunities/Rate of Pay</u>
<u>GCN-1</u>	<u>Evaluation of Administrative Staff</u>
<u>GCN-2(N)</u>	<u>Teacher Observation and Evaluation</u>
<u>GCN-3(N)</u>	<u>Head and Assistant Coach Evaluation Forms</u>
<u>GCN-4(N)</u>	<u>Counselor Evaluation</u>
<u>GCN-5(N)</u>	<u>Media Specialist Evaluation</u>
<u>GCN-6(N)</u>	<u>Social Worker Evaluation</u>
<u>GCN-7(N)</u>	<u>School Nurse Evaluation</u>
<u>GCO (N)</u>	<u>Building and Machine Use by the HEA</u>
<u>GCPA-1(N)</u>	<u>Reduction in Force/Certified Personnel</u>
<u>GCPA-2(N)</u>	<u>Non-Reemployment Policy Certified Personnel</u>
<u>GCPB(N)</u>	<u>Early Resignation Benefits/Certified Personnel</u>
<u>GCPC(N)</u>	<u>Early Retirement/Certified Personnel</u>

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 (N) Bus Driver Salary Schedule
GDBA-5 (N) Food Service Hiring Schedule
GDBB (N) Payroll Deductions for Classified Employees
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-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

<u>GDE</u>	<u>Substitute Pay for Class I & Class II</u>
<u>GDI (N)</u>	<u>Transfers and Promotions/All Classified Personnel</u>
<u>GDJ-1 (N)</u>	<u>Hours of Work/Class I</u>
<u>GDJ-2 (N)</u>	<u>Lay Off and Recall</u>
<u>GDKB</u>	<u>Negotiations Protocol</u>
<u>GDL (N)</u>	<u>Staff Development/Class II Employees</u>
<u>GDM-1 (N)</u>	<u>Grievance Procedure for Classified Personnel</u>
<u>GDM-2 (N)</u>	<u>Grievance Procedure Forms for Classified Personnel</u>
<u>GDO</u>	<u>Special Interest Materials/Dissemination of Materials</u>