

**CERTIFIED NEGOTIATIONS  
WRITTEN AGREEMENT**

The attached policies are those that have been negotiated and agreed upon by the Board of Education and the Huron Education Association for the school district fiscal year beginning on July 1, 2024 and ending on June 30, 2025.

These policies will be posted to the district's website within 30 days of ratification.

Should any article, section, or clause of these policies be declared illegal by a court of competent jurisdiction, then that article, section, or clause shall be deleted only to the extent that it violates the law. The remaining articles, sections, or clauses shall remain in full force and effect.

Dated this 19<sup>th</sup> day of April, 2024.

**Huron Education Association Huron School District #2-2**

By Mike Carda

Mike Carda  
President/HEA

By Rodney Freeman

Rodney Freeman  
School District Attorney



**Huron School District #2-2**  
Policies and Regulations

Code:  
GCBC-1(N) Professional Staff  
Fringe Benefits

**Professional Staff Fringe Benefits**  
**2024-2025 Insurance**

Health Insurance

The board of education participates in a group insurance plan covering hospital, surgical, and medical costs. For each certified employee who is employed for at least 75% of a full-time contract:

- **Single Premium:** District will pay **\$ 700.20** per month; the employee pays **\$ 77.80 .**
- **Family Premium:** District will pay **\$ 1,165.20** per month; the employee will pay **\$ 776.80 .**
- **Employee + 1:** District will pay **\$ 932.40** per month; the employee pays **\$ 621.60 .**
- **Employee + Dependents:** District will pay **\$ 844.20** per month; the employee pays **\$ 562.80 .**
- If the district employs both husband and wife for at least 75% of a full-time contract, each employee will pay **\$ 77.80** per month for health insurance coverage.
- Employees on a 50% to 74% contract will receive one-half the above listed benefit contributed to the group insurance plan.
- Employees on a less than 50% contract will receive no insurance benefits from the district.
- Premium increases will take effect July 1<sup>st</sup> of each year.

Dental Insurance

The board of education participates in a group insurance plan covering dental costs. The school district will pay up to the amount of a single premium per year for each certified employee who is employed for at least 75% of a full-time contract. (If the employee chooses to include dependents in his/her plan, he/she must pay the difference in the single and the family premium.) Employees on a 50% to 74% contract will have one-half of the single premium contributed to the group dental plan. Employees on less than a 50% contract will receive no insurance benefits from the district.

Term Life Insurance

The school district will pay the cost of a single premium or a family premium on a term life insurance policy. Employees on a 50% to 74% contract will have one-half the benefit contributed on a term life insurance policy. Employees on less than a 50% contract will receive no benefits from the district.

The beneficiary amount of the policy shall be \$15,000, plus double indemnity coverage.

There shall be an Employee Insurance Group Committee composed of five (5) teachers, one board member, one administrator, one secretary, and one custodian, which shall make recommendations to the board of education relative to the group insurance carrier and coverage. Under no circumstances shall recommendations be made to the board of education to change group insurance carriers without competitive quotes having been made utilizing the school business manager's normal advertising procedure.

Activity Passes

Employees will receive an activity pass which admits the employee and significant other, and any children living in the household, who accompany the employee to the event. The pass does not admit anyone to fund-raising activities nor to SDHSAA playoff events.



# Huron School District #2-2

## Policies and Regulations

Code:  
GCBA-1(N) Professional Staff  
Hiring Schedule

### Professional Staff Hiring Schedule 2024-2025

YEAR EXP	23-24	24-25	BA+15 (MA) \$2,500	MA \$5,000	ED.S \$10,000	ED.D/PH.D \$15,000
0	\$53,937	\$56,267	\$58,767	\$61,267	\$66,267	\$71,267
1	\$54,292	\$56,526	\$59,026	\$61,526	\$66,526	\$71,526
2	\$54,696	\$56,898	\$59,398	\$61,898	\$66,898	\$71,898
3	\$54,882	\$57,321	\$59,821	\$62,321	\$67,321	\$72,321
4	\$55,084	\$57,516	\$60,016	\$62,516	\$67,516	\$72,516
5	\$55,224	\$57,728	\$60,228	\$62,728	\$67,728	\$72,728
6	\$55,364	\$57,875	\$60,375	\$62,875	\$67,875	\$72,875
7	\$55,422	\$58,021	\$60,521	\$63,021	\$68,021	\$73,021
8	\$55,580	\$58,082	\$60,582	\$63,082	\$68,082	\$73,082
9	\$55,809	\$58,248	\$60,748	\$63,248	\$68,248	\$73,248
10	\$55,973	\$58,488	\$60,988	\$63,488	\$68,488	\$73,488
11	\$56,138	\$58,660	\$61,160	\$63,660	\$68,660	\$73,660
12	\$56,331	\$58,833	\$61,333	\$63,833	\$68,833	\$73,833
13	\$56,403	\$59,035	\$61,535	\$64,035	\$69,035	\$74,035
14	\$56,403	\$59,110	\$61,610	\$64,110	\$69,110	\$74,110
15	\$56,475	\$59,110	\$61,610	\$64,110	\$69,110	\$74,110
16	\$56,755	\$59,186	\$61,686	\$64,186	\$69,186	\$74,186
17	\$56,920	\$59,479	\$61,979	\$64,479	\$69,479	\$74,479
18	\$57,113	\$59,652	\$62,152	\$64,652	\$69,652	\$74,652
19	\$57,286	\$59,854	\$62,354	\$64,854	\$69,854	\$74,854
20	\$57,899	\$60,036	\$62,536	\$65,036	\$70,036	\$75,036

**Note: Formula(s) for advancing hiring schedule each year:**

**Formula A - When raises are % of teachers pay:**

Step 0 of new schedule = (% raise x .90) \* Step 0 + Step 0

Step 1 of new schedule = % raise x Step 0 + Step 0

Step 2 of new schedule = % raise x Step 1 + Step 1

Step 3 of new schedule = % raise x Step 2 + Step 2

Step 4 of new schedule = % raise x Step 3 + Step 3

**Formula B - When raises are flat dollar amount for each teacher:**

Raise = Total \$ available for raise divide by # FTE = Flat \$ Amount per Full time Teacher

Step 0 of new schedule = (\$ raise x .90) + Step 0

Step 1 of new schedule = \$ raise + Step 0

Step 2 of new schedule = \$ raise + Step 1

Step 3 of new schedule = \$ raise + Step 2

Step 4 of new schedule = \$ raise + Step 3

**Formula C - Used in 2016 to reflect Leg Ed Package - Flat rate - New teach = Raise - \$120.00**

**EXTRA DUTY SCHEDULE**

GCBA-2 (N)

2024-2025

To determine the point value for extra duty salaries, each point will equal 1.3 percent of the extra duty base salary. The extra duty base salary represents the previous year's extra duty base salary plus the full % raise teachers received.  $2024-25 = \$ 51,985$  (23-24 extra duty base)  $\times 1.048$  (4.8 % raise) =  $\$ 54,480$  \* 1.3% =  $\$708$  per unit. The extra duty base salary will increase at a rate equal to the average teacher salary increase. *The extra duty base salary is not the base salary on the teacher hiring schedule.*

<b>POSITION</b>	<b>POINTS</b>	<b>SALARY 2024-25</b>
<b>FOOTBALL</b>		
Varsity – Head	13	\$9,204
Varsity – Assistant	8	\$5,664
Sophomore	8	\$5,664
9 <sup>th</sup> Grade	8	\$5,664
8 <sup>th</sup> Grade	5.5	\$3,894
7 <sup>th</sup> Grade	5.5	\$3,894
<b>BASKETBALL</b>		
Varsity – Head	14	\$9,912
Varsity – Assistant	8	\$5,664
Sophomore	8	\$5,664
9 <sup>th</sup> Grade	8	\$5,664
7-8 <sup>th</sup> Extramural	6	\$4,248
<b>WRESTLING</b>		
Varsity – Head (boys & girls)	13	\$9,204
Varsity – Assistant	8	\$5,664
Middle School – Head	6	\$4,248
Middle School – Assistant	5	\$3,540
Combination MS/HS Assistant	4	\$2,832
<b>TRACK</b>		
Varsity – Head (boys & girls)	13	\$9,204
Varsity – Assistant	8	\$5,664
7-8 <sup>th</sup> Grade	4.5	\$3,186
<b>CROSS COUNTRY</b>		
Varsity – Head (boys & girls)	9	\$6,372
Varsity – Assistant	6	\$4,248
<b>SOCCER</b>		
Varsity – Head (boys & girls)	9	\$6,372
Varsity – Assistant	6	\$4,248
<b>TENNIS</b>		
Varsity	8	\$5,664
Assistant Varsity	5	\$3,540
6-8 <sup>th</sup> Grade	4	\$2,832
<b>GOLF</b>		
Varsity	8	\$5,664
Assistant Varsity	5	\$3,540

<b>POSITION</b>	<b>POINTS</b>	<b>SALARY 2024-25</b>
<b>GYMNASTICS</b>		
Varsity – Head	13	\$9,204
Varsity – Assistant	8	\$5,664
<b>VOLLEYBALL</b>		
Varsity – Head	13	\$9,204
Varsity – Assistant	8	\$5,664
9 <sup>th</sup> Grade	8	\$5,664
7-8 <sup>th</sup> Grade	6	\$4,248
<b>CHEER/DANCE</b>		
Head Competitive Cheer	9.5	\$6,726
Fall Sideline Advisor	2	\$1,416
Winter Sideline Advisor w/o Wrest	4.25	\$3,009
Assistant Competitive Cheer	6.5	\$4,602
Head Competitive Dance	9.5	\$6,726
Assistant Competitive Dance	6.5	\$4,602
<b>ATHLETIC TRAINER</b>		
Head/3 Seasons (Points per season)	8	\$5,664
Asst/3 Seasons (Points per season)	6	\$4,248
<b>HS STUDENT SENATE</b>		
	5	\$3,540
<b>MS STUDENT SENATE</b>		
	3	\$2,124
<b>SPECIAL OLYMPICS COACH</b>		
Special Olympics Assistant Coach	4	\$2,832
<b>COLONY TEACHERS</b>		
	2.5	\$1,770
<b>OUR HOME TEACHERS</b>		
	1	\$708
<b>STRENGTH &amp; CONDITIONING</b>		
Each Season	3	\$2,124
<b>HIGH SCHOOL</b>		
Vocal Music Director	8.5	\$6,018
Band Director	11	\$7,788
Summer Band	3	\$2,124
Marching Band Assistants	8	\$5,664
Musical Production Advisor (as needed)	4	\$2,832
Musical Orchestra Advisor (as needed)	2	\$1,416
Orchestra Director	7	\$4,956
Debate Director	13	\$9,204
Debate Assistant	8	\$5,664
One-Act Play	4	\$2,832
Assistant Director/1-Act Play	3	\$2,124
Three-Act Play	4	\$2,832
Assistant Director/3-Act Play	3	\$2,124
Oral Interp/Per Division	1.75	\$1,239
Yearbook Advisor	7	\$4,956
Newspaper Advisor	7	\$4,956
FFA Advisor	3	\$2,124
FBLA Advisor	3	\$2,124
Video Productions	3	\$2,124

POSITION	POINTS	SALARY 2024-25
Quiz Bowl Advisor	3	\$2,124
Key Club Sponsor	3	\$2,124
(½ to be paid by the district ½ to be paid by Kiwanis Club)		
National Honor Society	3	\$2,124
International Club	3	\$2,124
Pep Club	3	\$2,124
Social Media Coordinator	3	\$2,124
Prom Advisor	3	\$2,124
Huron Youth Leadership Council	3	\$2,124
(½ to be paid by the district ½ to be paid by HYLC)		
Educators Rising	3	\$2,124
HOSA	3	\$2,124
<b>MIDDLE SCHOOL</b>		
Band Director	6.5	\$4,602
Vocal Music Director	4.5	\$3,186
Orchestra Director	4	\$2,832
MS Play	3	\$2,124
Tiger Cub Follies	1.5	\$1,062
Oral Interp	3	\$2,124
Newspaper Advisor	2.5	\$1,770
Memory Book	2.5	\$1,770
Destination Imagination	3	\$2,124

**WORK ASSIGNMENTS FOR ATHLETIC EVENTS:**

Workers will be paid \$57 per session for working at varsity football, basketball, wrestling, gymnastics, volleyball, cross country, and track. Workers will be paid \$61 per session for working at "AA" district/regional, "A" and "B" regional and state tournaments in all of the above sports.

A session is defined as an event scheduled to last approximately 3 hours. Some events will count as 1/2 credit. A complete listing of events is available in the activities director's office, the business manager's office, and each building.

The work assignments for athletic events base pay will increase at a rate equal to the average teacher salary increase each year.

**WORK ASSIGNMENTS FOR BENCH HELP:**

Bench help, defined as main clock operator and scorers, will be paid \$63 per game for working at varsity football, basketball, wrestling, gymnastics, and volleyball.

Bench help will be paid \$69 per game for working "AA" district/regional, "A" and "B" regional tournaments in all of the above sports.

Bench help will be paid \$78 per game for working state tournaments in all of the above sports.

Bench help for cross country will be paid only for ESD, Huron Invitational, and state meets.

The work assignments for bench help base pay will increase at a rate equal to the average teacher salary increase each year.

**DRIVER EDUCATION SALARY:**

Salary for driver education is \$37.92 per hour. The driver education instructor's base pay will increase at a rate equal to the average teacher salary increase each year.

## **LONGEVITY SCHEDULE**

In addition to the base extra duty allowance, the following experience schedule will apply:  
(effective date - 1981-82 school year)

<b>EXPERIENCE STEP</b>	<b>EXTRA ALLOWANCE</b>
0	1.00 x extra duty salary
1	1.02 x extra duty salary
2	1.04 x extra duty salary
3	1.06 x extra duty salary
4	1.08 x extra duty salary
5	1.10 x extra duty salary
6	1.12 x extra duty salary
7	1.14 x extra duty salary
8	1.16 x extra duty salary
9	1.18 x extra duty salary
10	1.20 x extra duty salary

All extra duty assignments will start on Step 0 in 1980-81. The second year (1981-82) of experience in the particular coaching area will advance the contract to Step 1, etc. Credited experience for teachers new to the system will be at the discretion of the board of education or its designee.

Experience will apply only in the specific activity.

	<b>Huron School District #2-2</b>	Code: GCA-18(N) Professional Staff Positions (Job Description of School Nurse)
	Policies and Regulations	


Appointment:

1. The annual period of service will be reflected in the contract.
2. The building principal will be the school nurse's immediate supervisor.

Duties:

1. He/she shall conform to the requirements prescribed by the Department of Education and SD Board of Nursing with regard to licensing and renewal.
2. He/she shall be responsible to the superintendent or his designee for the administration of school health in the district and coordinate with building principals.
3. He/she shall assess the health status of students by conducting periodic screenings and signs of child neglect and abuse.
4. He/she shall educate and serve as a liaison between students, teachers, parents, and community health care providers in relation to interpreting health problems, assisting in the utilization of professional resources, and interpreting professional recommendations to all concerned.
5. He/she shall participate in the planning, coordinating, and evaluating of health education activities with the curriculum coordinator and teachers. He/she shall serve as a consultant in health instruction of such topics as: nutrition, dental health, accident prevention, hygiene, environmental safety, smoking, drugs, CPR, sexually transmitted diseases, human growth and development, and others as requested.
6. He/she shall be available to provide emergency first aid assessment and treatment within the nurse's scope of practice and refer the injured student to the proper health facility as needed.
7. Assist in planning and maintaining a safe and healthful school environment.
8. He/she shall be responsible for requisitioning all first aid supplies and medical equipment, exclusive of the athletic department.
9. He/she shall collect immunization records on all registered students to ensure they are compliant with the State Department of Health (SDCL 13-28-7.1). Non-compliant students will be reported to the building principal and/or superintendent for further action.
10. He/she shall see that students with medical conditions have a medical flag and/or emergency action plan in DDN Campus. Both shall be kept current and shared with district personnel as needed.
11. He/she shall assess and provide education for teachers and parents in relation to students with chronic illnesses, i.e., seizure disorders, asthma, diabetes, orthopedic problems.
12. He/she shall make home visitations regarding health needs and problems as warranted by the pertinent school principal.



	<b>Huron School District #2-2</b>	Code: GCA-18(N) Professional Staff Positions (Job Description of School Nurse)
	Policies and Regulations	

13. He/she shall assist in the prevention and control of communicable diseases.
14. He/she shall conduct immunization programs, when needed, with the assistance of school personnel, community health nurse, local medical association, and State Health Department.
15. He/she shall keep informed of the current trends in health care.
16. He/she shall provide inservice health programs for teachers and other school staff through arrangements with building principals.
17. He/she shall conduct an ongoing evaluation of school health and make pertinent recommendations for improvement to the building principal and/or superintendent.
18. He/she shall maintain CPR certification.
19. Assumes other duties as may be assigned.



## Huron School District #2-2

### Policies and Regulations

Code: GCBD-3(N)  
Professional Staff Leaves  
And Absences  
(Sick Leave/Certified Staff)

### Professional Staff Leaves and Absences Sick Leave/Certified Staff

- A. Fifteen full days of sick leave for the first year in the Huron School system and ten full days of sick leave for each succeeding year cumulative to 120 days (note exception B) shall be allowed every teacher without any deduction in pay for the sick leave period to which the teacher is entitled.

Sick leave will accumulate on the following schedule. On the first day of the first year in the system the teacher will be granted six days sick leave. At the end of each succeeding calendar month, he/she will be granted one additional day until he/she has earned fifteen days. On the first day of the contract term all teachers not new to the system will be granted one day sick leave. At the end of each succeeding calendar month, he/she will be granted one additional day until he/she has earned ten days. (Note exception B)

Contracted employees with less than a full-time contract will earn sick leave on the same schedule as regular employees; however, sick leave will accumulate on the following basis:

75 to 100% contract	10 days earned per year
50 to 74% contract	5 days earned per year
49 to 0% contract	None earned

Teachers may borrow sick leave from the normal yearly allowance. If the contract is terminated prior to the end of the year, the following procedure will prevail: All used, but non-earned, days will be deducted from the last pay check as outlined in the definition for the school calendar.

Examples of earned days:


1 <sup>st</sup> year	15 days total	7 <sup>th</sup> year	75 days total
2 <sup>nd</sup> year	25 days total	8 <sup>th</sup> year	85 days total
3 <sup>rd</sup> year	35 days total	9 <sup>th</sup> year	95 days total
4 <sup>th</sup> year	45 days total	10 <sup>th</sup> year	105 days total
5 <sup>th</sup> year	55 days total	11 <sup>th</sup> year	115 days total
6 <sup>th</sup> year	65 days total	12 <sup>th</sup> year	120 days total

- B. Those staff members on extended contracts shall earn sick leave on the following schedule: on the first day of the contract term each teacher will be granted one day sick leave. At the end of each succeeding contract month each teacher will receive one day sick leave.


Examples of earned days:

10 month contract	11 days per year
11 month contract	12 days per year
12 month contract	13 days per year

In addition, teachers new to the system shall accumulate five additional days the first year. Each succeeding year they shall accumulate sick leave according to the above schedule.

	<b>Huron School District #2-2</b>	Code: GCBD-3(N) Professional Staff Leaves And Absences (Sick Leave/Certified Staff)
	Policies and Regulations	

- C. Sick leave may be taken because of personal illness, injury, or on order of a physician to remain absent due to exposure to disease, or to obtain the services of a medical professional that cannot be obtained during the non-school hours. One-half day is the minimum sick leave period if a substitute is required.
- D. Employees may utilize their personal sick leave for immediate family illness. The immediate family will include father, stepfather, mother, stepmother, husband, wife, brothers, stepbrothers, sisters, stepsisters, sons, stepsons, daughters, stepdaughters, grandparents, grandchildren, aunts, uncles, all of these in-laws and permanent members of the employee's household.
- With exception of illness regarding the employee, the employee's spouse, children, or stepchildren, the employee's personal sick leave is limited to twenty days per school contract year. The employee may use personal leave and/or leave without pay for the excess of twenty days regarding illness of other members of the immediate family as specified in Section D.
- E. If the disability or incapacity of the teacher to properly perform his/her duties should continue for ninety calendar days after he/she has exhausted all sick leave days, the board of education, at its option, may cancel and terminate this agreement and thereupon be released from all further obligations.
- F. **Doctor's Certificate Clause**  
 After an absence from school due to sickness or illness, the employee may be required to furnish proof of illness. This proof will be in the form of a doctor's certificate. The board of education, at its expense, may also request a physical examination of the teacher by a physician designated by the board. The decision of the school physician shall be final.
- G. **Additional Sick Leave Benefits/Sick Leave Bank**
- 1) **Membership:** Membership will be taken by the date set by HEA officers not exceeding 2 weeks of the contractual year. Members who choose to participate will not be able to leave the sick bank until the next contract year. If membership is not taken by the date set by HEA officers not exceeding 2 weeks, it is assumed you are not participating. Teachers hired after the starting school date will have 5 days or the date set by the HEA officers, whichever is the latest, after the day they are hired to decide if they would like to participate. Teachers agree to donate one (1) full day of their sick leave to become a member. The bank may build to 300 days and no more than 300 days may be taken in any given year. Days may not be withdrawn if a teacher decides later in the year not to belong. As demands are placed on the bank, each participating member agrees to contribute an equal number of days.
  - 2) **Governing Committee:** Vice President of the HEA, and HEA member from the high school, middle school, and elementary school (total of 4).
  - 3) **Benefits:** Members who have contributed can draw from the sick leave bank if they have used all of their annual and accumulated sick leave and all of their unused short term leave days excluding their two sub deduct days. Sick leave benefits shall not extend beyond the school year.
  - 4) **Withdrawals:** To draw days from the Bank, a teacher must apply in writing to the governing committee. The teacher must state the date he/she will be leaving work, and when he/she will be released to return to work. This must be completed prior to using the days; exceptions may

	<b>Huron School District #2-2</b>	Code: GCBD-3(N) Professional Staff Leaves And Absences (Sick Leave/Certified Staff)
	Policies and Regulations	

be made due to extenuating circumstances/emergencies and granted on the recommendation of the governing committee.

- 5) **Limitations:** These days are intended to be used only in the case of personal illness. There will be a cap of 60 days granted per person per school year. In the event of extraordinary circumstances such as serious illness of self, spouse, or child, unusual need for bereavement days, or similar circumstances, withdrawals from the sick leave bank may be made on the recommendation of the governing committee.
- 6) **Responsibilities:** The board of education agrees to honor days of sick leave granted by the Governing Committee in an amount not to exceed the total number of withdrawn days of sick leave donated by the members of the sick leave bank. At the end of the school year, defined in the teacher's contract, total days remaining in the sick leave bank will be carried over to the following year.

H. Each teacher will be paid .5 one day sub rate per day for each day of earned accumulated sick leave that is eligible for carryover, a maximum of 120 days, when they end employment. Ending employment may be due to retirement or resignation. Accumulated sick leave will not be paid out if the teacher is terminated or if the teacher violates their contract.


Contracted teachers with less than a full-time contract will be paid for each day on a percentage basis equal to the percent of their contract when they end employment.

I. Maternity Leave

Leave for the birth of a child is viewed as sick leave. The current practice of the district allows six continuous calendar weeks of sick leave, beginning with the day that the child is born. (If a child is born on a weekend, the “first day” would be the following Monday.) If the birth is a ‘C-Section Delivery,’ the employee must apply to the superintendent for an additional two (2) weeks of eligible sick leave. A teacher would not necessarily have to take the entire allowable time off if she is able to return to work earlier (which would be the case with a personal illness).

Regarding holidays or days (i.e., Monday through Friday) when school is not in session: holidays and days when school is not in session are to be counted as part of the six continuous weeks. For example, if a teacher has her baby on June 20, the teacher cannot expect to have additional days off at the beginning of the school year in August (to “makeup” for the school days she didn’t get off in June). As another example, if a teacher has her baby on December 1, the days during Christmas vacation would be counted as part of the six continuous weeks. (If a teacher were sick with the flu for three days of Christmas vacation, that teacher would, of course, not be allowed three days of make-up sick leave days in January when school resumes.) Leave days for the birth of a child when school is not in session or during holidays, would not be charged against the teacher’s accumulated sick leave.

Teachers who are taking leave because of the birth of a child cannot be involved in sponsoring or coaching activities. For example, if a basketball coach is taking leave, the coach cannot come to the gym at 3:30 p.m. to coach the team after having been absent during the day.

	<b>Huron School District #2-2</b>	Code: GCBD-3(N) Professional Staff Leaves And Absences (Sick Leave/Certified Staff)
	Policies and Regulations	

Employees that meet policy requirements are entitled to 60 days of leave for the birth of a child under federal law. The 60-day total includes 30 days allowable in the district’s negotiated sick leave policy. The remainder is unpaid leave.


A teacher who is expecting to use sick leave days for the birth of a child must contact her immediate supervisor to make plans and arrangements for such leave. The immediate supervisor must then contact the superintendent and business manager with this information.

**J. Paternity Leave**

General guidelines follow in terms of fathers of newborns using leave:

- Fathers may use sick leave while mother / baby are hospitalized as per current practice.
- In addition - fathers of newborns may use up to 5 days of sick leave to care for newborn at home.
- The days must be used during the first seven weeks of the newborn's life.

These guidelines are in clarification to - and not designed to be in conflict with - all negotiated policies.

	<b>Huron School District #2-2</b>	Code: GCBD-9(N) Professional Staff Leaves and Absences (Short Term Leave)
	Policies and Regulations	

### **Professional Staff Leaves and Absences (Short Term Leave)**

Certified staff members may acquire short term leave by working activities; application form is attached.

Certified staff members who do not sign up for the short term leave program to work activities do not receive any time off under this policy. Furthermore, the District does not have a personal leave policy to receive any time off.

Certified staff members who are employed for at least 75% of a full-time contract shall be granted five (5) days short-term leave. The first two days will be with no deduction in pay; the third and fourth days will be with substitute pay deduction, and the fifth day will be a substitute deduction of 125% of daily sub rate.

Certified staff members who are employed for at least 75% of a full-time contract shall work four (4) short-term leave assignments to earn the five (5) days short-term leave described in the preceding paragraph. If only three (3) assignments are worked then one and one-half (1.5) days of short-term leave are earned. If only two (2) assignments are worked then one (1) day of short-term leave is earned. If only one (1) assignment is worked then one-half (.5) day of short-term leave is earned. No access is granted to the substitute pay deduction days, (days 3, 4, and 5) if at least four (4) assignments are not worked.

Certified staff members who are employed on a 50% to 74% contract shall be granted two (2) days short-term leave. The first day will be with no deduction in pay; the second day will be with substitute pay deduction.

Certified staff members who are employed on a 50% to 74% contract shall work two (2) short-term leave assignments to earn two (2) days short-term leave described in the preceding paragraph. If only one (1) assignment is worked then one-half (.5) day of short-term leave is earned. No access is granted to the substitute pay deduction day, (day 2) if at least two (2) assignments are not worked.


Certified staff members who are employed on less than a 50% contract will not be eligible for short term leave.

Beginning with the 2014-15 school year, certified staff members will carry over - for one year - either or both of the two short-term leave days that have not been used. Carry-over days must be used in the following school year. Any certified staff member who has not used the two days of his/her short term leave by the end of the following school year will be reimbursed for these days up to the amount paid for a full-day substitute. An employee leaving the district will be paid for his/her unused short-term leave days at the conclusion of his/her final year of employment.

#### **Procedures for Leave Requests:**

The certified staff member shall submit his/her request for leave on a leave application form to the building principal's office for principal and superintendent approval at least five (5) working days in advance of the anticipated absence. A copy of the leave form shall be filed with the building principal or immediate supervisor. In cases of an emergency, the staff member shall make application as far in advance of the anticipated absence as is possible.


Leave granted under this policy shall be subject to staffing requirements and shall not, except for extenuating circumstances to be determined by the administration, be granted during the first ten (10) school days or last

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five (5) school days of the school year, nor the first or last week of the period of the individual’s employment, nor on the first working day preceding or following Christmas vacation, nor conference days, nor on any day in the opinion of the administration when the educational process would be unnecessarily disrupted. Short term leave may be granted prior to and following other vacations and holidays.

An applicant for leave under this policy need not state the reasons for which the leave is sought.

Under rare circumstances, the superintendent of schools may grant additional days leave at full pay deduction.

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### Preamble to Negotiations Agreements

Revised  
April 19, 2024  
April 11, 2023  
April 11, 2022  
April 12, 2021  
July 13, 2020  
April 23, 2019  
April 23, 2018  
May 8, 2017  
May 9, 2016  
April 27, 2015  
April 28, 2014  
May 13, 2013  
May 14, 2012  
April 26, 2011  
April 26, 2010  
April 27, 2009  
April 14, 2008  
April 23, 2007  
May 8, 2006  
April 25, 2005  
August 9, 2004  
April 28, 2003  
April 22, 2002  
May 14, 2001  
April 12, 1999  
April 13, 1998  
August, 1997  
September, 1996  
May 22, 1995  
May 9, 1994  
April 13, 1993  
July 27, 1992  
April 29, 1991  
May 29, 1990  
April 24, 1989  
April 19, 1988  
April 28, 1986  
April 30, 1985  
March 26, 1984  
April 27, 1983  
April 26, 1982  
April 13, 1981  
April 10, 1980





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April 26, 1979  
April 10, 1978  
April 21, 1977  
April 7, 1976  
April 14, 1975  
May 28, 1974  
July 23, 1973  
May 10, 1972  
April 26, 1971