

## Kraig Steinhoff Ed.D

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April 11, 2022

TO:

Board of Education

FROM:

Kraig Steinhoff, Superintendent

CC:

Kelly Christopherson, Business Manager

Rodney Freeman, School Attorney Huron Education Association Officers

SUBJECT:

Ratification of 2022-2023 Negotiated Agreements

The following list contains items the Huron Education Association and the School Board agreed to during this year's negotiations. The package has been accepted by the HEA.

1) Policy GCBC-1 (N) Health Insurance/Benefit Package

2) Policy GCBA-1 (N) Professional Staff Hiring Schedule 2022-2023

3) Policy GCBA-2 (N) Extra Duty Schedule

4) Policy GCBD-3 (N) Professional Staff Leaves and Absences

(Sick Leave/Certified Staff) ~ No Change

5) Policy GCL (N) Professional Staff Development

6) Policy GCI-3 (N) Professional Staff Assignments & Transfers

(Involuntary Transfer Policy)

7) Policy GCBD-9 (N) Professional Staff Leaves & Absences

(Sick Leave/Certified Staff) ~ No Change

Respectfully,

Kraig Steinhoff Ed.D

Superintendent of Schools



Policies and Regulations

Code: GA-1(N) (4101) Certified Negotiations Written Agreement

# **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, 2022 and ending on June 30, 2023.

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 11th day of April, 2022.

Ву		By
	Jennifer Fuchs	Rodney Freeman
	President/HEA	School District Attorney

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



Policies and Regulations

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

#### <u>Professional Staff Fringe Benefits</u> 2022-2023 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 \$ 666.90 per month; the employee pays \$ 74.10.
- Family Premium: District will pay \$ 1,109.40 per month; the employee will pay \$ 739.60.
- Employee + 1: District will pay \$888.00 per month; the employee pays \$592.00.
- Employee + Dependents: District will pay \$ 803.40 per month; the employee pays \$ 535.60.
- If the district employs both husband and wife for at least 75% of a full-time contract, each employee will pay \$ 74.10 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 fundraising activities nor to SDHSAA playoff events.



Policies and Regulations

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

# Professional Staff Hiring Schedule 2022-2023

YEAR			BA+15			
EXP	21-22	22-23	(MA)	MA	ED.S	ED.D/PH.D
			\$1,500	\$3,000	\$6,000	\$9,000
0	\$47,332	\$50,740	\$52,240	\$53,740	\$56,740	\$59,740
1	\$47,492	\$51,118	\$52,618	\$54,118	\$57,118	\$60,118
2	\$47,667	\$51,292	\$52,792	\$54,292	\$57,292	\$60,292
3	\$47,788	\$51,480	\$52,980	\$54,480	\$57,480	\$60,480
4	\$47,909	\$51,611	\$53,111	\$54,611	\$57,611	\$60,611
5	\$47,959	\$51,742	\$53,242	\$54,742	\$57,742	\$60,742
6	\$48,096	\$51,796	\$53,296	\$54,796	\$57,796	\$60,796
7	\$48,294	\$51,944	\$53,444	\$54,944	\$57,944	\$60,944
8	\$48,436	\$52,158	\$53,658	\$55,158	\$58,158	\$61,158
9	\$48,579	\$52,311	\$53,811	\$55,311	\$58,311	\$61,311
10	\$48,747	\$52,465	\$53,965	\$55,465	\$58,465	\$61,465
11	\$48,809	\$52,646	\$54,146	\$55,646	\$58,646	\$61,646
12	\$48,809	\$52,713	\$54,213	\$55,713	\$58,713	\$61,713
13	\$48,871	\$52,713	\$54,213	\$55,713	\$58,713	\$61,713
14	\$49,113	\$52,780	\$54,280	\$55,780	\$58,780	\$61,780
15	\$49,256	\$53,042	\$54,542	\$56,042	\$59,042	\$62,042
16	\$49,424	\$53,196	\$54,696	\$56,196	\$59,196	\$62,196
17	\$49,573	\$53,377	\$54,877	\$56,377	\$59,377	\$62,377
18	\$50,103	\$53,538	\$55,038	\$56,538	\$59,538	\$62,538
19	\$50,633	\$54,111	\$55,611	\$57,111	\$60,111	\$63,111
20	\$51,164	\$54,684	\$56,184	\$57,684	\$60,684	\$63,684

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			

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.  $2022-23 = \frac{44,985}{44,985}$  (21-22 extra duty base) x  $\frac{1.080}{44,985}$  (8.0 % raise) =  $\frac{48,584}{44,985}$  \*  $\frac{1.3}{44,985}$  % =  $\frac{44,985}{44,985}$  (21-22 extra duty base) x  $\frac{1.080}{44,985}$  (8.0 % raise) =  $\frac{48,584}{4,985}$  \*  $\frac{1.3}{4,985}$  % =  $\frac{44,985}{4,985}$  (21-22 extra duty base) x  $\frac{1.080}{4,985}$  (8.0 % raise) =  $\frac{48,584}{4,985}$  \*  $\frac{1.3}{4,985}$  % =  $\frac{44,985}{4,985}$  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.

POSITION	POINTS	SALARY 2022-23
FOOTBALL		
Varsity – Head	13	\$8,216
Varsity – Assistant	8	\$5,056
Sophomore	8	\$5,056
9 <sup>th</sup> Grade	8	\$5,056
8 <sup>th</sup> Grade	5.5	\$3,476
7 <sup>th</sup> Grade	5.5	\$3,476
BASKETBALL		
Varsity – Head	14	\$8,848
Varsity – Assistant	8	\$5,056
Sophomore	8	\$5,056
9 <sup>th</sup> Grade	8	\$5,056
7-8 <sup>th</sup> Extramural	6	\$3,792
WRESTLING		
Varsity – Head	13	\$8,216
Varsity – Assistant	8	\$5,056
Middle School – Head	6	\$3,792
Middle School – Assistant	5	\$3,160
Combination MS/HS Assistant	4	\$2,528
TRACK		
Varsity – Head (boys & girls)	13	\$8,216
Varsity – Assistant	8	\$5,056
7-8 <sup>th</sup> Grade	4.5	\$2,844
CROSS COUNTRY		
Varsity – Head (boys & girls)	9	\$5,688
Varsity – Assistant	6	\$3,792
SOCCER		
Varsity – Head (boys & girls)	9	\$5,688
Varsity – Assistant	6	\$3,792
TENNIS		
Varsity	8	\$5,056
Assistant Varsity	5	\$3,160
6-8 <sup>th</sup> Grade	4	\$2,528
GOLF		
Varsity	8	\$5,056
Assistant Varsity	5	\$3,160

POSITION	POINTS	SALARY 2022-23
GYMNASTICS	To the second se	
Varsity – Head	13	\$8,216
Varsity – Assistant	8	\$5,056
VOLLEYBALL		
Varsity – Head	13	\$8,216
Varsity – Assistant	8	\$5,056
9 <sup>th</sup> Grade	8	\$5,056
7-8 <sup>th</sup> Grade	6	\$3,792
CHEER/DANCE		
Head Competitive Cheer	9.5	\$6,004
Fall Sideline Advisor	2	\$1,264
Winter Sideline Advisor w/o Wrest	4.25	\$2,686
Assistant Competitive Cheer	6.5	\$4,108
Head Competitive Dance	9.5	\$6,004
Assistant Competitive Dance	6.5	\$4,108
ATHLETIC TRAINER		
Head/3 Seasons (Points per season)	8	\$5,056
Asst/3 Seasons (Points per season)	6	\$3,792
HS STUDENT SENATE	4	\$2,528
MS STUDENT SENATE	3	\$1,896
SPECIAL OLYMPICS COACH	· 6	\$3,792
Special Olympics Assistant Coach	4	\$2,528
COLONY TEACHERS	2.5	\$1,580
OUR HOME TEACHERS	1	\$632
STRENGTH & CONDITIONING		
Each Season	3	\$1,896
HIGH SCHOOL		
Vocal Music Director	8.5	\$5,372
Band Director	11	\$6,952
Summer Band	3	\$1,896
Marching Band Assistants	8	\$5,056
Musical Production Advisor (as needed)	4	\$2,528
Musical Orchestra Advisor (as needed)	2	\$1,264
Orchestra Director	7	\$4,424
Debate Director	13	\$8,216
Debate Assistant	8	\$5,056
One-Act Play	4	\$2,528
Assistant Director/1-Act Play	3	\$1,896
Three-Act Play	4	\$2,528
Assistant Director/3-Act Play	3	\$1,896
Oral Interp/Per Division	1.75	\$1,106
Yearbook Advisor	7	\$4,424
Newspaper Advisor	7	\$4,424
FFA Advisor	3	\$1,896
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POSITION.	POINTS	SALARY 2022-23
FBLA Advisor	3	\$1,896
Video Productions	3	\$1,896
Quiz Bowl Advisor	3	\$1,896
Key Club Sponsor	3	\$1,896
(½ to be paid by the district		
½ to be paid by Kiwanis Club)		
National Honor Society	3	\$1,896
International Club	3	\$1,896
Pep Club	3	\$1,896
Social Media Coordinator	3	\$1,896
Prom Advisor	3	\$1,896
MIDDLE SCHOOL		
Band Director	6.5	\$4,108
Vocal Music Director	4.5	\$2,844
Orchestra Director	4	\$2,528
MS Play	3	\$1,896
Tiger Cub Follies	1.5	\$948
Oral Interp	3	\$1,896
Newspaper Advisor	2.5	\$1,580
Memory Book	2.5	\$1,580
Destination Imagination	3	\$1,896

#### WORK ASSIGNMENTS FOR ATHLETIC EVENTS:

Workers will be paid \$50 per session for working at varsity football, basketball, wrestling, gymnastics, volleyball, cross country, and track. Workers will be paid \$54 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 \$56 per game for working at varsity football, basketball, wrestling, gymnastics, and volleyball.

Bench help will be paid \$62 per game for working "AA" district/regional, "A" and "B" regional tournaments in all of the above sports.

Bench help will be paid \$69 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 \$33.81 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> 0	<b>EXTRA ALLOWANCE</b> 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.



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. The following schedule becomes effective with the 1975-76 school term. Accumulation of days will not be retroactive to the 1975-76 effective date.

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:

1st 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
4th 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.



## Policies and Regulations

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

- 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. If no substitute is required, sick leave may be taken in one-half hour increments.
- 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. Frozen sick leave minus substitute pay deduct at the June 30, 1975 level. When a teacher is sick for a period in excess of the cumulative sick period, he/she shall be granted a period equivalent to the amount of sick leave which he/she had accumulated effective as of June 30, 1975. For this period, he/she will receive full pay less the cost of the substitute teacher. However, substitute pay deducted shall not exceed 40 percent of the teacher's average daily wage. After sick leave under Section "E" is exhausted, the board shall cease payment.
- F. 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.
- G. 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.
- H. Additional Sick Leave Benefits/Sick Leave Bank
  - 1) <u>Membership:</u> Membership will be taken during first five working days of the contractual year. 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) <u>Governing Committee</u>: Vice President of the HEA, and HEA member from the high school, middle school, and elementary school (total of 4).
  - 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.



#### Policies and Regulations

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

- 4) <u>Withdrawals:</u> 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 be made due to extenuating circumstances/emergencies and granted on the recommendation of the governing committee.
- 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.
- 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.
- I. Each teacher will be paid \$60.00 (sixty dollars) 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.

# SCHOOL DISTRICT

# **Huron School District #2-2**

Policies and Regulations

Code: GCL (N)
Professional Staff Development
Staff Development

### **Professional Staff Development**

Staff Development

Teachers who attend staff development days at the written request of the administration on non-contracted school days will receive an hourly payment based on Step 0 of the BA column on the Professional Staff Hiring Schedule (GCBA-1 (N).

The hourly rate shall be calculated by dividing the yearly salary by 180.5 contract days and dividing the daily rate by 7.5 hours.

# POPULOS EXCELLANCE SOLID STREET

#### **Huron School District #2-2**

#### Policies and Regulations

Code: GCI-3 (N)
Professional Staff Assignments
and Transfers
(Involuntary Transfer Policy)

# Professional Staff Assignments and Transfers (Involuntary Transfer Policy)

All assignment of staff members and their transfer to positions in the various schools and departments of the district shall be made by the superintendent or his delegated representative. Teachers not notified in writing shall assume that they will retain the same position as they had the current year.

The following procedures shall be followed in determining involuntary transfers:

- A. Voluntary transfers shall be considered first.
- B. The staff member affected shall have the right to apply to a voluntary position before being transferred.
- C. The administration shall consult with the affected staff member prior to a final decision. Reason or reasons for the transfer will be in writing and may include, but are not necessarily limited to, one or more of the following:
  - 1. Longevity. (Staff members with the least longevity shall be considered for transfer first.)
  - 2. Staff requirements.
  - 3. Curriculum or program revision, deletion, or addition.
  - 4. Results of supervisor evaluation report.
  - 5. Evidence which would seem to indicate potential for greater effectiveness in the new position than in the position now held.
  - 6. Improvement of certified staff relationships.
  - 7. Any mutually agreed reason between administration and the affected staff member.

Persons transferred after the second Tuesday in July shall receive 2 days pay as payment for the extra work required to prepare for the new assignment. Persons transferred after the first day of classes shall receive a \$500 payment and 2 days pay.

Persons eligible for payment will be those assigned to a different grade level or different academic class.

# SCHOOL DISTRICT

#### **Huron School District #2-2**

#### Policies and Regulations

Code: GCBD-9(N) Professional Staff Leaves and Absences (Short Term Leave)

#### 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 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 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 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 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 provided that no more than 10% of the staff of any building may be excused and that no more than one day short term leave may be used by any individual in conjunction with a vacation or holiday period.

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.



Policies and Regulations

Code: GA-2(N) Preamble to Negotiations Agreements

#### **Preamble to Negotiations Agreements**

Revised

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

April 26, 1979

April 10, 1978



Policies and Regulations

Code:
GA-2(N)
Preamble to Negotiations
Agreements

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