

PARA CLASSIFICATIONS

LRC, Life Skills, Multi-Cat, PLP, Early Childhood, Health, Security, Print Center, Clerical and Technology. (Supervision is a responsibility of all paraprofessionals. The title of "supervision" is only used for funding purposes. Special education paraprofessionals can't be paid through special education dollars to supervise morning arrival and afternoon dismissal. It is for this reason that the title "supervision" appears on a paraprofessional's contract. "Supervision" is not considered a separate classification.)

SENIORITY AND PROBATION

Seniority is defined by the employee's continuous length of employment with the Employer as a Paraprofessional employee.

Probationary Period – Newly hired employees shall be on a probationary status for a period of ninety (90) working days.

STAFF REDUCTION AND LAY-OFF

Lay Offs – A Paraprofessional working six (6) hours or more per day who has his/her position eliminated shall have the choice of bumping the least senior Paraprofessional working six (6) hours or more per day or accepting lay off.

a. The six (6) hour Paraprofessional being displaced shall have the choice of bumping the least senior four (4) hour or less Paraprofessional or accepting lay off.

b. The four (4) hour Paraprofessional being displaced shall have the choice of bumping the least senior two (2) hour or less Paraprofessional or accepting lay off.

c. The two (2) hour Paraprofessional being displaced shall have the choice of bumping the least senior Paraprofessional or accepting lay off.

In all cases, an employee exercising the right to bump must be qualified for the position.

A Paraprofessional on voluntary lay off shall not be required to accept recall to a position of less hours than the position from which he/she was laid off.

Notification - The superintendent or designee will notify employees to be laid off of such lay off, in writing. Such notice shall include written reasons for reduction or realignment of staff.

Paraprofessional employees whose positions are discontinued or whose hours are reduced five (5) hours per week or more shall be allowed to bump the least senior employee within their classification with the same amount of hours or less or they may request a voluntary transfer to any position within the classification of the category from which they are staff-reduced provided such vacancy is a result of the staff reduction procedure. Voluntary transfers shall be considered on the basis of qualifications and seniority. The employee bumped shall have the right to request a

voluntary transfer as outlined above. Those employees not requesting a voluntary transfer or not awarded a voluntary transfer shall be assigned at the discretion of the District.

Employee Rights and Duties During Lay Off and Recall - Laid off employees shall advise the Superintendent or designee of their current address. Paraprofessional employees shall be recalled in the inverse order of lay off. If twenty-four (24) months have elapsed since any employee's lay off, his or her seniority and recall rights shall terminate. The Employer, in recalling any employee, shall mail, by certified mail, a written notice of recall to the last address given to the Employer by the employee. If any employee fails, within twenty (20) calendar days of such mailing of such written notice, to notify the Superintendent or designee of the employee's desire and availability to return to work, all recall rights of the employee shall terminate. Experience credit and fringe benefits shall not be earned by any employee during lay off. Any employee who was laid off and returns to work within twenty-four (24) months will continue with his or her seniority as if no lay off occurred. The employee must accept any position offered in the category and classification he/she was employed at the time of lay off in which the employee possesses qualifications.

POSTING OF VACANCIES

Notification of Vacancies - School Year - All job openings in the Paraprofessional category shall be posted for five (5) working days on the District website. Any employee interested in an opening must complete the transfer request application found on the District website within the five (5) working day posting period. A separate application must be submitted for each vacancy posted. All requests will be considered on the basis of qualifications, past performance and seniority. The postings shall indicate the job title, the number of hours per day, and the building where the opening exists. The posted position shall be filled as soon as is reasonably possible following the five (5) working day posting period.

Employees receiving positions through the posting procedure shall be ineligible to transfer again to another vacancy for the balance of the current school year. New employees hired to a specific position shall be ineligible to transfer to another position for the balance of the current school year unless the opening would add more hours to their contract.

During the period of time employees are laid-off and eligible for recall, the following posting restriction shall apply. Should a job opening in the Paraprofessional category exist, the initial job opening, only, will be posted in accordance with the above posting procedure. Should the initial vacancy be filled as a result of the posting procedure, the subsequent vacancy will not be posted. The subsequent vacancy will be filled in accordance with the defined recall procedure.

Notification of Vacancies - During the Summer - All job openings in the Paraprofessional category shall be posted for five (5) working days, as they occur, on the District website. Any employee interested in an opening must complete the application within the five (5) working day posting period. A separate application

must be submitted for each vacancy posted. All requests will be considered on the basis of qualifications, past performance and seniority.

Testing - Prior to employment the District reserves the right to administer all job specific tests that it believes necessary for successful completion of a job.

ARTICLE 6 - SUMMER WORK

Any employee interested in applying for summer work shall do so by completing the on-line application on the district web site. A separate application for each position is required within five (5) working days of the posting. All summer work shall be offered to those employees who apply based on qualifications, past performance, seniority, and the previous school year experience with a certain student, if such student requires one-on-one care.

INVOLUNTARY TRANSFER AND REASSIGNMENT

Involuntary Transfer - Movement of an employee to another building, for the efficient operation of the District, and not based upon the request of the employee, is an involuntary transfer. Any employee so transferred will be notified the date of the transfer and the reasons for such transfer. Movement caused because of the closing of a facility, or the elimination of a program, or a change of program, or staff-reduction, is an involuntary transfer.

Employees whose position has been eliminated due to elimination or change of program or staff reduction will have the right to bump the least senior person within the same classification with the same hours. If there is no employee within the classification that the employee can bump, the effected employee can bump the least senior employee within the building with the same hours or less hours based on seniority. The least senior employee would then be involuntarily transferred.

Reassignment - The movement of an employee within the building for the efficient operation of the school program is a reassignment. Prior to reassignment of an employee, the principal will meet with the affected employee(s) to discuss the reassignment(s). Employees desiring to continue in or to change a current assignment should make his/her interest known to the principal. Consideration will be given to assign employees based on qualifications, experience, seniority, and requests. A paraprofessional may be reassigned to a position outside their classification if it is necessary for the efficient operation of the school or program.

EXTRA-CURRICULAR ACTIVITIES

Paraprofessionals who agree to a supervisor's request to supervise extra-curricular activities beyond regularly scheduled work hours, shall be paid their hourly rate.

LUNCH AND BREAK PERIODS

Paraprofessional employees working six (6) hours or more per day shall be provided a scheduled half-hour non-compensated duty free lunch period each day.

Paraprofessional employees working continuously three (3) or more hours daily shall be provided with one scheduled fifteen (15) minute duty free break each day.

The scheduling of lunch periods and breaks shall be determined by each employee's immediate supervisor or designee. On scheduled early dismissal days, if the paraprofessional chooses to leave at the early dismissal time shall not be required to take the half (1/2) hour non-compensated lunch break. The Paraprofessional will be required to coordinate their work schedule changes with the Building Principal or designee.

WORKING CANCELLED SCHOOL DAYS, MAKE-UP DAYS AND DELAYED START DAYS

Paraprofessional employees shall not report to work on days when all schools are cancelled.

Paraprofessional employees shall report to work at their assigned buildings on all student make-up days.

If District officials cancel school at a particular school and certified staff are required to report to work, Paraprofessional employees shall not report to work.

On days when school is delayed due to weather, Paraprofessionals shall either report to work at their regularly scheduled start time or they shall report to work at their newly revised start time which is determined by their administrator. Paraprofessionals who report to work at their regularly scheduled start time are to check in with the office for their work assignment.

Paraprofessionals will be paid only for actual hours worked.

Paraprofessional employees who are excused by the principal or supervisor to leave early due to the weather will be paid only for those hours actually worked, but will be allowed to bank the difference in hours to be worked at a later date.

In the event that school is cancelled after an employee's designated report time has begun and the Paraprofessional has reported to work, the employee will be guaranteed one hour work for one hour of pay. At the employee's option, said guarantee may be waived in order to return home. In no case is the employee to work without proper approval in excess of the number of hours indicated on employee's annual Letter of Assignment.

Friday Late Start - Paraprofessionals are expected to work their regular Monday – Thursday hours on Friday late starts. A paraprofessional may be permitted to start one hour late on a particular Friday(s) with principal approval.

SALARIES

Paraprofessional employees shall be paid for each hour and portion thereof worked up to forty (40) hours per calendar week according to the "Paraprofessional Employee Salary Schedule".

Overtime

a. An employee required by the Employer to work in the performance of his or her regular duties in excess of forty (40) hours in one calendar week shall be paid time and a half for each hour and portion thereof in excess of forty (40) hours.

b. An employee required by the Employer to work in the performance of his or her regular duties in excess of the hours scheduled for the day shall be paid his or her hourly rate for such excess hours up to forty (40) hours per calendar week, in lieu of compensatory time.

PARAPROFESSIONAL EMPLOYEE SALARY SCHEDULE

	HOURLY RATE			
STEP	2017/18	2018/19	2019/20	2020/21
A	\$13.74	\$13.84	TBD	TBD
B	Paraprofessional employees required by the employer to perform the regular duties of a secretary, in the absence of a regular secretary, shall be paid a stipend of sixty-five cents (\$.65) per hour over and above the Paraprofessional Step A pay rate for all hours worked as a regular secretary.			
C	Probationary rate – During the first year of employment, employees will be paid a rate which is \$1.00 per hour less than the rate to which the employee has been assigned.			
D	Paraprofessionals who are required by Federal, State or the District to be certified shall receive an additional fifteen cents (\$.15) per hour stipend in addition to their regular rate of pay.			

Longevity Pay – The Employer shall pay Paraprofessional employees who have completed the number of consecutive contract years of service with the Employer specified below, the following longevity payments:

Completion of Consecutive Number of Years Service with the Employer by the end of August of each Year	Additional Compensation Per Hour
5 years	\$.20
10 years	\$.25
15 years	\$.30
20 years	\$.35
25 years	\$.40

Direct Deposit of Paychecks – All Paraprofessionals covered under this Agreement will be required to participate in direct deposit of their pay.

INSURANCE

Term Life Insurance

a. The Employer shall pay for Paraprofessional employees working twenty (20) or more hours per week the full monthly premium for term life insurance for a coverage of \$20,000.00.

b. The term of such coverage shall be the duration of any such employee's employment with the Employer as a Paraprofessional employee as defined above.

Health Insurance

a. Single health insurance coverage will be available to eligible Paraprofessionals working a minimum of thirty (30) hours per week. The plan will meet the affordability and coverage outline in the Affordable Care Act.

b. Annual Sign-Up - There shall be an annual sign-up period for eligible employees each spring. All eligible enrollees must sign-up by the date established by the District in order to participate in the District Health Insurance Program. No additional enrollees will be allowed to participate in the Health Insurance Program after the deadline date of any given Contract year, unless there is a qualifying life event.

c. The method of premium payment shall be determined by the District and employees may use the payroll deduction method if the employee has sufficient earnings to pay the required monthly premium amount.

d. Flexible Benefit Provision - Eligible Paraprofessionals working thirty (30) hours per week may pay their portion of health insurance premiums through the District's Flexible Benefit Plan under the provisions of Section 125 of the Internal Revenue Service Cafeteria Plan Legislation, if eligible employees have sufficient earnings to exceed the premium cost of health insurance.

Dental Insurance - The Employer agrees to make available to the Paraprofessional employees working twenty (20) or more hours per week, but less

than twelve (12) months per year, the opportunity to purchase Dental Insurance at the employee's expense. This opportunity shall continue until the employee's hours are reduced to less than twenty (20) hours per week. Payment of premium shall be the responsibility of the employee and must be received in the Employer's Business Office prior to the tenth (10th) day of each month for coverage to be effective for the next month. Failure to pay the advance premium by that date shall cancel the insurance coverage and no admission to the program will be allowed. Also, it is the responsibility of the employee to provide any and all information necessary for participation in the program. The method of premium payment shall be determined by the District.

Disability Income Insurance - The Employer agrees to provide for each eligible employee working twenty (20) hours per week or more Disability Income Insurance, at sixty-six and two-thirds percent (66 2/3%) of the employee's covered monthly compensation to a maximum of \$1,666.67 per month.

PHYSICAL EXAMINATION

Employees whose physical condition may be questioned by the Employer shall present satisfactory medical evidence when requested at the employee's cost.

HOLIDAYS

The Employer shall pay Paraprofessional employees working four (4) hours or more per day, twenty (20) hours or more per week, but less than twelve (12) months per year for the following holidays:

Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
New Year's Day
Good Friday
Memorial Day

Any employee must be employed at least thirty (30) calendar days to be eligible for any paid holiday.

Any employee, not on paid leave, to be eligible for any paid holiday, must have worked the last scheduled full workday preceding the holiday and the first scheduled full workday following the holiday.

Holiday pay for eligible employees will be based on the employee's hourly rate and number of hours regularly worked.

LEAVES

Sick Leave

a. The Employer shall grant, according to the following schedule, sick leave, with pay, per year for Paraprofessional employees working five (5) days per week, for personal illness or injury not covered by Workers' Compensation:

1. 10 days the first year of employment
2. 11 days the second year of employment
3. 12 days the third year of employment
4. 13 days the fourth year of employment
5. 14 days the fifth year of employment
6. 15 days the sixth year of employment and thereafter

Unused sick leave may be accumulated by Paraprofessional employees up to a maximum of 155 credit days.

b. The average number of hours per day under the employee's individual contract shall constitute a day of sick leave for the purpose of this Article.

c. Any employee, after three (3) consecutive days absence or in cases where the Administration suspects an abuse of sick leave, shall be required to present medical evidence satisfactory to the Employer, at the employee's expense, of illness or injury which renders the employee physically or mentally incapable of performing his or her assigned duties.

d. Paraprofessional employees contracted to work during a scheduled summer school session shall be allowed the use of accumulated sick leave benefits. There shall be no accumulation of additional benefits as a result of working a summer school session.

Bereavement Leave. An employee shall be granted up to five (5) working days leave of absence with pay for each death in the employee's spouse, child or stepchild. In the event of the death of a member of the employee's immediate family, which is defined as an employee's parent, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, grandchild, stepmother, or stepfather, the employee shall be granted up to four (4) days of absence with pay. Employees may be granted upon written request to, and approved by, the Superintendent or designee, up to one (1) working day leave of absence with pay in the event of the death of a relative or a friend outside the employee's immediate family as defined above but with bonds so close that good taste demands attendance at the funeral. Any absence for authorized bereavement leave shall not be charged against accumulated sick leave. Pay for an absence shall be based on the employee's scheduled hours for the day or days of absence.

Leave for Jury and Witness Duty - Any employee required to perform jury duty or to appear and testify in any judicial or administrative proceeding during the employee's working time shall be granted leave for such purposes and shall receive the difference between the employee's normal compensation and the compensation

received for such duty. The employee shall provide to the employer a copy of the court document notifying the said employee of the requirement to report for jury duty or a copy of a subpoena if required to appear and testify in any judicial proceeding. Any employee who is absent from work by reason of attendance at any court or administrative proceeding in which the employee is a litigant or party, shall receive no compensation from the Employer for such absence. Employees dismissed from jury duty during the time of their shift assignment must report back to work for the duration of the shift. Employees shall have one (1) hour to report after being released from jury duty.

Personal Leave - Each employee will be allowed two (2) days with pay, without accumulation, each school year for personal purposes. Personal leave will be granted upon two (2) days prior written notice to the employee's immediate supervisor and approval by the Superintendent or designee. The two (2) day advance notice requirement may be waived for personal leave requests judged as emergency situations by the Superintendent or designee. Personal leave shall be utilized in minimum one-half ($\frac{1}{2}$) day increments and utilized prior to any unpaid leave. Exception to the half ($\frac{1}{2}$) day increment may be granted by the Superintendent or designee for emergency purposes. Pay for such absence shall be based on the scheduled hours for the day or days of absence.

Leaves - Employees may request leaves of absence without pay. Approved leaves shall be without loss of earned seniority. Personal leave must be used prior to dock days.

Family Illness Leave - In the event of a serious illness or injury of a child, spouse, mother, father, stepmother, stepfather, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother, sister, grandparent, grandchildren, or stepchild, an employee may be granted four (4) days, non-accumulative, Family Illness Leave charged against sick leave. In cases when the Administration suspects an abuse of Family Illness Leave, the Administration may require medical evidence of such illness or injury at the employee's expense.

LETTERS OF ASSIGNMENT

Every effort will be made to issue annual letters of assignment to Paraprofessionals by August 1.

MEDICATION

No Paraprofessional employee, except Health Paraprofessionals, and those trained with the Medication Administration Course shall be required to administer medication. Paraprofessionals that are required to perform routine medical procedures will be properly trained to carry out these duties.

TRAVEL

Employees who are required to travel between school buildings or for other approved school purposes shall be reimbursed at the rate to be determined by the

District. Travel between buildings for personal or staff development meetings will not be employee reimbursable.

Transportation of Students – Every effort will be made to reduce requiring Paraprofessionals to transport students in their personal vehicles. School vans will be utilized to the extent possible. Additionally, schools will first fill driving duties on a voluntary basis. If volunteers are not available to meet the Individual Educational Program (IEP) of a student or students, employees may be reassigned. If reassignment of employees does not secure sufficient drivers, the Employer may make an involuntary transfer. The Employer, in assigning or transferring employees, will consider qualifications, experience seniority and employee requests. The Employer also agrees that if the Paraprofessional makes a request to the School Administration, a second individual will be assigned by the Administration to accompany the individual who is required to transport the student.

Employees who drive a personal automobile in service of the District will be compensated at the current School District mileage reimbursement rate. Employees who transport students as part of their job assignment will be reimbursed \$.05 per mile in addition to the current School District mileage reimbursement.

Employees experiencing out-of-pocket expense as a result of substantial personal automobile damage caused by a transported student may be reimbursed for the expense. To be reimbursed, employees must report the damage to an immediate supervisor within twenty-four (24) hours of the incident and provide two (2) estimates for repair of damage. Upon completion and payment for the work, the Employer will reimburse the employee for repairs based on the lowest responsible estimate of repairs. Employees providing repairs to their personal vehicle may be reimbursed for the cost of parts needed to repair the damage. A parts invoice must be presented to an immediate supervisor for approval prior to the employee being reimbursed by the District.