

Para Addendum Handbook

2011-2012

Voluntary Resignation

1. Paraeducators who are absent from work for three consecutive days without being excused or giving proper notice may be considered as having voluntarily quit.
2. Former employees who left Keystone in good standing may be considered for reemployment.
3. Former employees who resigned without notice or who were dismissed for cause may not be considered for re-employment.
4. Paraeducators who separate employment and return to work for Keystone within 12 months of last employment will be hired at or above their last hourly wage.

Hours of Work

The immediate supervisor with the approval of Keystone administrators will determine the hourly schedule for paraeducators.

1. The immediate supervisor will inform paraeducators of their daily schedule of hours of work, including meal periods and breaks.
2. Administrators may schedule time over contracted hours when it is deemed necessary. Paraeducators are not permitted to work time over their contracts without the prior approval of Keystone administrators. Violation of not informing Keystone Administrators could result in disciplinary action to the supervising teacher and or para.
3. Workday should be reported in $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$ or full day increments on the time card. Sick, personal, and jury duty should be reported in these increments.

Benefits

Staff working thirty or more hours per week qualify for all Section 125 benefits.

Paras hired after September 30, 2010 will not be eligible for health coverage. Effective October 1, 2010, current and new hired paras who work 30 or more hours a week will receive \$175 benefit that can be used for Plan 125 products excluding health insurance.

Life Insurance can be purchased through the 125 Plan as an after tax employee paid product.

If staff resigns/terminates prior to completing current contract, all benefits will cease at the end of the resignation/termination month.

Work Day

1. Workday is defined as total weekly contracted hours divided by five days to obtain daily average. The average is then used as the workday for calculating absences and holiday pay. All paras will have their workday computed to determine their daily average hours of work.
2. Paraeducators do not work when their assigned districts are closed due to inclement weather or other emergencies. Paraeducators will not be paid for these days. If earned Personal Days have not been used for the school year, these may be taken during inclement weather or other school emergency closures. Sick leave **cannot** be used for these days.
3. Workshops attended on weekends do **not** count as workdays without written prior approval from Keystone Administration.
4. At the beginning of the school year, each classified staff member must check the Keystone and the district calendar where they work.
5. All staff must file a schedule with the Keystone central office and all building principals before September 15. An amended schedule must be submitted whenever there is a change.
6. If a paraeducator cannot be in their assigned school at their scheduled time, he/she must follow the building's procedure for notification of absences. Paraeducators are expected to check with the building principal as to whom to contact and also their supervising teacher to determine if they wish to be notified at home of your absence. In the event of an emergency, a member of the Keystone Administrative Team should be contacted and they will notify building principal(s).

Ordering/Purchasing Supplies

Unless notified, all ordering and purchases for the classroom should be completed by certified staff. Without permission, Keystone will not be responsible for reimbursement.

Attendance and Punctuality

It is the procedure of Keystone to require employees to report to work punctually and to work all scheduled hours. Excessive tardiness and poor attendance disrupts workflow and will not be tolerated.

1. Supervisors should provide starting, ending, meal/break times.
2. Supervisors will record the absences and tardiness, or early departures.

3. All employees are expected to be regular in attendance and to be at their assigned location through the duty day.
4. The immediate supervisor will review frequent absences.
5. Absences that are too frequent, absences, which are without leave, and absences, which extend beyond the established limits for a given reason, are subject to review and appropriate action by supervisor (Plan of Action and Dismissal).

Absence Reporting

All paraeducators must follow these procedures if an absence occurs:

1. If previous knowledge that an absence is going to occur notify the designated person for the building and supervising teacher as early as possible so a substitute (if applicable) can be arranged.
2. Document absences on your time sheet.
3. Fill out appropriate form (professional leave, or personal leave) and submit to supervisor.
4. When a paraeducator becomes ill without previous warning, follow the district(s) policy for notification and call supervisor. Again notify as early as possible. This will enable a substitute to be obtained.
5. In a case of emergency, contact Keystone with a request to notify those who need to know.
6. Itinerant staff should call all buildings that are scheduled for the day.
7. When reporting absences, please refer to workday. Absences must be reported in $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$ or full day increments.

Meal Breaks

1. Immediate supervisors are responsible for scheduling meal breaks. Whenever necessary, the duration and time of meal periods may be changed.
2. Employees will not be compensated for their meal breaks unless they are required to work during their breaks.
3. Part-time employees scheduled to work more than five consecutive hours during any workday will receive a meal break of the same duration as full-time employees.

PAYROLL AND BUSINESS OFFICE

Time Cards

1. Keystone paraeducators must report each day's arrival and departures plus all absences on monthly timesheets. If timecards are incomplete they will be returned, which may delay payment.
2. Time cards are due the 1st day the media mail runs of each month and in the office no later than the 5th day of the month.
3. Time cards must be left at work and in a place where they may be located by your supervisor if you are absent on the date time cards must be submitted for payroll.
4. Both employee and supervisor must sign time cards.

Time cards must be left at work and in a place where they may be located by your supervisor incase para is absent on the date time cards must be submitted for payroll.

Rate of Pay

1. The Board determines the beginning rate of pay for newly hired employees. Employees hired within twelve (12) months of separation will be paid at the rate of the last day of previous employment.
2. Summer jobs –classified staff will be paid at their current hourly rate of pay unless otherwise informed of a different rate.

Intensive Duty Hours

Paraprofessional assigned to work with students in certain circumstances may have their supervisor apply for IDH pay at a rate of up to an additional \$.75 an hour. In order to receive this pay, the supervising teacher must complete Intensive Duty Hours (IDH) Pay Request form and receive prior approval from their Keystone special education administrator.

Circumstances that may qualify for this pay include:

- Assignment to work with students requiring intensive assistance with self-care at the middle or high school level
- Assignment in an alternative setting (such as a behavioral classroom)
- Assignment to work with a student with unique physical needs or behavioral needs in which physical danger is consistently present

Only those students with the most intense level of services will be approved. Typical assistance in the restroom (i.e. wiping or diapering) for elementary age students will not be approved. Likewise, paraeducators working with students with behavioral concerns including verbal aggression and noncompliant behavior will not be approved. IDH pay for paraeducators assigned to support student(s) with aggressive behaviors will only be approved when a consistent pattern of physical aggression directed at the paraeducator has been established. The approval process may require observation of student behaviors and/or additional documentation such as behavioral data sheets.

Each case will be individually considered for approval by the administrative team. The time allowed for the IDH pay should be directly tied to the need that qualifies for the IDH pay. For example, if intense physical assistance in the restroom were required for a student who otherwise functions with typical support for the day, the IDH pay would only be for the time spent performing restroom duties with the student. It should also be noted that changes to schedules or student needs may result in a change in the approval of IDH for any paraeducator who previously received such pay. IDH pay is contingent upon specific student assignments and scheduling; therefore, IDH pay is NOT guaranteed for an entire school year, or year to year. It is the responsibility of the supervising teacher to inform administration of changes and monitor the IDH time reported on time cards.

IDH is based on the need of the student and not the assignment. IDH is not paid if a student(s) is absent or a service is not delivered to a student.

Paid Holidays

Paraeducators will receive seven paid holiday days throughout the school year.

- a. Two days at Thanksgiving
- b. Three days at Christmas
- c. Two days at Spring Break

Paraeducators must resume work after a paid holiday to receive holiday pay.

Long Term Substitute Position

Paraeducators who are hired as long-term substitute teachers will not receive holiday pay during their long-term substitute teaching position.

When a paraeducator is moved from a paraeducator position into a long-term substitute position:

- a. Keystone will continue to pay health benefits to employees current program.

- b. Paraeducators will continue to receive sick and personal days while substituting.

Sick Leave

In August full-time paraeducators (30 hours or more per week) will receive 10 days of sick leave available for use at anytime* (accrued one per month August through May. A workday is determined by the formula used for absences (refer to Work Day).

At the end of the school year, any accrued leave will be accumulated to seventy (70) sick days.

1. Sick days may accumulate to a total of seventy days.
2. Sick leave must be reported on the time card in quarter increments.
3. A monthly report of remaining sick leave will appear on paycheck stubs.
4. Paraeducators who begin after the start of the school year and part-time paraeducators will receive a percentage of sick leave according to the percentage of the school year worked. The following formula will be used to determine the earned sick leave for new hired staff: 0-6 days left to work in the month the employee will earn 0 days of sick leave for that month; 7-16 days worked in the employees first month the new employee will earn ½ day of sick leave for that month; if the new employee works 17 or more days in a month, they will earn one day for their initial month of employment. Each month thereafter the employee will accrue one day of sick leave each month they work.
5. *If a paraeducator resigns or terminates before finishing the school year and has been paid for unaccrued days, the final paycheck will be adjusted to pay back unaccrued days.
6. Sick leave shall cover absences for the employee's own illness and illness or death within the immediate family. Immediate family shall include parents, siblings, spouse, children, grandparents and in-laws of the employee.

Personal Leave

1. Each paraeducator is allowed two (2) personal days per year (1 earned per semester), non-cumulative.
2. Personal leave is to be requested on "Paraeducator Personal Leave Request Form" which is first signed by the supervising teacher and building principal and then sent to the Keystone Business Office. This form should be received in the in the Business Office five (5) days in advance of the leave day.
3. Emergency use--when a paraeducator is unable to request personal days

- five days in advance due to an emergency, shorter notice may be given. The request process (above) should be completed as soon as possible within the month of the leave.
4. Personal Leave must be recorded on the monthly time card will be in ¼ day increments.
 5. One day of personal leave can be used for each semester. If the fall semester personal leave is not used first semester, both can be used for second semester.
 6. Personal leave shall not be used on in-service days or parent-teacher conference day.
 7. Paraeducators may use personal days (without prior approval) on snow days or other emergency days that schools are closed.

Accrued personal and sick leave will not be paid if separation occurs.

Contracts shall not be completed with paid leave unless administration and or Board approves the request.

Employee on FMLA, extended leave (10 consecutive days or more), or disability is responsible to submit to Human Resource a physicians release to return to work.

Employees receiving disability pay will follow short-term disability guidelines.

Inservice Hours

1. Paras with less than three years of continuous employment or staff with more than three years of employment but have unsatisfactory evaluations with Keystone must attend twenty hours of inservice training annually.
2. Paras with more than three years of continuous employment with Keystone and satisfactory evaluations must complete at least ten hours of inservice training annually.
3. One hour of college credit counts for 20 hours of inservice hours.
4. There are different types of inservices allowed:
 - a. On-Line/Computer Programs. Earn up to seven (7) hours of inservice using computer programs (Infinitec and WorkKeys). To receive credit a copy of the certificate must be sent in with confirmation passing the course.
 - b. Inservice Classes. Examples include First aid and other inservices sponsored by the school, district, teacher, or support staff (ex. speech pathologist, school psychologist, APE, etc.). Inservice hours can also be earned through trainings at Keystone.

- c. Reading/Video. A maximum of five (5) hours can be earned for reading an approved book or watching an approved educational video. Twenty pages equals one (1) hour of inservice.
 - d. Passing the ParaPro Assessment is worth 20 hours. Coursework prior to the ParaPro assessment will not to be counted to the 20 hours given to passing the ParaPro Assessment. Certificate is necessary for credit.
5. Examples of non-allowable inservice hours are time worked while setting up a classroom or closing a classroom at the end of the year. Television programs are not allowed. Journal or magazine articles are generally not allowed. Computer classes or inservices that are un-related to the job are not allowed (ex. taking an algebra II class and the job held is in the preschool program). If in doubt contact the Director of Special Education.

Inservice Documentation

1. All inservice requires Keystone Administrative approval to receive credit.
2. Paraeducators must complete the “Paraeducator Staff Development Documentation Form” and submit to Keystone Administration for approval. This form must be signed by the paraeducator’s supervisor.
3. Paraeducator’s attending a Keystone inservice opportunity need only sign the “Staff Sign-in Sheet” to receive credit. No other documentation is required.

Paraeducator Evaluations

1. All paraeducators will be evaluated by their supervisor(s).
2. Building principals are expected to assist in these evaluations and/or submit a separate evaluation.
3. Implementing instruction, student progress, interactions with students, interactions with other staff, and special education record keeping will be components of each para's evaluation.
4. Evaluations can be conducted anytime it is deemed necessary by the supervisor and the building special education administrator.
5. If a behavior warrants or an evaluation indicates an area of need, a Plan of Improvement can be written for the para. Keystone administrator must be contacted to assist in the writing of the plan of improvement.

Paraprofessionals are an at-will employee. At-will employees can be fired at any time, for any reason (except for a few illegal reasons such as age, race, religion and sex).