

Present Understanding of
the Teacher's Aides
and
Parchment School District



2021-2023

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1. The administration will attempt to use the e-mail system to inform aides of available vacancies during the school year (1/2 day or full day positions only). During Winter Break, Spring Break or Summer Break the Administration will attempt to inform aides of available vacancies by notifying one designated aide and, if possible, allowing 5 days before filling the position. Also, when possible, the effective starting date will be stated. The Administration agrees to consider those who wish to transfer. Aides who transfer shall be offered a 30 day trial period during which they may return to their original position or be returned by their supervisor for any reason. When possible, the supervisor will discuss the reasons for returning an aide to his/her original position.
2. Following an initial probationary period of 90 calendar days, aides shall be paid for Thanksgiving Day, the Friday following Thanksgiving, Christmas Eve, Christmas Day, New Years Day.
3. Aides shall not report for work the first two days when school for the entire District is canceled due to adverse weather or other emergency and therefore will not be paid. However, additional instructional / work time will be rescheduled, on a mutually agreeable date and approved through the central office the pay will be awarded when worked.
4. Aides shall receive two (2) paid days per year for business leave (prorated for part-time) credited at the beginning of the year, any unused days may accumulate to a maximum of (3). Such leave shall be for the purpose of business which cannot be conducted outside of the work day, and shall not be used for purposes of recreation, work at home, other employment, extended vacation, hunting, fishing, tournaments, etc. Leave in this section shall be equivalent to the length of day actually worked.
5. Aides shall also receive eight (8) days of sick time (prorated for part —time) to be credited in advance at the beginning of each year. Such leave may be used for personal illness, illness within the immediate family in the household, and dental or medical appointment.

Each type of leave in this section shall be equivalent to the length of day actually worked. Said days may accumulate from year to year to a maximum of 15. However, the aide who qualifies may be paid his or her hourly rate for each unused day (minus accumulated days from past school years) at the end of the school year per the following schedule:

<u>Current School Year Allocation</u>	<u>Accumulation</u>
0 -2 days used 60%	100% up to 15 days
2+ — 5 days used 50%	100% up to 15 days
5+ — above used — No payment	None

Days used are first drawn from Current School Year Allocation then Accumulation.

To receive the cash payout the Aide must contact the Business office in writing by May 15, otherwise the days will be automatically Accumulated up to the maximum of 15 days. Once days are accumulated, they remain accumulated unless taken as a day used. They are never entitled to the cash payout other than in the year received.

6. Aides shall be allowed up to three (3) days paid funeral leave in the case of death of an immediate family member. Immediate family shall be defined as spouse, grandparent, parent, mother-in-law, father-in-law, sibling, child or a person who is a regular member of the household.
7. The Employer, on behalf of each aide who has been employed by the District for at least 90 working days agrees to pay the monthly premium of \$379.50, provided that in all cases, the employee, spouse or dependent benefits will not be paid if such employee, spouse or dependent is entitled to any other insurance plan provided through employers. Said premium shall be prorated based upon full payment for an employee who works six hours or more per day. Coverage shall be provided from September 1 through the following August 30 for an aide who provides a full year of service to the District.

