2016-2017

Fremont County
School District #38

Staff Handbook
# TABLE OF CONTENTS

**BENEFITS FOR EMPLOYEES** .................................................................................................................. 1

- BLUE CROSS/BLUESHIELD OF WYOMING ......................................................................................... 1
- DIRECT DEPOSIT ............................................................................................................................... 2
- EQUAL OPPORTUNITY EMPLOYER (POLICY GBA) ........................................................................ 2
- PAY DAY ........................................................................................................................................... 2
- VSP .................................................................................................................................................... 2
- WYOMING RETIREMENT SYSTEM .................................................................................................... 3

**EMPLOYMENT PRACTICES AND PROCEDURES** ........................................................................... 3

- CONFIDENTIALITY/FERPA (POLICY JRA-E) .................................................................................. 3
- DRUG POLICY (POLICY GBEC) ......................................................................................................... 4
- EMAIL (POLICY JNDA) ..................................................................................................................... 5
- INTERNET ACCESS (POLICY INJDC) ................................................................................................ 6
  - KEEP PERSONAL AND PROFESSIONAL ACCOUNTS SEPARATE ................................................. 6
  - CONTACT WITH STUDENTS ........................................................................................................... 6
  - RULES CONCERNING DISTRICT-SPONSORED SOCIAL MEDIA ACTIVITY .................................. 6
  - NOTIFY THE DISTRICT .................................................................................................................... 7
  - HAVE A PLAN ................................................................................................................................... 7
  - PROTECT THE DISTRICT VOICE .................................................................................................... 7
  - PERSONAL SITES ........................................................................................................................... 8
  - POSTING TO SOCIAL MEDIA SITES .............................................................................................. 8
  - CONSEQUENCES .............................................................................................................................. 9
  - PROTECT CONFIDENTIAL AND PROPRIETARY INFORMATION ................................................ 9
  - DO NOT USE DISTRICT NAME, LOGOS, OR IMAGES ................................................................. 9
- HEALTH AND SAFETY (POLICY EBBA) ............................................................................................. 10
  - OSHA EXPOSURE CONTROL PLAN ............................................................................................ 10
  - HIV/AIDS ....................................................................................................................................... 11
- INVOLUNTARY TRANSFER AND REASSIGNMENTS (POLICY GCK) ............................................. 11
- LEAVING CAMPUS ............................................................................................................................ 12
- MOVEMENT ON CAMPUS ............................................................................................................... 12
- PROFESSIONAL STAFF NON-TEACHING DUTIES (POLICY GCM) ........................................... 12
- RECESS ............................................................................................................................................. 12
- SUPERVISORY DUTIES ...................................................................................................................... 13
- REDUCTION IN PROFESSIONAL STAFF WORK FORCE (POLICY GCQA) ................................ 14
- SEXUAL HARASSMENT (POLICY ACA) ............................................................................................ 15
- STAFF CONDUCT/DRESS .................................................................................................................. 15
- STAFF FAMILY MEMBERS ................................................................................................................ 15
- STAFF LEAVE (POLICY GCC AND GDC) ......................................................................................... 16
  - SICK & PERSONAL LEAVE ........................................................................................................... 16
  - PROFESSIONAL LEAVE ............................................................................................................... 17
  - SABBATICAL LEAVE ...................................................................................................................... 17
  - LEGAL LEAVE & JURY DUTY ......................................................................................................... 18
  - BEREAVEMENT & FAMILY ILLNESS .............................................................................................. 18
  - LEAVE WITHOUT PAY FOR MEDICAL CONDITION .................................................................... 18
  - MEDICAL CERTIFICATE ................................................................................................................ 18
- HOLIDAY AND VACATION LEAVE (POLICY GCD AND GDD) ......................................................... 19
  - HOLIDAYS ...................................................................................................................................... 19
  - VACATIONS .................................................................................................................................... 19
- RESIGNATIONS/RETIREMENTS ........................................................................................................... 20
- STAFF TIME SCHEDULES .................................................................................................................. 20
- SUBSTITUTES .................................................................................................................................... 20
- TELEPHONE ..................................................................................................................................... 21
- TOBACCO, ALCOHOL OR ILLEGAL DRUGS (POLICY ADC) ......................................................... 21
- PROFESSIONAL STAFF ASSIGNMENTS & TRANSFERS (POLICY GCK) ..................................... 22
BENEFITS FOR EMPLOYEES

Blue Cross/Blue Shield of Wyoming

➤ Healthcare, prescription, and dental insurance provided by the District.

➤ Options are: employee, employee plus, or family.

➤ The Districts pays 100% of the employee’s monthly premium if the employee chooses single $1500 deductible coverage. The district pays 85% if the employee chooses single $1000 deductible coverage.

➤ If the employee chooses the employee plus spouse, employee plus dependent(s) or family option, the district will pay for 90% if they choose the $1500 deductible coverage. The remaining 10% will be deducted from the employee’s paycheck twice a month. If the employee chooses the employee plus spouse, employee plus dependent(s) or family option, the district will pay for 85% if they choose the $1000 deductible coverage. The remaining 15% will be deducted from the employee’s paycheck.

➤ If the employee chooses the HD $2500 deductible plan, at any option, the district will match what is covered at the $1500 deductible plan. The district will pay the difference between the employer’s portion of the $1500 deductible plan and the $2500 deductible plan into a health savings account.

➤ A policy book is available in the business office.

➤ For more information on a specific policy, contact the business office of Blue Cross/Blue Shield at www.bcbswy.com.

➤ Contact Information: Elaine Anderson, 307.634.5566

➤ Insurance for new employee will begin September 1 if forms are turned in before August 31st.

➤ Employees resigning at the end of the school year, all health insurance coverage will terminate May 31st.
Direct Deposit

- The District offers direct deposit for all employees. This is an electronic deposit of the employee’s paycheck instead of receiving a paper check.
- For more information, contact the Payroll/Human Resource Specialist.

Equal Opportunity Employer

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with Fremont County School District Number 38 are hereby notified that this school does not discriminate on the basis of race, sex, color, national origin, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), or Section 504 is directed to contact the district Superintendent in his capacity as Section 504/ADA Coordinator at 189 Left Hand Ditch Road, Riverton, WY 82501, (307) 856-9333, who has been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination.

Pay Day

- FCSD#38 has pay periods every two weeks: Sunday-Saturday. Please refer to the Paydays schedule enclosed.
- Hourly staff’s bi-weekly compensations will not be prorated.

VSP

- The vision insurance provider for our District.
- All benefit options: employee, employee plus dependent(s), and family premiums are paid by the District.
- For more information, please contact www.vsp.com
Wyoming Retirement System

- The retirement program the District participates in.
- As a benefit to every employee, the District pays 14.315% of the employee’s salary to the Wyoming Retirement System. The employee will pay 2.305% of their salary to the Wyoming Retirement System. Rehired Retirees will not pay any portion of retirement.
- For more information, contact the business office of the Wyoming Retirement System at http://retirement.state.wy.us/.

EMPLOYMENT PRACTICES AND PROCEDURES

Confidentiality & FERPA

- The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. If a parent/guardian or eligible student has questions about their rights under FERPA please refer them to the district FERPA Compliance Officer.
- Student education records are not to be disclosed to anyone in any manner or form except parents/guardians unless expressly authorized.
  - Disclosure of education records to school officials with legitimate educational interests is allowed.
    - A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her task.
    - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records, including disciplinary records relating to suspension and expulsion, without consent to officials of another school district in which a student seeks or intends to enroll.
- Unless parents/guardians disallow such disclosure, Fremont County School District #38 may make available to the public directory information pertaining to students at Fremont County School District #38. Directory information includes the following: the
student’s name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, the most recent previous education agency or institution attended, and degrees and awards received.

- Staff members should view the student’s file on PowerSchool to determine if parents/guardians have limited the release of public directory information.
- Please refer to Policy JRA-E for more information about confidentiality and FERPA.

**Drug Policy**

It shall be the policy of Fremont County School District 38 to have a drug-free work place and comply with the provisions of the Drug-Free Work Place Act of 1988. Employees shall be notified of this policy of the school district as follows:

1. The District shall publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited by the school district and that any violation of this policy may result in suspension or termination of employment.
2. The District shall establish a drug-free awareness program, which program shall inform employees about
   a. The dangers of drug abuse in the work place;
   b. The District’s policy of maintaining a drug-free work place;
   c. Any available drug counseling, rehabilitation and employee assistance programs;
   d. That failure to comply with this policy may result in suspension or termination of employment.

All current employees of the school district shall be notified of this policy and the District shall endeavor to give any future employees a copy of the policy. All employees are responsible for being aware of the policies of the school district which are available in the policy manual in the Elementary Library.

Every employee shall notify his supervisor of any criminal drug statute conviction for a violation occurring in the work place not later than five (5) days after the conviction.
The District shall endeavor to notify the federal agency involved in any grant to the District involving the employee within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction.

The District shall within thirty (30) days after receiving notice of a conviction occurring in the work place of any criminal drug statute, take appropriate personal action against the employee up to and including termination of employment.

Unless the employee is terminated, the employee shall also be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency. The school district shall further make a good faith effort to continue maintaining a drug-free work place throughout the implementation of this policy.

**E-mail**

*Policy IJNDA*

It is the policy of this School District that to the extent reasonably possible, the staff and students will be encouraged and permitted to utilize the computer network provided by the School District for the purpose of facilitating learning and providing the best educational experience possible for its students. In this regard, the School District has made available to staff and students, electronic mail and the Internet. To gain access to e-mail and the Internet, all students under the age of eighteen (18) must obtain parental permission and sign and return a parental permission form to the School District. Students eighteen (18) and over may sign their own forms.

Network storage areas are not to be considered private or personal property of students or staff. They are leaning areas subject to review by administrators and teaching staff. Any files and communications may be reviewed by the administration or staff to maintain system integrity and to ensure that the users are using the system responsibly. Users should not expect that files stored on District servers will be private.
Internet Access

Because of the unique nature of social media sites, such as Facebook and Twitter, and because of the District’s desire to protect its interest with regard to its electronic records, the following rules have been established to address social media site usage by all employees:

- **KEEP PERSONAL AND PROFESSIONAL ACCOUNTS SEPARATE** Staff members who decide to engage in professional social media activities will maintain separate professional and personal email addresses. Staff members will not use their District email address for personal social media activities. Use of District email for this purpose is prohibited and will be considered a violation of District policy that may result in disciplinary action.

- **CONTACT WITH STUDENTS** Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. All staff shall maintain a professional relationship with all students, both inside and outside of the classroom. Informal and/or social involvement with students is therefore prohibited. This includes:
  - Listing current students as friends on networking sites wherein personal information is shared or available for review;
  - Contacting students through electronic means other than the District’s email and telephone system;
  - Coaches electronically contacting a team member or members without including all team members in the communication;
  - Giving private cell phone or home phone numbers to students without prior approval of the District;
  - Inappropriate contact of any kind, including via electronic media.

Nothing in this policy prohibits District staff and students from the use of education websites and/or use of social networking websites created for curricular, co-curricular, or extra-curricular purposes where the professional relationship is maintained with the student. Failure to maintain a professional relationship with students, both inside and outside of a classroom setting, including interaction via social networking websites of any nature, e-mailing, texting, or other electronic methods could result in the reporting of such conduct to the Professional Teaching Standards Board by District’s administration and the imposition of disciplinary action up to and including termination.

- **RULES CONCERNING DISTRICT-SPONSORED SOCIAL MEDIA ACTIVITY** If an employee wishes to use Facebook, Twitter, or other similar social media sites to communicate meetings, activities, games, responsibilities, announcements, etc. for a school-sponsored club or a school-based activity or an official school-based organization, the employee shall comply with the following procedures and rules:
• **Notify the District** Employees that have or would like to start a social media page should contact their Superintendent or designee. All District pages must have an appointed employee who is identified as being responsible for content. The Superintendent or designee will outline the duties of the employee responsible for the site, including how often the site must be checked for comments and who is allowed to post to the site. Superintendent or designee should be aware of the content on the site, arrange for periodic monitoring of the site, and for the receipt and addressing of any complaints about the content on the site. The Superintendent reserves the right to shut down or discontinue the site if he/she believes it is in the best overall interest of the students.

• **Have a Plan** District staff will consider their messages, audiences, and goals, as well as strategy for keeping information on social media sites up to date, accurate, and in the best interest of the students.

• **Protect the District Voice** Posts on District-affiliated social media sites protect the District’s voice by remaining professional in tone and in good taste. Carefully consider the naming of pages or accounts, the selecting of pictures or icons, compliance with District policy, state, and federal laws with regard to student and employee confidentiality, and the determination of content.

The employee must also comply with the following rules:

1. The employee must set up the club, etc. as a group list which will be closed and moderated.

2. The employee must set up mechanisms for delivering information to students that are not members of the group via non-electronic means.

3. Members will not be established as friends but as members of the group list.

4. Anyone who has access to the communications conveyed through the site may only gain access by the permission of the employee (e.g., teacher, administrator, or supervisor). Persons desiring to access the page may join only after the employee invites them and allows them to join.

5. Parents shall be permitted to access any site that their child has been invited to join.

6. Parents shall report any communications they believe to be inappropriate by students or school personnel to District administration.

7. Access to the site may only be permitted for educational purposes related to the club, activity, organization, or team.

8. The employee responsible for the site will monitor it regularly.
9. The employee’s supervisor shall be permitted access to any site established by the employee for a school-related purpose.

10. Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such District-sponsored social media activity. This includes maintaining a separation between the school activity pages and employees’ personal social media profiles and pages.

11. Postings made to the site must comply with all other District policies pertaining to District web sites, Internet usage, and technology.

- **PERSONAL SITES** The board respects the right of employees to use social media as a medium of self-expression on their personal time. As role models for the school system’s students, however, employees are responsible for their public conduct even when they are not performing their job duties as employees of the school system. Employees will be held to the same professional standards in their public use of social media and other electronic communications as they are for any other public conduct. Further, school employees remain subject to applicable state and federal laws, board policies, administrative regulations and applicable code of ethics, even if communicating with others concerning personal and private matters. If an employee’s use of social media interferes with the employee’s ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. Employees are responsible for the content on their social media sites, including content added by the employee, the employee’s friends or members of the public who can access the employee’s site, and for Web links on the employee’s site. Employees shall take reasonable precautions, such as using available security settings, to restrict students from viewing their personal information on social media web sites and to prevent students from accessing materials that are not age-appropriate.

If you identify yourself as a District employee online, it should be clear that the views expressed, posted, or published are personal views, not necessarily those of the District, its Board, employees or agents.

Opinions expressed by staff on a social networking website have the potential to be disseminated far beyond the speaker’s desire or intention, and could undermine the public perception of fitness of the individual to educate students, and thus undermine teaching effectiveness. In this way, the effect of the expression and publication of such opinions could potentially lead to disciplinary action being taken against the staff member, up to and including termination or nonrenewal of the contract of employment.

- **POSTING TO SOCIAL MEDIA SITES** Employees who use social media for personal purposes must be aware that the content they post may be viewed by anyone, including students, parents and community members. Employees shall observe the following principles when communicating through social media:
1. Employees shall not post confidential information about students, employees or school system business.
2. Employees shall not accept current students as friends or followers or otherwise connect with students on social media sites, unless the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting.
3. Employees shall be professional in all Internet postings related to or referencing the school system, students and other employees.
4. Employees shall not use profane, pornographic, obscene, indecent, lewd, vulgar or sexually offensive language, pictures or graphics or other communication that could reasonably be anticipated to cause a substantial disruption to the school environment.
5. Employees shall not use the school system’s logo or other copyrighted material of the system without express, written consent from the board.
6. Employees shall not post identifiable images of a student or student’s family without permission from the student and the student’s parent or legal guardian.
7. Employees shall not use Internet postings to libel or defame the board, individual board members, students or other school employees.
8. Employees shall not use Internet postings to harass, bully or intimidate other employees or students in violation of District policy.
9. Employees shall not post inappropriate content that negatively impacts their ability to perform their jobs.
10. Employees shall not use Internet postings to engage in any other conduct that violates board policy and administrative procedures or state and federal laws.

- **CONSEQUENCES** School system personnel shall monitor online activities of employees who access the Internet using school technological resources. Additionally, the superintendent or designee may periodically conduct public Internet searches to determine if an employee has engaged in conduct that violates this policy. Any employee who has been found by the superintendent to have violated this policy may be subject to disciplinary action, up to and including dismissal.

- **PROTECT CONFIDENTIAL AND PROPRIETARY INFORMATION** Employees shall not post confidential or propriety information about the District, its employees, students, agents, or others. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the District or as provided by state or federal law.

- **Do Not Use District Name, Logos, or Images** Employees shall not use the District logos, images, iconography, etc. on personal social media sites; nor shall employees use the District name to promote a product, cause or political party, or political candidate; nor shall employees use personal images of students, or names or data relating to students, absent written authority of the parent of a minor or authority of an adult or emancipated student.
Health and Safety Policy EBBA

OSHA Exposure Control Plan

➢ The Federal Occupational Safety and Health Administration (OSHA) has issued standards and guidelines which require all employees to follow universal standards and guidelines which require all employees to follow universal precautions, employers to offer at no charge, Hepatitis B vaccine to those employees who may “reasonably anticipate” exposure to blood or blood containing body fluids.

➢ Fremont County School District #38 had identified those employees who may be exposed to blood or other potentially infectious materials as part of their job duties. This group includes first-aid personnel (i.e. administrative assistants, teachers), first responders, custodians, coaches, and their assistants, building administrators, and staff working with the severely disabled.

To this group the District will offer, at no charge, a series of three (3) Hepatitis B vaccination injections. Injections will be administered by the Fremont County Public Health Nurse.

➢ The District is required to keep records on all staff that receive or decline the Hepatitis B vaccination. If you decline the offer, you must sign a declination form. There may be two general reasons for declining the vaccination (and there are different forms to reflect that fact); 1) You have previously received the vaccination; are tested immune to Hepatitis B; or for medical reasons, the Hepatitis B vaccine is contraindicated; 2) you decline for reasons which are known only to you. If, in the future, you wish to be vaccinated with the Hepatitis B vaccine, you may receive the vaccination series at no charge to you.
HIV/AIDS

➢ Fremont County School District #38 shall strive to protect the safety and health of children and youth in its care, as well as their families, its employees, and the general public.

➢ The evidence is overwhelming that the risk of transmitting the Human Immunodeficiency Virus (HIV) is extremely low in school settings when current guidelines are followed. The presence of a person living with HIV infection or diagnosed with Acquired Immunodeficiency Syndrome (AIDS) pose no significant risk to others in school, daycare, or school athletic setting.

➢ On an annual basis, school administrators will notify students, their family members, and school personnel about current policies concerning HIV infection and provide convenient opportunities to discuss them. Information will be provided in the primary language(s) of the employee and their families.

Involuntary Transfer and Reassignments

Policy GCK

The Superintendent is authorized to assign all employees to their duties. The superintendent may assign any employee to any position in which he is qualified and certified to fill.

The superintendent shall effect all transfers with the cooperation of all parties concerned whenever possible. Reasons for transfer shall be made available to those affected and should be in the best interests of the educational program. The superintendent shall have final discretion as to all transfers.
Leaving Campus

- Due to safety concerns and to be in compliance with the district crisis management plan, staff will need to sign out with the building administrative assistant when leaving campus.

Movement on Campus

- When leaving your assigned building for unscheduled activities sign out, call, or email the administrative assistant when moving to other buildings.

Professional Staff Non-Teaching Duties

- The teaching load includes the contractual and professional obligations, including but not limited to: planning, teaching, grading papers, keeping pupil records, counseling and disciplining of students; as well as after-school meetings, parent-teacher conferences, occasional evening supervision of school-sponsored activities, and other assignments which are necessary for the proper operation and maintenance of the educational program, curricular and extra-curricular. *(Policy GCM)*

Recess

- Student safety is the number one concern.

- It is the staff member’s responsibility to supervise the assigned recess/duty.

- If the staff cannot perform the supervision, they must find a substitute for the supervision duty.

- Monitor the students and try to anticipate problems before they occur.

- Do not bunch up with other staff members on duty. Stay in assigned area/zone unless an emergency dictates otherwise.
Supervisory Duties

➢ Teachers may be required to sponsor, supervise extra-curricular activities, ride the scheduled bus routes for supervision, and/or monitor after school detention. The building administrator shall assign the sponsorship and supervision responsibilities among the total staff on an equitable basis as is feasible.
   o If supervising a game, other sport duty or after school detention, plan to be at the assigned station by 3:35, unless specified by the coach or athletic director. Check with the coaches for specific duties.

➢ Personal leave requests on professional development on early release days by staff members will require the superintendent’s approval and will only be granted for one-time occurrences on a case by case basis.
Reduction in Professional Staff Work Force

Policy GCQA

(This policy is in the process of being revised and adopted.)
Sexual Harassment Policy ACA

➢ The School board hereby designates the Superintendent as the District Human Rights Officer to receive reports or complaints of sexual harassment from any individual, employee, or victim of sexual harassment, and also from the building administrators and/or other persons to whom reports may be made. If any person would prefer to report to an individual other that the Superintendent, the report may be made to the building administrator who shall thereafter notify the Superintendent. The person to whom the report is made shall conduct an investigation or, in the event the report is made to the Superintendent, he may delegate the investigation of the report to the district attorney to conduct the investigation. In the event of any complaint involving the Superintendent, the complaint shall be filed directly with the Chairman of the Board of Trustees.

➢ Do not ignore student sexual harassment claims. Report them immediately to the District Human Rights Officer or designee.

Staff Conduct/Dress

➢ Responsibility for acceptable conduct and dress will rest primarily with the employee as a professional individual. Teachers and professionals should wear appropriate dress for professional classroom work.

➢ Staff members should wear appropriate dress (business casual) while directing official school activities or functions.

➢ Friday or the last day of the week is jeans day. Business casual, appropriate.

Staff Family Members

➢ Instructional staff may not bring their own children into the classroom during the instructional day, unless the staff member has permission from the building administrator.

➢ District staff members may be visited by their family members when permission is granted beforehand by the building administrator or supervisor.
Staff Leave

- All leave requests will be entered into Absence Management (AESOP).
- *Remember that entering leave requests into AESOP is the staff member’s responsibility.*
- If leave is not entered into Absence Management (AESOP) or the employee fails to notify the supervisor of an unexpected leave, pay for the time missed may be docked.

Policy GCCA and GDC

All short-term leaves of absence from work, except sick leave, must be approved by the Superintendent prior to the occurrence of the absence except in verified cases of emergencies. Unexcused absences or "leave without pay" for any certified employee will result in a reduction of a day's pay from his/her salary for each day missed and such other action as the administration and/or board deems appropriate. For the purposes of this policy, a day's pay will be calculated by dividing the employee's total contract amount by the total number of contract days.

For the purposes of all short-term absences outlined in this policy, immediate household shall be defined as those family members which reside within the physical structure of the employee's home and/or a bona fide dependent for IRS purposes. Immediate family is defined as wife, husband, children, grandchildren, grandparents, brother, sister, brother-in-law, sister-in-law, mother-in-law, father-in-law, daughter-in-law, son-in-law, parents, foster parents, aunts, uncles, nephews, and nieces of the employee.

SICK & PERSONAL LEAVE

Employees shall be entitled to sick/personal leave in accordance with the District’s sick/personal leave schedule. Staff may use sick/personal leave days as either personal(s) or a sick day(s). Personal days require forty-eight (48) hour notice and must be approved by the immediate supervisor. Sick days will require a written doctor’s excuse after the third consecutive day of absence. Sick leave days are defined as days of personal or immediate family illness or medical-related appointment. Abuse of sick leave is justification for termination of employment.

One and a half (1 ½) days of personal/sick leave days will be credited to each staff member who is not a 12-month employee after the first five days of contact time with the subtends at the beginning of the school year.

Personal leave during staff in-service days require the Superintendent’s approval and will be granted only on a case-by-case basis.

No personal leave for staff members that are not 12-month employees will be allowed during the first five contact days of school at the beginning of the school year.
Certified employees who have accumulated in excess of sixty (60) days of sick leave will be paid for those excess days at the daily substitute teacher rate at the end of each school year.

Certified employees and Administrators will be paid at the daily substitute teacher rate upon resignation, termination or retirement for all unused sick/personal. Administrators with a 260-day assignment will be paid at their daily rate for any unused vacation.

Operations and other surgical procedures that are not life threatening should be scheduled during non-school months. Exceptions shall require Board approval. Those operations requiring immediate attention (non-emergency) need to be accompanied by a doctor’s statement of the procedure and the need for such procedure. The District reserves the right to require a second opinion before granting paid leave.

Employees will accumulate (accrued by April 30 of each year) sick/personal leave at a rate of 8.25% of days assigned/contracted rounded up to the nearest half day as outlined in the following schedule.

<table>
<thead>
<tr>
<th>DAYS ASSIGNED</th>
<th>DAYS PER YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>185 Days</td>
<td>15.5</td>
</tr>
<tr>
<td>200 Days</td>
<td>16.5</td>
</tr>
<tr>
<td>215 Days</td>
<td>18</td>
</tr>
<tr>
<td>260 Days</td>
<td>21.5</td>
</tr>
</tbody>
</table>

PROFESSIONAL LEAVE
Professional leave is available to staff members of FCSD #38. This leave may be utilized to attend professional meetings, conference or to visit other classrooms in order to improve performance in assigned duties.

Applications for professional development are given to the immediate supervisor in advance as soon as practical. The Superintendent will make the final approval decision. Employees shall not make leave requests directly to the Board. All out-of-state travel requires Board approval prior to the departure date. Out-of-state travel requests may be made to the board through the Superintendent’s office.

A staff member shall attend an approved meeting, conference or classroom visitation without loss of pay. This District shall incur the cost of the substitute employee. Expenses for travel, lodging, meals and registration may also be considered an appropriate District expense. Staff members will not be approved for professional leave for meetings, conferences and/or classroom visitations beyond five days of student instructional time unless otherwise directed by the Administration.

SABBATICAL LEAVE
The Board of Trustees has determined that each certified staff member’s position is critical to the educational development of our students and therefore sabbatical leaves will not be approved.
LEGAL LEAVE AND JURY DUTY
Staff members who are subpoenaed or otherwise ordered to appear in court as a witness or juror in legal proceedings shall be granted leave without loss in pay. However, a deduction in pay shall be made for witness or juror fee to which the staff member is entitled to collect. A staff member who is required to appear in legal proceedings in which he/she is a party shall be provided personal leave (not sick leave) without a loss in pay provided they have accumulated personal leave.

BEREAVEMENT AND FAMILY ILLNESS
Up to five days of non-accumulative bereavement leave may be granted to each staff member to be used for terminal illness or death within the immediate family.

For bereavement purposes, immediate family is defined as spouse, children, mother, father, grandparents, grandchildren, sisters and/or brothers. The Superintendent must approve all leaves. He is authorized to extend bereavement leave in specific situations of merit.

LEAVE WITHOUT PAY FOR MEDICAL CONDITION
Requests for leave without pay for no more than 12 months inclusive of all other leave taken for the medical condition may be granted by the school board upon the employee's submitting the request to the superintendent for a recommendation.

Leave without pay will be approved and only after the employee has exhausted all paid leaves which are available to the employee, i.e., personal/sick leave, and annual leave.

The district will only contribute its share of the employee’s health insurance premium for so long as the district health insurer or the law requires.

MEDICAL CERTIFICATE
The Board of Trustees may require the employee to furnish a certificate from a physician certifying that said employee was unable to perform his or her duties during a period of absence for which compensation is requested to be paid.
Holiday and Vacation Leave

- **Holidays** - Only twelve-month (260-day) employees will have the following paid holidays off:
  - New Year’s Day
  - Good Friday
  - Memorial Day Independence Day
  - Labor Day
  - Thanksgiving- (Thursday & Friday)
  - Christmas- 3 Days
  - Two floating holidays

When the holiday falls on Saturday, the holiday will be observed on the Friday before the holiday. When the holiday falls on Sunday, the holiday will be taken the Monday that immediately follows the holiday.

- **Vacations** - Only twelve-month (260-day) employees will be entitled to an annual vacation with pay.

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<th>Years of Service</th>
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Resignations/Retirements

- Professional (certificated) employees who for any reason intend to resign or retire are encouraged to indicate their intentions in writing to the Board as early in the school year as possible. Certificated employees who present a letter of resignation or retirement by March 1st of the current school year will receive ten (10) days pay at their daily rate in addition to any sick leave buyout (and/or vacation buyout for 12 month/260 day certificated staff). Certificated employees who present a letter of resignation or retirement by April 1st of the current school year will receive five (5) days pay at their daily rate in addition to any sick leave buyout (and/or vacation buyout for 12 month/260 day certificated staff). (Policy 005.32)

Staff Time Schedules

- The normal work day of the certified staff will begin at 7:50 a.m. and will end at 3:50 p.m. The normal work day of the paraprofessional staff will begin at 7:30 a.m. and will end at 3:30 p.m. The normal work day of the principals will begin at 7:30 a.m. The normal work day will be set by the employee’s supervisor. The superintendent may revise schedules as needed. Exceptions to this schedule would be meetings, in-service or other duties as assigned. Staff members are expected to remain on the school premises during school hours. Individual exceptions may be made by the superintendent.

- The actual daily schedule in the school will be set by the superintendent in keeping with the length of the school day as established by the Board and the opening and closing hours for students as approved by the superintendent.

Substitutes

- When a staff member plans to be gone enter leave into Absence Management (AESOP) as soon as possible to allow time to find a substitute.

- If a staff absence is unexpected, leave can be entered into Absence Management (AESOP) up to 7:00 a.m. the day of the absence to request a substitute. After 7:00 a.m., call the school phone to notify the administrative assistant or building administrator of your absence.

- Substitute folders must be kept in classrooms, up-to-date, and complete.
Telephone

- Personal calls, unless an emergency and/or made during a break, are not to be made during the working day from school or cell phones.

- For incoming calls, the person will be transferred to voice mail to leave a message. Staff members will not be taken from class for a telephone call, except for an emergency.

- Cell phones will not be used during the workday while working with students. Please use common sense concerning this issue. Parents may be texted by using phone#@vtext.com from a computer station.

Tobacco, Alcohol or Illegal Drugs Policy ADC

- It will be the policy of the school district that all uses of tobacco and tobacco products, including smokeless tobacco, will be prohibited in all of the district’s facilities. At no time will the use of tobacco and tobacco products be permitted in classrooms, corridors, restrooms, locker rooms, work areas, cafeterias, offices, faculty lounges, gymnasiums, and all other rooms.

- The use of tobacco or tobacco products including smokeless tobacco, will be prohibited in all vehicles owned, leased or operated by the district.

- District employees and students enrolled in the district’s schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, while they are participants in any class or activity in which they represent the school district.

- The use of vapor or e-cigarettes will be prohibited as listed above.
Assignments

- The Superintendent is authorized to assign all employees to their duties. The Superintendent may assign any employee to any position in which he is qualified and certified to fill.

Transfers

- The Superintendent shall effect all transfers with the cooperation of all parties concerned whenever possible. Reasons for transfer shall be made available to those affected and should be in the best interest of the educational program. The Superintendent shall have final discretion as to all transfers.

Voluntary Transfers

- All certified employees shall have the opportunity to indicate their interest in reassignment to the Superintendent no later than February 15 of each school year or at such time as a vacancy appears. The building principal must be made aware of the request. This policy does not require preference be given to employees requesting a transfer.

VOLUNTARY TRANSFERS

The following guidelines will be utilized by the superintendent in establishing the procedure:

- A request in writing may be made at any time during the year not later than February 15 to the superintendent for voluntary transfer;

- The principal of the school where the teacher is assigned must be made aware of the request for transfer;

- The district will post a notice of openings within the district at such time as the district becomes aware of the openings;
To the extent that the district becomes aware of an opening and it is posted after February 15, any staff member desiring to transfer into the newly advertised opening shall make a request for transfer within ten (10) days after the vacancy is posted;

The principal of the receiving school must approve the request, unless the superintendent directs that the transfer be made;

The filing of a request for transfer shall be without prejudice to the teacher, and shall not jeopardize his/her present assignment. The request maybe withdrawn at any time prior to official confirmation that the transfer has been effected;

Voluntary transfers shall be permitted only when they are determined to be in best interests of the district.

**INSTRUCTIONAL ASPECTS & RELATED ISSUES**

**Building Administrator**

- When the building administrator is gone, see:
  - Administrator’s designee
  - Superintendent

**Buses**

- To assure student and staff safety, please do not allow students to leave the building until all buses are in place no earlier than scheduled dismissal time.

- Classroom teachers are assigned to take students to the bus at the scheduled dismissal time in the afternoon.

- Teachers are required to remain in the bus loading zone until buses depart, unless released by a building/district administrator.
Child Abuse

- All persons must report.
  - Institutional Responsibility to Report Ann. Stat. § 14-3-205(b) If a person reporting child abuse or neglect is a member of the staff of a medical or other public or private institution, school, facility, or agency, he or she shall notify the person in charge or his or her designated agent as soon as possible, who is thereupon also responsible to make the report or cause the report to be made. Nothing in this subsection is intended to relieve individuals of their obligation to report on their own behalf, unless a report has already been made or will be made.
  - Standards for Making a Report Ann. Stat. § 14-3-205 A report is required when:
    - A person knows or has reasonable cause to believe or suspect that a child has been abused or neglected.
    - A person observes any child being subjected to conditions or circumstances that would reasonably result in abuse or neglect.

- Inclusion of Reporter’s Name in Report Ann. Stat. § 14-3-206
  - The report must include any available photographs, videos, and x-rays with the identification of the person who created the evidence and the date the evidence was created.

- Any school employee who has reasonable cause to suspect that any child is subjected to abuse or conditions that might result in abuse should immediately report the situation to the principal. This oral report should be followed at once by a written report sent by the employee to the principal.

- Copy of the report must be filed with the Superintendent’s office.

- See attached appendix for current Child Abuse Policy.

Duty

- FOR STUDENT DISCIPLINE AND SAFETY PURPOSES, ALL STAFF MEMBERS ARE ON DUTY WHILE ON CAMPUS.
Field Trips and Excursions

Educational field trips will be planned in accordance with the following guidelines.

➢ The teacher shall review the educational value of the field trip and receive the principal’s approval prior to making arrangements for the field trip.

   o Teachers must complete the “Field Trip Request Form” and receive approval from the Building Administrator at least 2 ½ weeks before the trip.

   o The Building Administrator will ensure the Transportation Director receives the request for approval at least 2 weeks in advance.

   o The Building Administrator will ensure the Food Service Director receives a lunch request including an initial number of participants at least 2 weeks in advance. A final count of participants will be provided to the Food Service Director the morning of the field trip.

   o Teachers must give the building administrative assistant a list of all participating students and staff when submitting the request.

➢ Once approval has been granted, the trip supervisor will provide parents with information concerning the purpose and destination of the trip, transportation and eating arrangements, date and time of departure, estimated time of return, and an itinerary when a field trip will extend beyond the school day.

➢ Parental permission slips will be required. No student will be required to go on a field trip if their parents do not approve. A copy of the permission slip must be filed in the building administrator’s office and a copy must remain with the field trip supervisor.

➢ Adequate adult supervision is required on all trips. All adults must be employees of the school district or if not employed by the district, have a current background check. The teacher is responsible for informing the accompanying adults of their duties and responsibilities.

➢ Teachers should review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for the conduct of the children.
The teacher planning the trip will be responsible for arranging an appropriate educational experience and supervision for students who do not participate in the field trip.

Student safety will be a primary consideration.

School vehicles will be used for transportation. The use of private vehicles by staff members and/or parents for transporting small groups of students will not be authorized.

Teachers will purchase fuel for vehicles with a school credit card when necessary.

Children will not be permitted to leave the field trip group during the trip unless they are released to parents. When students are released to parents, a signature is required to sign their child out with the supervisor in charge.

**Grade Books**

- The teacher will use PowerTeacher and PowerSchool.
- All grades need to be updated and calculated in PowerTeacher by end of day on Thursdays each week.
- Elementary teachers must record tardiness and absences by 8:20 am each morning and 12:20 pm each afternoon daily.
- Middle School and ACHS teachers will record tardies and absences each class period within five (5) minutes of when class begins.
- Hard copies of all gradebooks need to be turned in at the end of the year checkout. These must contain grades, assignments, and attendance for each student.

**Lesson Plans**

- All teachers submit an electronic copy of lesson plans to the building principal weekly using a common lesson planning format.

**Nurse**

- When the nurse is gone, please see:
  - Administrators’ Designee
Parent Involvement/Communication

- Parents are important members of the educational team, and therefore teachers are expected to encourage parents to be involved in their child’s educational experience. Teachers will respect and honor parent/guardian involvement in the students’ educational process. Teachers will invite and welcome parents to attend Open House, Parent-Teacher Conferences, Family Fun Night, etc. Teachers are encouraged to include home visits and community activities as part of their visitation opportunities with parents.

- Teachers are encouraged to make at least 3 positive contacts with parents per month.

- Parent contacts will be documented in PowerSchool using log entries.

Professional Learning Communities (PLC)

- All PLC meetings are mandatory.

- If you are absent from a PLC, you are responsible to acquire the content or material discussed.

- PLCs are to be used for data analysis, instructional design, and training.

PowerSchool

- PowerSchool is the web-based student database used by this District to manage all student information.

- Teachers are expected to use PowerSchool and PowerTeacher for their grade book and attendance.

Student Attendance

- Elementary teachers must record tardiness and absences by 8:20 am each morning and 12:20 pm each afternoon daily.

- Middle School and ACHS teachers will record tardies and absences each class period within five (5) minutes of when class begins.

- Teachers will keep attendance and tardiness.

- If a student arrives late, he/she must check in at the office to receive a late slip. If the student reports to class without a late slip, please send the student back to the office to receive one.
PERSONNEL

At Will Employees

- All support staff are employed as employees "at will" and the employment of such employees shall be terminable "at will" of either the employer or the employee at any time, and no hearing shall be required nor shall either be required to give to the other reasons for termination. Any oral statement or promise to the contrary is not binding upon the school district or the Trustees. Should a statement be made to any employee indicating that his/her term of employment is other than "at will", such statement must be confirmed in writing by the Board of Trustees. The school district Board of Trustees shall not be responsible for the statements that are not confirmed in writing. (Policy GDA)

Paraprofessionals

- Paraprofessional hours are from 7:30 am to 3:30 pm. Approval for overtime must be obtained from the building administrator prior to accruing additional time.

- Paraprofessional supervision of students begins at 7:30 am.

- The teacher and/or Instructional Facilitator/Math Coach will schedule your instructional assignments.

- Evaluations are done by the building administrator, with teacher input.

Personnel Files

- Each employee has a confidential personnel file.

- This file contains the employee’s application, payroll and benefit information, certification, post-secondary transcripts, evaluations, professional development data, and employment history.

- These files are held in a fire-proof safe in the Human Resources department, located in the business office.

- The employee has a right to view his/her personnel files with the Business Office personnel or Superintendent.
DISCIPLINE: STAFF & STUDENTS

Corporal Punishment

- Corporal punishment is not allowed. However, following board policy, staff members may restrain students when they exhibit harmful behaviors to themselves or others.

- Staff, do not approach students when you are angry. Call another staff member for assistance.

Office

- All students who are being sent to the office to see the building administrator must have a discipline referral and are to go to principal’s office. Make sure the student reaches the office by either sending a staff member along, watching from the door, or calling the office for assistance.

MISCELLANEOUS

Absence Management (AESOP)

- ALL leave must be entered into Absence Management (AESOP).

Board Policies

- FCSD #38 Board policies are available in Board Docs.
  [http://www.boarddocs.com/wy/fcsd38/Board.nsf/Public](http://www.boarddocs.com/wy/fcsd38/Board.nsf/Public)

School Owned Vehicle Use

- All employees must provide a copy of a valid driver’s license or a written statement indicating that they understand they will not be allowed to use school owned vehicles for travel.

- All employees driving students using a school owned vehicle must have at least 6 hours of training.

First Responder

- See Crisis Management Plan
Food Service

- The cafeteria serves breakfast and lunch each school day.
- Everyone must pay for meals, with the exception of parents/guardians, visitors and substitute employees. All employees must have a signed meal plan deduction authorization on file with the business office.
- Staff if you are taking your meal to eat in your room or elsewhere on campus we will give you a to-go tray and plastic silverware.
- Those eating in the lunchroom will not be given a to-go tray.
- Seconds will not be provided.

Miscellaneous

- When transporting coffee, tea, etc., staff is asked to use a covered container.
- Any non-educational videos must have building administrator approval and are to be limited to school occasions, such as holidays or recess-in days.
- Contact the media specialist for the approved list of copyrighted non-educational videos that our district licensing covers.

Student/Staff Injuries

- Follow first-aid procedures.
- Notify the nurse.
- If the nurse is not available, contact the building administrator/designee.
- Do NOT move a seriously injured student or staff member.
- After the incident, fill out the REQUIRED Accident Report Form in the nurse’s office.
- Injuries must be reported to the school nurse immediately, who will then report the incident to the business office.
Student Placement in Classrooms

- Parent/guardian written requests for specific teachers will be honored whenever possible. Teacher input will be used to help place students.

- All student placement and/or changes in student schedules must be approved by the building principal in conjunction with the SPED Director when appropriate. Only building the principal will contact registrar with any changes to PowerSchool.

Student Searches

- Staff is **not** to conduct searches of a student’s personal property, such as bags, backpacks, etc. If a staff member suspects that the student has stolen property, contraband or a weapon contact the building administrator immediately.

- Desks and lockers belong to the District and may be searched only by administrators.

Technology

- For Technology requests, please email helpdesk@fremont38.com with your needs and requests.

Time and Attendance

- Each hourly employee is required to clock in and out, using Time and Attendance in their assigned building. Please do not clock in early or clock out late without prior authorization.

Work Orders

- For repair requests, please enter all requests in School Dude at: https://login.myschoolbuilding.com/msb?acctnum=1141621248&ServiceLogin=

- To submit a SchoolDude request click the link on your desktop. This will take you to the login page. If you never set up a personal password click the "Forgot Password" button after entering your email. Once you do this an email will be sent to you to set a password.

- Fremont38 is the submittal password.
2016-2017 FCSD #38
Board of Trustees
Annual Agenda

**July**
- Budget Hearing & Approval on or before July 15th
- Regular Board Meeting
- State Testing Report
- Approve Parent/Student Handbook
- Review & Approval of Board Policies
- Transportation Agreement

**August**
- Regular Board Meeting
- Board Retreat
- Review Strategic Plan Goals
- Review & Approval of Board Policies

**September**
- Regular Board Meeting
- Select delegates to WSBA/NSBA
- Review & Approval of Board Policies
- Board Inspection of Facilities & Grounds

**October**
- Regular Board Meeting
- Business Report on Budget
- Review & Approval of Board Policies
- Quarterly Board/Admin Round Table

**November**
- Regular Board Meeting
- Approval of Audit Report
- Academic Progress Report
- Review & Approval of Board Policies
- Set Date/Time/Place/Agenda for Board Retreat in January

**December**
- Regular Board Meeting
- Superintendent Evaluation
- Board Evaluations
- Elect Board Officers
- Review & Approval of Board Policies
- Review Impact Aid Application
- Establish Dates, Times, and Places of the Next Year's Board Meetings
- Quarterly Board/Admin Round Table
- Approval of Indian Policies & Procedures

**January**
- Regular Board Meeting
- Superintendent Contract
- Approve Impact Aid Application
- Review & Approval of Board Policies

**February**
- Regular Board Meeting
- Curriculum Director, Technology Director, and Business Manager Contracts
- Principals
- Business Report on Budget
- Review & Approval of Board Policies

**March**
- Regular Board Meeting
- Supervisors/Fed. Programs Director's Contracts
- Board Retreat
- Review Proposed School Year Calendar
- Review & Approval of Board Policies
- Board Evaluations
- Quarterly Board/Admin Round Table

**April**
- Special Board Meeting to hire teachers prior to April 15th
- Regular Board Meeting
- Review Proposed Budget (preliminary budget to Board before May 15th)
- Review Draft Budget
- Approve School Calendar
- Review & Approval of Board Policies
- Quarterly Board/Admin Round Table

**May**
- Regular Board Meeting
- Annual Classified Employee Recognition
- Set Date, Place, Time & Agenda for Board Retreat
- Review Strategic Goals
- Review & Approval of Board Policies
- Quarterly Board/Admin Round Table

**June**
- Regular Board Meeting
- Review & Approval of Board Policies
- Board Evaluation
# ADMINISTRATOR SALARY SCHEDULE

## 2016.2017

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The Board of Trustees reserve the right to amend, at any time, any and all parts of any current schedule and provisions relating thereto. Under this provision, any part or all of the incremental adjustment used to establish salaries may be modified, changed, or withheld, and such other adjustments of salary may be made as financial conditions warrant. Policy GCBA/GCBC
## CERTIFIED SALARY SCHEDULE
### 2016-2017

### CERTIFIED TEACHERS

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185 CONTRACT DAYS
175 STUDENT DAYS

The Board of Trustees reserve the right to amend, at any time, any and all parts of any current schedule and provisions relating thereto. Under this provision, any part or all of the annual increments or horizontal columns may be withheld and such other adjustment used to establish salaries may be modified, changed, or withheld, and such other adjustments of salary may be made as financial conditions warrant. Policy GCBA/GCBC

### STIPENDS
+ $2,000 FOR INSTRUCTIONAL FACILITATOR
+$4,000 FOR NATIONAL BOARD CERTIFICATION (PD IN DECEMBER OF EACH YEAR AS LONG AS CERTIFICATION IS CURRENT)
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185 CONTRACT DAYS
175 STUDENT DAYS

The Board of Trustees reserve the right to amend, at any time, any and all parts of any current schedule and provisions relating thereto. Under this provision, any part or all of the annual increments or horizontal columns may be withheld and and such other adjustment used to establish salaries may be modified, changed, or withheld, and such other adjustments of salary may be made as financial conditions warrant. Policy GCBA/GCBC
## Classified Salary Schedule

### 2016.2017

<table>
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<th>STEP</th>
<th>BUS MONITORS</th>
<th>BUS DRIVER</th>
<th>CUSTODIANS SECURITY MAINTENANCE</th>
<th>PARA EDUCATORS</th>
<th>COOKS KITCHEN ASSISTANTS</th>
<th>SPED, MS, &amp; ACHS ADMINISTRATIVE HOME LIAISON</th>
<th>ELEMENTARY ADMINISTRATIVE ASSISTANT</th>
<th>21ST CCLC COORDINATOR</th>
<th>AP SPECIALIST ACCOUNTING SPECIALIST PR/HR DIST DATA SPECIALIST</th>
<th>EXECUTIVE ASSISTANT SUPERINTENDENT STUDENT ADVOCATE CULTURAL SUPPORT SPECIALIST SRO</th>
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### Student Employee Hourly Wage: $9.00

All Classified Staff are "At Will" Employees

The schedule and/or salary ranges shall be reviewed annually and modified as is deemed appropriate by the Board of Trustees. Policy GDBA
## Fremont County School District #38 Extra Duty Salary Schedule 2016-2017

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<th>Position</th>
<th>Amount (per hour)</th>
<th>Amount (total)</th>
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<td>Athletic Director (K-12)</td>
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<td>Head MS/HS Coach</td>
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<td>Assistant Coach/Athletic Aid</td>
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<td>Head Youth Coach</td>
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<td>Assistant Youth Coach/Athletic Aid</td>
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<td>School Sponsors</td>
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<td>Certified Extra Duty</td>
<td>BASE HRLY RATE</td>
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<td>Summer School Certified Teachers</td>
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<td>Activity Bus Driver - Driving Time/Sit Time</td>
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<tr>
<td>Extended School Year Certified Teachers</td>
<td>HRLY RATE</td>
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<td>Classified Extra Duty/Extended Day/Summer</td>
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<tr>
<td>Bookkeeper</td>
<td>PER GAME</td>
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<td>Timeclock</td>
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<td>Ticket Taker</td>
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<tr>
<td>1st Responder</td>
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**Note:**
- If two or more people share the responsibility, the amount shall be divided accordingly (unless board approves otherwise).
- HS coaching salaries will be pro-rated by the number of weeks in a season.
- Coaches not attending practices will have contract prorated.
- Summer School hourly rate is applicable only if funds are available and program is operating.
- All certificed staff will be required to supervise crowd control for a TBD amount of games per year.
## JOB DESCRIPTION

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<td><strong>EXTENDED SUB (CERTIFIED &amp; NON CERTIFIED) - DAILY RATE USING BASE PAY OF $44,119</strong></td>
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<td><strong>Extended time begins on the 11th consecutive day</strong></td>
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<td>*PERMANENT SUB (TEACHER CERTIFICATION)</td>
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<td>*Permanent sub must be certified in area they are teaching</td>
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<td>HOURLY</td>
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</table>
As an employee of Fremont County School District #38, I have received a Staff Handbook.

I acknowledge that I have read and understand the contents of the Staff Handbook.

_________________________      ______________________    ____________
                  Printed Name                          Signature                  Date