

2023-2024 SDMA Employee Handbook Revisions

Editorial Changes- Table of Contents, Dates, Directories updated. All references and links checked and updated as needed.

12.01 (C) Benefits During Leave (pg. 54)- Updated language to reflect current practices in the SDMA.

- Employees may be required to pay the full premium of benefits for unpaid absences, prorated to a daily amount, when using three or more consecutive days of unpaid leave in a school year.

6.07 - Advancement to Master's Level and Beyond (pg. 75)- Included language to clarify current practice for placement on the salary scale.

- *In order to advance to the Master's Degree/NBCT lane of the Educator Compensation Model, a teacher will need to obtain a School District approved Master's degree or obtain National Board Certification.*
- *Should an employee not obtain their Master's degree or National Board Certification, they will remain in the Bachelor's degree lane. Returning teachers who earn a lane change by obtaining a Master's degree or by becoming a Nationally Board Certified Teacher will be placed in the Master's/NBCT lane that is closest to their salary from the prior year and provides an increase of at least \$3000.*

8.01 Definition (pg. 77)- Updated language to reflect accuracy.

- Remove 'other health related costs incurred by a retiree' due to the benefit only being eligible for premiums.

8.02 Limitations and Other Stipulations (pg. 78)- Added language to reflect current practices in the SDMA.

- *Should an employee be granted a job share request, any monthly stipend retirement benefit will be based on the salary amount of the last full-year teaching contract held in the SDMA by the employee.*

2.07 - Substitute Teacher Pay Schedule (pg. 105)- Modified language to allow for substitutes to select vacancies of two (2) hours or less.

- *Substitute teachers shall be paid for a minimum of two (2) hours per day unless they select a vacancy that is posted as less than two (2) hours. They will then be paid the hourly rate.*

Appendix: Employee Posters (pg. 123)- Updated the link per the recommendation of WASB.

- Your Rights Under USERRA - The Uniformed Services Employment and Reemployment Rights Act
 - New link: <https://www.dol.gov/sites/dolgov/files/VETS/files/USERRA-Poster.pdf>