

SDMA Employee Handbook Revisions - 6/11/18

New Changes since 5/14/18 highlighted in yellow.

Editorial Changes: Dates updated, Directories Updated, All Links checked and updated if needed

Part I: 13.12 Longevity - Changed language from "~~teachers~~" to "**contracted staff**" to more accurately reflect prior Board approval for providing a longevity incentive for all school district staff members meeting the years of service requirement.

Part II: 6:07 Advancement to Master's Level and Beyond

Should an employee not obtain their Master's degree after they would be eligible to move into Cycle D-1 Master Educator, they will remain at Cycle C-3 Level ~~10~~ **11** (non-master's).

Should an employee obtain a School District approved Master's degrees while in Cycle B, Level 1, 2 or 3, they would advance to Cycle C-1, Level M-1 at the start of the next school year.

Part III: 2.11 - Professional Development-Extra-Curricular Activities

Professional development time off ~~for extra-curricular activities~~ is not allowed for hourly employees when the activities are outside the scope of their **coaching/extra curricular** contract or regular work duties.

Part III: 11.02 Limitations, Eligibility and other Stipulations - Change would require a 120 written notice for retirement for hourly employees.

5. Must give the district a ~~thirty~~ **one-hundred and twenty (30-120)** day notice in writing.

Appendix: Updated wage schedule, educator compensation model, summer pay schedule, extra & co-curricular to reflect new wages, as well as updated current dates on other forms. Updated links to employment posters.

Appendix Part V - 1.06 EXTRA & CO-CURRICULAR POINT STRUCTURE

- MS Cross Country: Add Asst. Coach 4 pts
- MS Boys' Soccer: Increase Head Coach from 5 pts. to 6 pts., add Asst Coach 4 pts
- MS Gymnastics: Add Asst. Coach 4 pts

- MS Science Olympiad: Increase Head Coach from 4 pts. To 6 pts., Increase Asst.Coach from 2 pts. To 4 pts., and add Asst. Coach 4 pts
- MS Student Council: Increase Co-Advisor 2 pts
- MS Drama: Add Asst. Director 2 pts
- MS Forensics: Add Asst. Coach 2 pts

Supervisory Aides -

Supervisory aides have been moved into the employee handbook. Supervisory aides were provided with a summary of the changes that will impact them and were given the opportunity to ask for clarification. Policy 542.34, Wages, Hours, and Conditions of Employment-Supervisory Aides will be decommissioned after the approval of the SDMA Employee Handbook.

To be added prior to final printing in July:

- Need to add reporting requirements for Threats of School Violence from Policy 732.4 (if/when approved by the Board). WASB is currently drafting such language.