

General Information

TEACHING EXPERIENCE

Credit for prior teaching experience is given for salary purposes upon verification of the experience by former employers. Form for securing verification of experience can be obtained from the Superintendent's Office.

TEACHING CERTIFICATES

Teachers who complete requirements for updated or advanced degrees must apply for a new certificate from the State Department of Education. The original updated certificate must be brought to the Superintendent's Office along with the new official transcripts.

SICK LEAVE – ALL EMPLOYEES

Regular employees may accumulate sick leave at the rate of one (1) day per month. In no case shall sick leave be used until it has been earned. An unlimited number of sick leave days may be accrued. Sick leave may be taken in half-day increments.

Sick leave is defined as the absence from regular duty by an employee because of the following:

- a. Personal illness.
- b. Bodily injury which incapacitates the employee.
- c. Attendance upon an ill member of the immediate family (husband, wife, father, mother, child, brother, sister) of the employee, or a person standing in loco parentis.
- d. Death in the immediate family of the employee (husband, wife, father, mother, child, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, grandchild, grandparent, uncle, aunt).
- e. Where unusually strong personal ties exists, due to an employee's having been supported or educated by a person of some relationship other than those listed, this relationship shall be recognized for leave purposes. In each such case the employee concerned shall file with his local board of education a written statement of the circumstances which justify an exception of the general rule.

PERSONAL LEAVE – CERTIFIED PERSONNEL

Certified personnel are permitted two (2) personal leave days each year to be used at the individual's discretion. Such leave days shall not be cumulative and do not have to be taken consecutively. Personal leave days may be taken in half-day increments. If the employee does not take any personal leave days during the year, the unused personal leave will be converted to sick leave. He/she will be reimbursed the cost of a substitute (\$60.00 per day) if he/she does not wish to have the personal leave converted to sick leave. An employee who wishes to be paid for unused personal leave should contact the Business Office in writing by May 30.

Up to three (3) additional personal leave days may be requested each year should the two days not be sufficient. The cost of a substitute (\$60.00 per day) will be deducted for each additional personal leave day exceeding two.

PERSONAL LEAVE – SUPPORT PERSONNEL

Support personnel shall be allowed two (2) days of leave each year to be used at the individual's discretion. Such leave days shall not be cumulative and do not have to be taken consecutively. Personal leave days may be taken in half-day increments. If personal leave is not taken, the leave will be converted to sick leave. He/she will be reimbursed the cost of a substitute (\$7.25 per hour) if he/she does not wish to have the personal leave converted to sick leave. An employee who wishes to be paid for unused personal leave should contact the Business Office in writing by May 30.

SUMMER SCHOOL PERSONNEL

Summer school teachers will be paid at the rate of \$20.00 per hour. Summer School associate teachers will be paid \$10.00 per hour. Summer school teaching assistants will be paid at the rate of \$7.25 per hour. The summer school secretary will be paid at the rate of \$8.00 per hour. *See the section below for information regarding substitute pay during summer school.*

SUBSTITUTE PAY

Substitutes for teachers will be paid at the rate of \$60.00 per day. Substitutes for support personnel will be paid at the rate of \$7.25 per hour.

Substitutes for summer school teachers will be paid at the rate of \$7.25 per hour for the first day he/she substitutes for a given teacher. After the first day of substituting for said teacher, the substitute will be paid the daily rate of a summer school teacher's salary if the substitute is certified in that subject. Substitutes for summer school teaching assistants will be paid at the rate of \$7.25 per hour.