



## **Para Addendum**

**2022-2023**

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## HUMAN RESOURCES

### Rate of Pay

The Board determines the beginning rate of pay for newly hired employees. Employees hired within twelve (12) months of separation will be paid at the rate of the last day of previous employment.

Summer jobs –classified staff will be paid at their current hourly rate of pay unless otherwise informed of a different rate.

### Workday

Workday is defined as total weekly contracted hours divided by five days to obtain a daily average. The average is then used as the workday for calculating absences and holiday pay. All paras will have their workday computed to determine their daily average hours of work.

Paraeducators do not work when their assigned districts are closed due to inclement weather or other emergencies. Paraeducators will not be paid for these days. If earned Personal Days have not been used for the school year, these may be taken during inclement weather or other school emergency closures. Sick leave cannot be used for these days.

Workshops attended on weekends do not count as workdays without written prior approval from Keystone Administration. At the beginning of the school year, each classified staff member must check the Keystone and the district calendar where they work.

If a paraeducator cannot be in their assigned school at their scheduled time, he/she must follow the building's procedure for notification of absences. Paraeducators are expected to check with the building principal and also their supervising teacher to determine if they wish to be notified at home of their absence. In the event of an emergency, a member of the Keystone Administrative Team should be contacted and they will notify building principal(s).

### Hours of Work

The immediate supervisor, with the approval of Keystone administrators, will determine the hourly schedule for paraeducators. The immediate supervisor will inform paraeducators of their daily schedule of hours of work, including meal periods and breaks (if applicable). Administrators may schedule time over contracted hours when it is deemed necessary. Paraeducators are not permitted to work time over their contracts without the prior approval of Keystone administrators. Violation of not informing Keystone Administrators could result in disciplinary action to the supervising teacher and or para.

## **Meal Breaks**

Immediate supervisors are responsible for scheduling meal breaks. Whenever necessary, the duration and time of meal periods may be changed. Employees will not be compensated for their meal breaks unless they are required to work during their breaks. Part-time employees scheduled to work more than five consecutive hours during any workday will receive a meal break of the same duration as full-time classified employees.

## **Probation Period**

New Paras hired will be placed on a one month probation period. After successful probation, a contract will be issued. During the probation period, a new para will start accumulating paid leave, but leave will not be available for use by the para until after the probation period and a contract is offered. If a paid holiday falls during the two-week trial period, the para will not receive holiday pay. Holiday pay will not be retroactive if para receives a contract.

## **Termination**

Paraprofessionals are at-will employees. At-will employees can be fired at any time, for any reason (except for a few illegal reasons such as age, race, religion and sex).

## **Long Term Substitute Position**

Paraeducators who are hired as long-term substitute teachers will not receive holiday pay during their long-term substitute teaching position. When a paraeducator is moved from a paraeducator position into a long-term substitute position:

- Keystone will continue to pay health benefits to employees current program.
- Paraeducators will continue to receive sick and personal days, per para memorandum of employment, while substituting.

Keystone attempts to assist our districts by allowing our paraeducators to substitute as Special Education teachers when necessary for member districts. When substituting as teachers, paraeducators will be required to take leave without pay. Since paraeducators will be paid by the member district at their substitute rate, they are not eligible to take paid leave with Keystone.

# **PAYROLL AND BUSINESS OFFICE**

## **Benefits**

Paras who work 30 or more hours per week, will be eligible for:

Health Insurance – Keystone will contribute a board approved stipend per month toward the purchase of the Board approved health plan.

Voluntary Benefits - Vision, dental, disability, cancer, term life, critical illness, identity protection, accident, permanent life and long term care, pre-paid legal, medical and dependent flex, and hospital indemnity can also be purchased at employee expense.

New paras working 30 hours or more per week, will be eligible for benefits at the first of the month following their 30-day waiting period.

Paras working less than 30 hours per week do not qualify for any health or supplemental benefits at this time.

Roth IRA and 403 B plans are available at employees cost, through payroll reduction/deduction.

Paras are required to pay their financial responsibility for benefits received during July and August. During the school year, the total amount for July and August will be prorated and deducted from monthly paychecks. If separation occurs, the employee will be reimbursed previous deductions on their final paycheck.

If a staff member resigns or is terminated prior to completing current contract, all benefits will cease at the end of the resignation/termination month.

## **Time Cards**

1. Keystone paras must report each day's arrival and departure plus meal breaks, and all absences, on monthly electronic timesheets.
2. Timecards are due at the Keystone Office by the 5<sup>th</sup> day of each month.
3. Time cards must be signed by both the employee and supervising teacher.
4. Time cards must be left at work and in a place where they may be located by your supervisor if you are absent on the date time cards must be submitted for payroll.

## **Absence Reporting**

All paraeducators must follow these procedures if an absence occurs:

1. If previous knowledge that an absence is going to occur notify the designated person for the building and supervising teacher as early as possible so a substitute (if applicable) can be arranged.
2. Document absences on your timesheet.

3. Fill out the appropriate form (professional leave, or personal leave) and submit it to the supervisor.
4. When a paraeducator becomes ill without previous warning, follow the district(s) policy for notification and call the supervisor. Again notify as early as possible. This will enable a substitute to be obtained if applicable.
5. In a case of emergency, contact Keystone with a request to notify those who need to know.
6. Itinerant staff should call all buildings that are scheduled for the day.
7. When reporting absences, please refer to the daily average. Absences must be reported in  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$  or full day increments.

## Inservice Hours

1. Paras with less than three years of continuous employment or staff with more than three years of employment but with unsatisfactory evaluations with Keystone must attend twenty hours of inservice training annually.
2. Paras with more than three years of continuous employment with Keystone and satisfactory evaluations must complete at least ten hours of inservice training annually.
3. One hour of college credit counts for 20 hours of inservice hours.
4. There are different types of inservices allowed:
  - a. Online/Computer Programs. Earn inservice hours using computer programs (Infinitec and WorkKeys). To receive credit a copy of the certificate must be sent in with confirmation passing the course.
  - b. Inservice Classes. Examples include First aid and other inservices sponsored by the school, district, teacher, or support staff (ex. speech pathologist, school psychologist, APE, etc.). Inservice hours can also be earned through trainings at Keystone.
  - c. Reading/Video. A maximum of five (5) hours can be earned for reading an approved book or watching an approved educational video. Twenty pages equals one (1) hour of inservice.
  - d. Passing the ParaPro Assessment is worth 20 hours. Coursework prior to the ParaPro assessment will not be counted to the 20 hours given to passing the ParaPro Assessment. Certificate is necessary for credit.
5. Examples of non-allowable inservice hours are time worked while setting up a classroom or closing a classroom at the end of the year. Television programs are not allowed. Journal (unless refereed) or magazine articles are generally not allowed. Computer classes or inservices that are unrelated to the job are not allowed (ex. taking an algebra II class and the job held is in the preschool program). Confidentiality and Bloodborne Pathogens are presented at the para inservice in the fall and new para

inservices. These will not be approved for individual training hours. If in doubt, contact the Director of Special Education.

## Inservice Documentation

1. All inservice requires Keystone Administrative approval to receive credit.
2. Paraeducators must complete the “Paraeducator Staff Development Documentation Form” (found on the website) and submit to Keystone Administration for approval. This form must be signed by the para-educator’s supervisor.
3. Para-educator’s attending a Keystone inservice opportunity need only sign the “Staff Sign-in Sheet” to receive credit. No other documentation is required.

Teachers are responsible for paras receiving all required inservice hours. If a para leaves in the middle of the year, teachers are responsible to turn in all required documentation for the time the para was employed.

The Keystone office will keep paraeducator inservice documentation for 5 years.

## Paraeducator Evaluations

1. All paraeducators will be evaluated by their supervisor(s).
2. Paraeducators starting their 3rd year of employment will have an annual evaluation at the end of the 2nd semester. Paraeducators in their 1st and 2nd year of employment will have a bi-annual evaluation at the end of each semester.
3. Building principals are expected to assist in these evaluations and/or submit a separate evaluation.
4. Implementing instruction, student progress, interactions with students, interactions with other staff, and special education record keeping will be components of each para's evaluation.
5. Evaluations can be conducted anytime it is deemed necessary by the supervisor and the building special education administrator.
6. If a behavior warrants or an evaluation indicates an area of need, a Plan of Improvement can be written for the para. A Keystone administrator must be contacted to assist in the writing of the plan of improvement.

## Ordering Supplies

All ordering and purchases for the classroom should be completed by certified staff. Keystone will not be responsible for reimbursement.

## LEAVE

### Personal Leave

1. Each paraeducator is allowed two (2) personal leave days per year (1 earned per semester), non-cumulative.
2. Personal leave is to be requested on “Paraeducator Personal Leave Request Form” which is first signed by the supervising teacher and building principal and then sent to the Keystone Business Office. This form should be received in the Business Office five (5) days in advance of the leave day.
3. Emergency use--when a paraeducator is unable to request personal days five days in advance due to an emergency, shorter notice may be given. The request process (above) should be completed as soon as possible within the month of the leave.
4. Personal Leave must be recorded on the monthly time card in  $\frac{1}{4}$  day increments.
5. One day of personal leave can be used for each semester. If the fall semester personal leave is not used in the first semester, both can be used for the second semester.
6. Personal leave shall not be used on in-service days or during parent-teacher conferences.
7. Paraeducators may use personal days (without prior approval) on snow days or other emergency days that schools are closed.
8. Contracts shall not be completed with paid personal leave unless administration and or Board approve the request. If prior approval is not received, leave will be without pay.

Personal Leave will not be paid if separation occurs.

### Sick Leave

In August, paraeducators will receive 10 days of sick leave. Sick leave is available for use at any time (accrued one per month August through May). When reporting absences, please refer to workday. Absences must be reported in  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$  or full day increments.



At the end of the school year, any accrued leave will be accumulated to seventy (70) sick days.

1. Sick days may accumulate to a total of seventy days.
2. A monthly report of remaining sick leave will appear on paycheck stubs.
3. Paraeducators who begin after the start of the school year and part-time paraeducators will receive a percentage of sick leave according to the percentage of the school year worked. The following formula will be used to determine the earned sick leave for new hired staff: 0-6 days left to work in the month the employee will earn 0 days of sick leave for that month; 7-16 days worked in the employees first month the new employee will earn ½ day of sick leave for that month; if the new employee works 17 or more days in a month, they will earn one day for their initial month of employment. Each month thereafter the employee will accrue one day of sick leave each month they work.
4. If a paraeducator resigns or is dismissed before finishing the school year and has been paid for unaccrued days, the final paycheck will be adjusted to pay back unaccrued days.
5. Sick leave shall cover absences for the employee's own illness and illness or death within the immediate family. Immediate family shall include parents, siblings, spouse/partner, children, grandchildren, grandparents and parents in-laws of the employee.
6. Sick leave will not be approved to complete contract unless administration and or Board approve the request. If approval is not received, leave will be without pay.

Accrued sick leave will not be paid if separation occurs.

Employees on FMLA, extended leave (10 consecutive days or more), or disability are responsible for submitting to the Keystone office a physician's release before returning to work.

Employees receiving disability pay will follow short-term disability guidelines provided by HR and Payroll.

## **Inclement Weather**

The Keystone board will pay for up to 2 snow days per year. If there are more than 2 snow days in a school year the board will review the need for additional snow day compensation.

## **Bereavement Leave**

Each para shall be allowed three (3) paid non-cumulative bereavement days, for each death in the immediate family. Immediate family shall be defined as: spouse/partner, children/dependents, parents, parents-in-law, siblings, grandparents, and grandchildren. – Please note on timecard/calendar relationship of immediate family.

## **Paid Holidays**

Paraeducators will receive eight paid holiday days throughout the school year.

- a. Two days at Thanksgiving Break
- b. Four days at Christmas Break
- c. Two days at Spring Break (If school does not receive a spring break, two additional paid days will be added for March paid April)

Paraeducators must resume work after a paid holiday to receive holiday pay.

Holiday pay accrued during the initial 30 day trial period will be paid the month after the completion of the trial period.

## **STAFF BEHAVIOR**

### **Building/Job Responsibilities**

1. Keystone personnel will be under direct daily supervision of their building principals and supervising teacher. Paraeducators should be aware of all local school district policies governing the building in which they are working and perform their duties accordingly. Follow the chain of command.
2. Staff are to follow the dress codes of each building in which they work. Paraeducators must dress appropriately for all buildings in which they serve students.
3. Paraeducators are encouraged to work closely with their supervising teacher concerning scheduling, planning time, supervision of students and extracurricular activities. Paraeducators that serve more than one district are not expected to take on extra-curricular supervision.

4. While on duty, pleasure reading, playing games, using technology for personal reasons is strictly prohibited. Personal activities should only be conducted during lunch/break time in the lounge.
5. Keystone Paraprofessionals will be provided a Keystone email account. It is each paraeducators responsibility to check it on a regular basis.
6. Paraprofessionals will be provided with an Infinitec account. Paraeducators need to have mandatory training through Engage completed 1 month after start date. Paraeducators starting in August need to have all inservice hours completed by January 1st of that school year. If paraeducators start after August, the time frame will be prorated for completion.
7. Maintain confidentiality as per confidentiality agreement.
8. Read and acknowledge the following:
  - a. [Handbook Acknowledgement](#)
  - b. [Workers' Comp Agreement](#)
  - c. [Network Use Policy Agreement](#)
  - d. [Confidentiality of Student Information Acknowledgement](#)
  - e. [Notice of Protection KS Tort Claims Act Acknowledgement](#)

## Social Networking Sites

Social networking sites and online communication, email (school and personal), and instant messaging should be regarded as public forums. The internet is not a secure environment. Anything typed in a blog, status update, or email is vulnerable to being viewed and reproduced by all. The Paraeducator should never discuss students, teachers, or fellow staff in these settings in even the broadest terms. Confidentiality must be maintained on the internet in the same manner as one would "face to face" and airing grievances about co-workers in the aforementioned forums does not promote cooperative work environments. Social networking is not allowed during work hours. School email should be used for school purposes only and should be checked on a regular basis. Any violation of online communication or social networking sites is grounds for termination.

## School Closure Responsibilities

In the event of a long-term school closure due to a pandemic or any other situation, paraeducators will be responsible for attending scheduled Zoom meetings, checking Keystone email regularly, meeting weekly with the supervising teacher, and performing duties assigned by the supervising teacher. Failure to comply with these responsibilities may result in dismissal.

## **STUDENT SERVICES**

### **Health Services for Students**

The Nurse Practices Act of 1989 requires that nursing services, such as dispensing medication, catheterization, or tube feeding, can be performed only by a licensed medical professional or a person to whom the task has been delegated. When such services are needed by students with disabilities during the school day, school nurses from the respective county health departments will provide training for Keystone staff and delegate the task. Required documentation will be maintained by the nurse and the staff performing the delegated task.

### **Children and Youth with Disabilities in Local Correctional Facilities**

Federal and state regulations require local school districts to provide FAPE (special education and related services) to students with disabilities/exceptionalities, even if they are in a detention or correctional facility. The local district where the correctional facility is located is responsible for the provision of these services.

1. When local school personnel have knowledge of a student with an exceptionality being placed in a local correctional facility, they must contact a Keystone special education administrator immediately.
2. The Keystone administrative team will make all necessary arrangements for providing FAPE.
3. The Keystone Director of Special Education will make yearly contacts with the Jefferson County Attorney and the Jefferson County Sheriff to share information regarding the obligations of the school and to discuss the most efficient method for providing the services.
4. Local school personnel should also contact a Keystone special education administrator if they have knowledge of a student with an exceptionality being placed in a correctional facility outside the Keystone service area. In this case, the Keystone administrator will contact the appropriate person in the district where the student is detained to assure that FAPE is provided there.