

NEGOTIATED AGREEMENT

BETWEEN

**CUSTER SCHOOL DISTRICT 16-1
BOARD OF EDUCATION**

AND

**CUSTER INSTRUCTIONAL ASSISTANTS
(CIA)
2024-2025**

Ratified: 10/14/24

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ARTICLE 1 - RECOGNITION AND DEFINITIONS

1.1 RECOGNITION

Pursuant to the provisions of SDCL 3-18, the School Board of School District #16-1, Custer, South Dakota, (hereinafter referred to as the "Employer" or the "Board") recognizes the Custer Instructional Assistants Association affiliated with the CEA-SDEA-NEA (hereinafter referred to as the "Association" or the "Union") as the sole and exclusive bargaining representative for all full and part-time instructional assistants (hereinafter referred to as the "Employee" or "Bargaining Unit Member") exclusive of supervisors.

1.2 DEFINITIONS

A. EMPLOYEE

The term Employee or Bargaining Unit Member when used hereinafter in this agreement shall refer to all Employees (District, Title, Instructional, Office, and Special Education aides) represented by the Association. Full-time employees are those working six (6) or more hours. Part-time employees are those working less than six (6) hours. Temporary hires are not part of the agreement.

B. DAYS

The term "days", when used in this agreement, except where otherwise indicated, shall mean working days or pupil attendance days.

C. SUPERINTENDENT

The title Superintendent shall indicate the Superintendent of Schools, CEO, or his/her designee.

D. EMPLOYER

The term Employer, Employer Board or Board of Education shall indicate the Board of Education.

E. ASSOCIATION

The term Association or Union shall indicate the sole and exclusive bargaining representative.

ARTICLE 2 - FRAMEWORK FOR COLLECTIVE BARGAINING

2.1 BARGAINING NOTIFICATION

The parties shall commence bargaining for a successor agreement on or before April 1st.

2.2 RELEASED TIME FOR BARGAINING

When negotiations are conducted during regular work hours, released time shall be provided for the Association's negotiating committee members.

2.3 PRINTING OF CONTRACT, COSTS AND DISTRIBUTION

Within thirty (30) days after the Agreement is signed, copies will be printed and distributed by the Superintendent. Copies will be presented to the Association for distribution to each Bargaining Unit Member now employed, hereafter employed or considered for employment.

2.4 CONTRACTUAL AMENDMENTS

The parties may modify or amend this agreement by mutual consent. Such changes shall be reduced to writing, ratified and signed by the parties and become an amendment to this contract and considered a part of this Agreement.

ARTICLE 3 - GRIEVANCE PROCEDURE

3.1 DEFINITIONS

A grievance shall be any claim by the Association, an Employee, or a group of Employees that there is an alleged violation, misinterpretation, or misapplication of the terms of this agreement or a violation of Board Policy.

3.2 TIME LIMITS

All time limits consist of school days in which pupils are in attendance. When a grievance is submitted within ten (10) days before the close of the current school term, then time limits shall consist of all weekdays.

3.3 PROCEDURES

The parties acknowledge that an Employee and the Employer may resolve problems through free and informal communications. However, a grievance shall be processed as follows:

- A. STEP I** - Whenever any employee, group of employees, or the Association has a grievance, they shall meet on an informal basis with the immediate supervisor of the employee within thirty (30) days after the employees, through the use of reasonable diligence should have had the knowledge of the occurrence that gave rise to the grievance.
- B. STEP II** - The grievant may present the grievance in writing to the first line administrator, who will arrange for a meeting to take place within seven (7) days after receipt of the grievance. The Association's representative, the grievant, and the first line administrator shall be present for the meeting. Within seven (7) days of the meeting, the grievant and the Association shall be provided with a written response, including the reasons for the decision.
- C. STEP III** - If the grievance is not resolved at Step II, then the Association may refer the grievance to the Superintendent or the Superintendent's official designee within seven (7) days after receipt of the Step II answer. The Superintendent shall arrange, with the Association representative, for a meeting to take place within seven (7) days of the Superintendent's receipt of the appeal. Within seven (7) days of the meeting, the Association shall be provided with the Superintendent's written response, including the reasons for the decision.
- D. STEP IV** - If the grievance is not resolved at Step III, then the Association may refer the grievance to the Board of Education within seven (7) days after receipt of the Step III answer. The Board of Education shall arrange for a formal hearing no later than its next regularly scheduled meeting, and serve a written disposition of the matter on the party or parties and the Association within ten (10) days after the hearing, including the reasons for the decision.
- E. STEP V** - If the Association is not satisfied with the disposition of the grievance at Step IV, the Association may submit the grievance to the Department of Labor for final and binding arbitration. If a demand for arbitration is not filed with the Employer within thirty (30) days of the date of the Step IV answer then the grievance shall be deemed withdrawn.

3.4 BYPASS

By mutual agreement, any step of the grievance procedure may be bypassed.

3.5 CLASS GRIEVANCE

Class grievances involving one or more Employees or one or more supervisors, and grievances involving an administrator above the building level may be initially filed by the Association at Step III.

3.6 NO REPRISALS CLAUSE

No reprisals shall be taken by the Employer against any Employee because of the Employee's participation or refusal to participate in a grievance.

3.7 FILING OF MATERIALS

All records related to a grievance shall be filed separately from the personnel files of the Employees.

3.8 GRIEVANCE WITHDRAWAL

A grievance may be withdrawn at any level without establishing precedent.

3.9 NO WRITTEN RESPONSE

If no written decision has been rendered within the time limits indicated by a step, then the grievance shall be deemed resolved in favor of the grievant.

3.10 SETTLEMENT

By mutual agreement, a grievance may be settled at any step with or without establishing precedent.

3.11 GRIEVANCE FORMS

All grievance forms shall be mutually developed and agreed to by the parties and become part of this contract and attached hereto. See Appendix A.

ARTICLE 4 - EMPLOYEE RIGHTS

4.1 RIGHT TO ORGANIZE AND PARTICIPATE

Employees shall have the right to organize, join and assist the Association, to participate in negotiations with the Employer through representatives of their own choosing.

4.2 BREAK PERIOD

Employees shall be permitted to leave the building during any break period, which is greater than or equal to thirty (30) minutes. All employees will sign out in the office as a courtesy to the building administrator.

4.3 RULES AND REGULATIONS

All policies, regulations, and rules of the Employer must be published and readily available to the Employees through posting on the district Website.

4.4 EMPLOYEE NOTIFICATION OF ASSIGNMENTS

By May 1, the Superintendent will notify the paraprofessionals by email about any impending reductions in force (RIFs). An employee shall be given written notice of his/her assignments for the forthcoming year no later than August 1st, preceding the first day of the new school term. In the event changes in such assignments are deemed necessary by the district, the Employee affected shall be notified promptly in writing. Within ten (10) days of the written notice, the employee may request a meeting to discuss the change in assignment. The Employee shall be allowed to request a transfer or a one (1) year leave of absence if such change is not acceptable to him/her (Subject to 9.6). All employees hired in special education positions will be rehired as IV's but will be notified of assignments upon determination by the special education director and superintendent of schools at the beginning of the school year.

ARTICLE 5 - ASSOCIATION RIGHTS

5.1 ASSOCIATION COMMUNICATIONS

Announcements of Association business and other communications, which have no impact on the student body, may be placed on the appropriate bulletin boards distributed through the district's email, or placed in employee mailboxes.

5.2 ASSOCIATION LEAVE

In the event that the Association desires to send representatives to local, state, or national conferences or on other business pertinent to Association affairs, these representatives shall be excused without loss of salary providing the Association reimburses the district for the cost of the substitute(s) (if any) for any aggregate number of days exceeding ten (10) in any school term used for such purposes, and that a written notice for leave has been submitted to the Superintendent.

5.3 ASSOCIATION PARTICIPATION - EMPLOYEE SUSPENSION, DEMOTION, DISCHARGE

An Employee charged with violation which may lead to his/her suspension or discharge shall have the right to be represented by the Association and/or legal representation at any hearing conducted by the Board. The Employee shall be given written notice, to include due process rights, of the hearing, at least forty-eight (48) hours prior to such.

5.4 PAYROLL DEDUCTIONS

A. PROCEDURES FOR MEMBERSHIP AUTHORIZATION

The Board shall deduct from each employee's pay the current dues of the SDEA/NEA Association, provided that the Board has an employee executed authorization for continuing dues deduction, the amount of which shall annually be certified by the SDEA/NEA Association. The authorization shall be renewed each year prior to September 15th or within 15 days after commencement of employment.

B. PAYMENT TO THE ASSOCIATION

Authorizations submitted to the Superintendent or his/her designee by the 15th of any month shall become effective by the first pay period of the following month. Such payroll deductions shall be equally deducted over the remaining pay periods and remitted to the Association within five (5) working days following each pay period.

5.6 ASSOCIATION USE OF DISTRICT FACILITIES AND EQUIPMENT

The Employer will allow the Association to use District facilities for committee, general or building Employee meetings, outside of school attendance hours. Association members will be allowed to store Association materials in their rooms or desks in a place not available to students. In addition, the Association shall have the right to use equipment including duplicating or printing equipment, binding equipment, calculating machines, audio-visual equipment, and computer and word processing equipment at reasonable times when such equipment is not in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.

5.7 BUSINESS BY ASSOCIATION REPRESENTATIVES ON SCHOOL PROPERTY

Representatives of the Association shall be permitted to transact Association business on school property provided that they make their presence known to the proper official upon entering the buildings.

5.8 ASSOCIATION MEETING DAYS

The Association will give prior notification to the building principal whenever meeting times are scheduled.

ARTICLE 6 - WORK YEAR

6.1 BREAKS - LUNCH

A. ALL EMPLOYEES

All employees shall receive at least one fifteen (15) minute paid break every four (4) hours and a duty-free unpaid lunch of no less than thirty (30) minutes.

B. Paid leaves and calamity days shall all count towards meeting the above workweek requirements.

6.2 WORK YEAR

The work year shall be consistent with the adopted school calendar.

6.3 REGULAR OVERTIME

All work over and above the contracted work week shall be compensated at the rate of one and one-half (1 1/2) times the normal rate of pay. All overtime hours must have prior approval of the employee's supervisor and Superintendent of Schools.

6.4 FLEX TIME

All employees are considered hourly people and are expected to complete their work tasks within the normal workweek. It is recognized that some employees may be required to stay for meetings, such as IEP meetings, at the request of their supervisor and in some circumstances will be allowed to flex that time out. Flex time may be granted and must be approved in advance by the employee's supervisor. Flex time will only be allowed on a limited basis.

6.5 COMPENSATION FOR THANKSGIVING EARLY RELEASE

On the early release day prior to the Thanksgiving holiday, all employees shall be entitled to their regular daily pay, provided they have worked their regular hours for that particular day. If school is not in session on the Wednesday prior to Thanksgiving, the employees will be paid their regular daily pay.

ARTICLE 7 - WORKING CONDITIONS

7.1 ASSISTANCE FOR CONTROL AND DISCIPLINE OF STUDENTS

The Employer shall support and assist Bargaining Unit Members with respect to the maintenance of control and discipline of students in the Bargaining Unit Members' assigned work area. Bargaining Unit Members may use such physical force with a student as is necessary to protect themselves, a fellow Bargaining Unit Member, any other non-bargaining unit Employee, an administrator, a student or to prevent damage to district property.

7.2 DISPENSING OF MEDICINE

Bargaining Unit Members shall not be required to administer medication to pupils, to do tubal feedings or range of motion unless they have received proper training as prescribed in State statute. The Employer shall indemnify and save harmless from any liability Bargaining Unit Members who administer the above to pupils in direct response to an order from supervisory personnel to do so.

7.3 SUPERVISION OF STUDENTS

The District will make good faith efforts to ensure that no paraprofessional is left alone to supervise students unless it is deemed necessary and is directed by a supervisor. Such supervision will last until a qualified replacement is available to relieve the Employee. This article does not apply to paraprofessionals who are hired for the expressed purpose of supervising students (i.e. study hall, computer lab paraprofessional, library paraprofessional).

7.4 IN-SERVICE/PROFESSIONAL DEVELOPMENT DAYS

The Employee may be required to work on those days when the certified staff is attending an in-service, at the discretion of the administrator. These days will be days that the employee is compensated at their regular daily rate of pay. For paraprofessional In-service days, clarification should be made on the school calendar, specify which days to attend. Whenever possible, paraprofessionals shall be notified by August 15 of the district in-service days they will attend for the school year. Building Administrators and the Special Education Director shall discuss all training opportunities that are offered to staff. Administrators will work together to determine if the training/topic is applicable to all paraprofessionals. It is recommended that this conversation happen in a timely manner so that employees have sufficient time to plan accordingly.

ARTICLE 8 - EMERGENCY SCHOOL CLOSING

8.1 NOTIFICATION PROCEDURE

School closings will be as per district policy.

8.2 SCHOOL CLOSING-LEAVE DAYS

When the schools and school offices are officially closed by the Superintendent, no leave days previously arranged by an Employee will be deducted for such emergency days.

8.3 PAY DURING SCHOOL CLOSINGS –

When the school is started late or closed after the school day has begun, employees will be paid for their regular scheduled work hours for that day. When the school board forgives a Snow Day Makeup Day, and it will not be made up, the Employee will be paid for their regular hours which they would have worked.

8.4 INCLEMENT WEATHER-REPORTING FOR WORK

Nothing in this article shall require any Employee to report for work in cases where severe inclement weather or other acts of God prevent such Employee from reporting, or where reporting to work would present an immediate safety hazard to such Employee. Any abuse of this article will result in disciplinary action to the Employee.

ARTICLE 9 – LEAVES

9.1 SICK LEAVE

At the beginning of each work year, each Employee shall be credited with nine (9) days per year; the unused portion of which shall accumulate from year-to-year up to a maximum of one hundred (100) days. The maximum shall be applied, however, prior to the 9 additional days being added each new school year, thus allowing the total number of days available for use in any one year to equal 109 at maximum. The Employer shall furnish each Employee with a written statement at the beginning of each school year setting forth the total accumulated sick leave credit for said Employee. Employees' leave time will be converted from days to hours. Sick leave may be used for illness or doctor appointments of the Employee or their immediate family members. Immediate family members include: spouse, children, stepchildren, parents, stepparents, and for those individuals for which the employee is designated as guardian. Sick leave may also be used for cases of serious illness and accident that require hospitalization or for the last few days of a terminal illness for the following extended family members: grandchildren, siblings, step-siblings, parents-in-law, grandparents, grandparents-in-law, brother/sister-in-law, daughter/son-in-law, aunts/uncles, and nieces/nephews.

9.2 PERSONAL LEAVE

Each employee will be permitted two (2) days of personal leave each school year without loss of pay or benefits. Employees will be allowed to carry any days forward that were not used in the

preceding year, to a maximum accumulation of six (6) days. In no case shall any employee be allowed more than eight (8) personal leave days in any one year. Any employee who does not use any of their sick leave in a contract year will receive one (1) additional personal leave day for the following year. At the end of each school year, employees may convert two (2) unused personal leave days into sick days, to be added to their accumulated sick leave. Employees may receive, in lieu of converting the days to sick leave, 50% of their regular daily wage, for each of the un-used personal leave days beyond six (6). An employee planning to use a personal leave day or days shall notify his/her principal/supervisor at least one day in advance, except in cases of emergency.

9.3 EMERGENCY LEAVE

Employees may be granted paid emergency leaves of absence, (needs precipitated by unanticipated events) subject to the approval of the Superintendent. Such leave shall not be granted until all other applicable individual leave provisions have been exhausted.

9.4 LEAVE WITHOUT PAY

Leave without pay may be allowed by the Employee's supervisor and the Superintendent of Schools but is discouraged and may only be used under unusual circumstances. The employee must have used all other appropriate leaves prior to allowing leave without pay. Prior approval is necessary in order to use leave without pay. Abuse of leave without pay can be grounds for disciplinary action or dismissal.

9.5 JURY SERVICE AND OTHER RELATED APPEARANCES – Any Employee called for jury duty during paid working days will follow procedures as outlined in the Jury Duty School Board Policy (GCBDC).

9.6 EXTENDED LEAVES OF ABSENCE

A. PROCEDURES AND DURATION

Extended leaves of absence, without pay, for education, travel, health, further study, or similar situations may be granted subject to the approval of the Superintendent and the Board of Education. An Employee must have been employed for 3 consecutive years, without a break in employment in the district, in order to request an extended leave of absence. An Employee must have returned to employment in the district and have worked at least three (3) consecutive years before requesting any subsequent extended leaves of absence.

B. LENGTH OF LEAVE

This leave shall be for up to one (1) full school year.

C. CONDITIONS AND BENEFITS RETAINED UPON REINSTATEMENT

1. An Employee returning from a leave of absence shall be reinstated to an equivalent position and classification he/she held when the leave began. All accumulated benefits and rights of employment previously gained shall be retained upon return. Employees will not accrue seniority while on an extended leave of absence.
2. An Employee on Leave of Absence, for an entire school year, shall notify the Superintendent, no later than April 1st, in writing, of their intention to return to employment. Extended leaves of absence, for emergency reasons that begin after the start of school require sixty (60) day written notification of the employee's intent to return to work.
3. Should the extended leave of absence be for illness of an immediate family member (See 9.1), and the death of that person occurs, the employee may return to work if able to perform the work.

9.7 FAMILY MEDICAL LEAVE ACT (FMLA)

The District will provide leave as afforded in the Family Medical Leave Act (FMLA), Uniformed Services Employment and Reemployment Act (USERRA) and District Policy. This provision applies to the entire class protected under this agreement regardless of the number of hours worked.

9.8 REHIRE

An Employee who has been out of the Custer School District system for not more than 3 months, if re-employed, shall be rehired at the same step on the pay scale attained prior to his/her period of unemployment with the Custer Schools. Rehired employees will also retain sick and personal leave previously earned.

ARTICLE 10 - SICK BANK

10.1 CONTRIBUTIONS

- A.** Each participating employee will initially contribute four (4) days of sick leave to the bank, (two (2) days the first year of employment, and two (2) days the second year of employment) and may draw up to 100 days of sick leave per year from the bank, provided such named employee has used all of his/her accumulated sick leave. Each new eligible employee enrolling in the bank will donate four (4) days of his/her sick leave to the bank.
- B.** Days contributed to the sick leave bank shall be treated as sick days in calculating accumulated sick leave. Part-time employees days contributed shall be pro-rated according to hours worked. Deadline for sick bank enrollment will be on September 15th of each school year or within 15 days following the start of employment. Administration of the program will be handled by the school business office.
- C.** Days will be added to the bank when and if it is depleted to 150 days or lower. Each participating employee will be asked to contribute a sufficient number of days, on a pro-rata basis, to restore the bank to a total of 250 days.
- D.** Employees who begin a new school year with excess sick leave days (above and beyond what they are allowed to accumulate) will have their excess days added to the sick leave bank.
- E.** Persons withdrawing from the sick leave days from the bank are to pay back any sick leave that they have borrowed from the sick bank, with the exception of the days they initially donated to become members of the sick leave bank. These days will be paid back at a rate of two (2) days per year until it is all repaid. An employee may choose to pay back more than that if they wish, and should contact the Payroll Office if they wish to do this. The repayment days will be reflected in the first payroll of the new year (September for teachers and paras) and will show on your paystub.

10.2 PROCEDURE FOR USE OF SICK BANK

A person withdrawing from membership in the Bank will not be able to withdraw contributed days:

- A. Sick Bank Usage Repayment Plan:** The Sick Bank is a privilege. Employees are required to pay back 2 sick days a year until it is all repaid. An employee may choose to pay back more than that if they wish. If they have reached the maximum amount of sick leave that they can accumulate, they should be able to pay back the bank and not have to throw excess away if they have an outstanding amount that they owe to the sick bank.
- B. Sick Bank Donations:** If there is an employee who has exhausted their accumulated sick leave and has used their 65% of their contract days withdrawn from the sick leave bank and are at the point of leave without pay, then other employees may be allowed to donate some of their accumulated sick leave to that employee.
- C.** The Superintendent will require a doctor's report, and may counsel with the employee before granting approval for withdrawal of days from the bank. The Superintendent would have the option to request a second medical opinion at the district's expense.
- D.** The Employee must have used all his/her accumulated sick days before drawing days from the bank.
- E.** Any Employee eligible for disability benefits from Worker's Compensation shall, as a condition of acceptance into the Sick Leave Bank, show proof to the Sick Leave Bank Committee that said Employee has applied for benefits from Worker's Compensation. The bank will supplement the

difference between the net value of the disability benefits paid by Worker's Compensation and the net value of the Employee's salary less amount withheld for income tax deduction.

- F. Upon retirement, any employee who has accumulated days remaining and has accessed the Sick Leave Bank will be required to return to the bank the number of days, up to a total of the days accumulated, that were used by the employee during the course of their employment.

10.3 GOVERNING COMMITTEE

The Superintendent has the option to convene a "governing body" that would include 2 - CEA representatives, 2 - CIA representatives, 2- CESA representatives, 2 -administrator representatives, and 2 - non-represented employee representatives if a requested withdrawal from the Sick Leave Bank is in question. Employees who are not satisfied with the Superintendent's decision may request that the Superintendent convene the "governing body."

10.4 SICK LEAVE BANK APPLICATION

- A. The district will make forms available for Sick Leave Bank Requests.
- B. All requests must be completed by the employee no later than 1 week following the date of absence. Failure to do so may result in the requiring the employee to use personal leave, or in the case where the employee has no personal leave available, they may be docked pay.

10.5 FUNERAL BANK

- A. The 'Funeral Leave Bank' will be created and maintained by voluntary donation of up to five (5) sick days from employees. These days will be available for use to all employees who need to attend funerals for immediate and extended family members. Once the bank has less than fifty (50) days available employees will be notified and asked for a voluntary donation of additional days to the bank. Once days are donated to the bank they will not be returned to the individual's sick leave.
- B. Employees may access funeral leave from the Funeral Leave Bank not to exceed five (5) days annually. Leave may be used for the death of immediate and extended family members that includes, but is not necessarily limited to, parents, step-parents, spouse, children, step-children, siblings, step-siblings, individuals for which the employee is designated as the guardian, parents and grandparents of the employee's children, parents-in-law, grandparents, grandparents-in-law, grandchildren, brother/sister-in-law, daughter/son-in-law, aunts/uncles, and nieces/nephews. Approval for family members not listed above will be up to the Superintendent.
- C. An additional five (5) days annually may be approved by a committee that will include one member from each of the bargaining units and the Superintendent. Any additional leave, beyond the additional five (5) days (for a total of 10 when combined with the first 5 days) will come from the individual employee's sick leave and will require a doctor's note. The Sick Leave Bank is not to be used for funeral leave.
- D. One (1) day of sick leave, per school year, may be used for attending funerals of friends and will be deducted from the individual employee's sick leave. Additional days needed will be deducted from personal leave or must be taken as leave without pay.

ARTICLE 11– EMPLOYEE EVALUATION

11.1 NOTIFICATION OF EVALUATION PROCESS

When first hired, having a change of job classification or changes in job descriptions, the Bargaining Unit Member will meet with their immediate supervisor to review the job description, evaluation procedures, standards, and evaluation instruments to be used.

11.2 PURPOSE OF EVALUATIONS

The primary purpose of Employee evaluation shall be the improvement of employment skills and to monitor performance with respect to the skills and duties contained in the job description. All evaluations shall be conducted in good faith to this end and in accordance with the provisions of this Agreement.

11.3 EVALUATION PROCESS

An Employee shall be evaluated at least once during the school year. Each evaluation shall be conducted for no less than fifteen (15) minutes. Each employee is required to complete a self-evaluation. The Employee will have a Classroom Observation Walk-Through (found in Appendix B of this Negotiated Agreement) done during the second quarter of the school year by the Employee's supervising teacher or a designee assigned by the Special Education Director or the building administration. The form will be provided to the Employee afterwards to use as a tool for improvement.

11.4 POST-EVALUATION CONFERENCE AND PROCEDURE

All evaluations shall be reduced to writing and a copy given to the Employee within five (5) days of the evaluation. A conference to discuss the evaluation shall be scheduled within five (5) days after the Employee has received the evaluation. If the Employee disagrees with the evaluation, he/she may submit a written response, which shall be attached to the file copy of the evaluation in question. If a supervisor believes an Employee is doing unacceptable work, the reasons thereof shall be set forth in specific terms, as shall an identification of the specific ways in which the Employee is to improve, and of the assistance to be given the Employee towards that improvement. In subsequent observation reports, failure to again note a specific deficiency shall be interpreted to mean that adequate improvement has taken place.

11.5 EMPLOYEE'S RIGHT TO RESPOND

Following the post-evaluation conference, the Employee shall sign and be given a copy of the evaluation report prepared by the evaluator. In no case shall the Employee's signature be construed to mean that he/she necessarily agrees with the contents of the evaluation only that they have been discussed. An Employee may submit additional comments to the written evaluation if he/she so desires. All written evaluations and the Employee's comments are to be placed in the Employee's personnel file. The immediate supervisor will sign the response acknowledging that he/she read the material. A copy of the response will be provided to the immediate supervisor.

11.6 EVALUATION FORMS

All evaluation forms shall be mutually developed and agreed to by the parties and become part of this contract and attached hereto. (See Appendix B)

ARTICLE 12 - PERSONNEL FILE

12.1 CONDITIONS AND PROCEDURES FOR PLACEMENT OF MATERIALS IN FILE

Only one official file shall be maintained. No evaluative materials shall be placed in the file unless the Employee has had an opportunity to read such material. The Employee shall acknowledge that he/she has read any materials evaluative in nature by affixing his/her signature on the copy to be filed. However, any material evaluative in nature, which has not been reduced in writing within thirty (30) calendar days following the event or occurrence, may not be added to the file.

12.2 RIGHT TO RESPOND TO MATERIALS IN FILE

Within thirty (30) days following the date any material is entered into the Employee's personnel file, the Employee shall have the right to respond and his/her response shall be attached to the file. The immediate supervisor will sign the response acknowledging that he/she read the material. A copy of the response will be provided to the immediate supervisor.

12.3 RIGHT TO EXAMINE FILE

An Employee shall have the right to examine his/her personnel file, in the presence of a supervisor or other designated district employee, within twenty-four (24) hours of request and to have a representative of the Union accompany him/her in such review. Each file shall contain a record indicating who has reviewed it, the date reviewed, and the reason for such review.

12.4 RIGHT TO REPRODUCE MATERIALS IN FILE

Upon request, the Employer will reproduce one (1) copy of any materials in the requesting employees personnel file.

12.5 RIGHT TO GRIEVE MATERIALS IN FILE

In the event any file materials are determined to be inaccurate or unfair by legal and grievance proceedings such portion of materials will be removed from the Employee's file.

ARTICLE 13 - EMPLOYEE PROTECTION

13.1 ASSAULT ON EMPLOYEES – PROCEDURES –

Any case of assault upon an Employee shall be promptly reported to the Board or its designee. The Board shall provide legal counsel to advise the Employee of his/her rights and obligations with respect to such assault and shall render all reasonable assistance to the Employee in handling the incident by law enforcement and judicial authorities.

13.2 INSURANCE – LIABILITY

In accordance with this Agreement and applicable provisions of the SDCL, the Board shall provide indemnification and protection for claims, suits, and liability against the Employee.

ARTICLE 14 - DISCIPLINE OR DISMISSAL

14.1 TERMINATION OF EMPLOYMENT

Employees understand that their employment is at will. In the event of termination of an employee's employment, the employee may request in writing, within five (5) working days, a review with the Superintendent of Schools.

14.2 SUSPENSION

An Employee may be suspended without pay, fringe benefits and all other benefits provided by the contract, pending determination of any disciplinary action. If the suspension proves to be unwarranted, all pay and fringe benefits will be restored to the employee.

ARTICLE 15 - JOB DESCRIPTION AND CLASSIFICATION

15.1 JOB DESCRIPTION DEVELOPED AND DISTRIBUTED

Job descriptions shall be distributed to all current Employees and to all new Bargaining Unit Members when hired by the District. The descriptions will include at a minimum:

- A. Job title and description
- B. Minimum requirements
- C. A specific statement of required tasks and responsibilities.

ARTICLE 16 - SENIORITY

16.1 DEFINITION OF SENIORITY

Seniority shall be defined as the length of service within the district as a member of the bargaining unit. Accumulation of seniority shall begin from the Bargaining Unit Member's first working day. A paid holiday shall be counted as the first working day in applicable situations. In the event that more than one individual Bargaining Unit Member has the same starting date of work, position on the seniority list shall be determined by drawing lots.

16.2 PART-TIME VS SENIORITY

Full-time employees, working the full year, earn a full year of seniority. Employees working less than full-time earn seniority on a pro-rated basis, based on the number of days and number of hours worked using the following formula: $(\#days/151) * (\#hours\ worked/6)$.

16.3 MAINTAINING AND POSTING OF SENIORITY LISTS

Annually the Board of Education will prepare the seniority list and provide it to the association President by August 20th. A copy of the seniority list and subsequent revisions shall be furnished to the Association/Union. Any Employee disagreeing with their seniority placement shall respond, in writing, to the Superintendent and the Association President within ten (10) workdays after the effective date of the posting.

16.4 APPLICABLE STATUTES AND REGULATIONS

State and Federal statutes and regulations shall be observed where applicable for specially funded programs. Except where prohibited by law or regulation, all Bargaining Unit Members shall receive seniority rights as provided in the Agreement.

ARTICLE 17 - REDUCTION IN PERSONNEL, LAYOFF, AND RECALL

17.1 LAYOFF FOR CAUSE

Layoff shall be defined as a necessary reduction in the work force beyond normal attrition due to a lack of funds sufficient to avoid such reduction, a loss of enrollment or elimination of programs, which is demonstrated by the Employer to the Association/Union.

17.2 LAID OFF EMPLOYEES/SUBSTITUTION

A laid off Bargaining Unit Member shall, upon application and at his/her option, be granted priority status on the substitute list according to his/her seniority.

A. FRINGE BENEFITS/LAID OFF EMPLOYEES

Laid off Bargaining Unit Members may continue their health, dental and life insurance benefits by paying the regular monthly per subscriber group rate premium for such benefits to the Employer.

B. RECALL RIGHTS AND PROCEDURES

Laid off employees shall be recalled in order of the ratings on their rating scale. Notices of recall shall be sent by certified or registered mail to the last known address as shown on the Employer's records. The recall notice shall state the time and date on which the Bargaining Unit Member is to report back to work.

C. EMPLOYEE'S OBLIGATION TO RESPOND TO RECALL

It shall be the Bargaining Unit Member's responsibility to keep the Employer notified as to his/her current mailing address. A recalled Bargaining Unit Member shall be given fifteen (15) calendar days from receipt of notice, excluding Saturday, Sunday and holidays, to report to work. The Employer may fill the position on a temporary basis until the recalled Bargaining Unit Member can report for work providing the Bargaining Unit Member reports within the fifteen (15) day period. Bargaining unit members recalled to full-time work for which they are qualified are obligated to take said work. A Bargaining Unit Member who declines recall to full-time work for which he/she is qualified shall forfeit his/her seniority rights.

17.3 PROCEDURE FOR MODIFICATION OF EMPLOYMENT

When implementing a reduction in force for any Employee, the following will be considered (using the rating scale in Appendix C: seniority, qualifications, evaluation records, skills, and related experience.

17.4 REDUCTION IN FORCE

Notwithstanding the provisions of ¶17.1 through 17.3 above, Employees who are laid off as a result of a reduction of workforce shall be entitled to consideration for other positions that may or may not be vacant, based upon the rating scale in Appendix C. Said Employees will be provided a list of up to three positions for which the district believes them to be qualified. The employee may only select a position that is of the same amount of time as the position they are leaving...full-time to full-time. The Employee will have five (5) calendar days to respond to the notice in writing as to the preferred position (employee may only select one of the optional positions and will not have the right to select another option if not chosen for the first selection). All Employees impacted during this process, will be rated by both the current supervisor as well as the supervisor of the selected position, using the rating scale in Appendix C, and the ratings will be used to make employment selections.

ARTICLE 18 - VACANCIES AND TRANSFERS

18.1 DEFINITIONS OF VACANCIES

A vacancy shall be defined as a position within the bargaining unit presently unfilled including newly created positions, as well as such positions currently filled but anticipated to be open in the future for a period of thirty (30) or more school days.

18.2 DEFINITION OF TRANSFER

Transfers shall be defined as either a voluntary or involuntary move from one position to another within the bargaining unit, including changes in classification, buildings, shifts, as well as changes of positions within the same building with a different job description or supervisor.

18.3 POSTING OF VACANCIES AND SUMMER NOTIFICATION

Vacancies occurring within the bargaining unit, including newly created positions, shall be posted by email throughout the district. Positions as above described shall be posted at least four (4) days prior to being filled unless mutually agreed upon between the Superintendent and President of the Association. Such posting shall contain the following information:

1. Type of work
2. Location of work
3. Starting date
4. Rate of pay
5. Hours to be worked
6. Classification
7. Minimum requirements

- A.** Openings may be advertised concurrently in and outside of the district for four (4) school days.
- B.** A position will not be filled by an applicant outside of the district until the position has been advertised for four (4) days inside and out of the district.
- C.** During staff non-contracted time, an email will be sent from the district office and the district's notification system will be used to notify staff of the opening(s).

18.4 VOLUNTARY TRANSFER APPLICATION

Interested Bargaining Unit Members may apply in writing to the Superintendent, or designee, within the four (4) day posting period.

- A.** For employees in their first year of employment, voluntary transfer requests will be considered at the end of the school year. The Superintendent has the right to honor such voluntary transfer requests during the school year but there is no requirement that the transfer takes place.

18.5 FILLING VACANCIES

Employees returning from a leave of absence will receive first consideration for the vacated position. Vacancies shall then be filled with the applicant who is qualified based on seniority, skills, and related experience from within the affected classification.

18.6 INVOLUNTARY TRANSFERS PROCEDURES

A. VOLUNTEERS

When it is necessary to involuntarily transfer or reassign employees within a building or a classification, to the extent possible, all volunteers shall first be considered. However, the district reserves the right to transfer Employees to ensure proper operation of the schools.

B. EMPLOYEE TRANSFERS

When an adequate number of volunteers are not obtainable, such transfers shall be made on the basis of district seniority, qualifications, skills, and related experience. Bargaining Unit Members shall not be placed on a lower step (wage scale) due to transfers. If the transfer is not acceptable to the Employee they will have the option to resign, request a transfer to another position, or request a leave of absence (subject to 9.6).

18.7 COMPENSATION/TEMPORARY DUTIES ASSUMED

Any Bargaining Unit Member who temporarily assumes the duties of another Bargaining Unit Member will be paid at their regular rate for those duties. The pay rate will change if the period of time exceeds one (1) week. If the rate is higher for the temporary job, then the higher rate will be paid. If the rate is lower, then the employee remains at their current rate for the duration of this duty.

ARTICLE 19 - COMPENSATION AND RELATED PROVISIONS

19.1 PAY DAYS - SCHOOL NOT IN SESSION

If the regular pay date (the 25th of the month) falls on a day when school is not in session, checks shall be direct deposited on the last day school is in session preceding the 25th.

19.2 PAYROLL INSTALLMENTS

Each Employee shall be paid on the basis of ten (10) monthly paychecks and will be paid on the 25th day of the month beginning in September.

19.3 SCHOOL YEAR-WAGE SCALE

Full-time paraprofessionals daily hours were set at 7.75 hrs/day starting 2022-2023.

For 2024-2025, current paraprofessionals received \$1.25 to base rate (\$17.50, SPED \$17.85) plus .25/hr for current employees. Barton paras receive Barton rate for all 7.75 hours, same as Behavior Techs. For the 2023-2024 school year, and continuing each year after, the new negotiated longevity pay increase for all hourly employees will be \$0.25/hr for all current employees. New employees would not be eligible for the \$0.25/hr raise until the start of their second year of service.

19.4 SEVERANCE PAY

The Custer School District #16-1 will pay severance pay based upon accumulated sick leave not to exceed 100 days, payable at the rate of 50% of an employee's daily rate of pay for each day of accumulated sick leave. To qualify for severance pay, an employee must meet one of the following conditions:

Be leaving the district after five (5) consecutive years or more, employee will receive 25% of a base contract daily rate of pay for each day of accumulated sick leave.

OR: Be leaving the district with 10 or more consecutive years of service receive 50% of a base contract daily rate of pay for each day of accumulated sick leave.

OR: Be severed due to reduction in staff – follow same categories as above.

Severance payments will be made from payroll.

19.5 ACCIDENT OF INJURY PAY

Absence due to injury, accident or illness incurred in the course of the Employee's employment shall not be charged against the Employee's sick leave days. The Board shall continue the Employee's wages and benefits in full until Worker's Compensation payments begin. The Employer shall pay to such an Employee the difference between his/her contractual salary (including insurance premiums, differentials, etc.) and all benefits received under the Worker's Compensation Act for the duration of such absence.

19.6 IN-SERVICE PAY

Employees attending in-services that occur outside of their regular work time will be paid at their regular rate of pay.

19.7 WAGE OUTSIDE REGULAR WORK HOURS

Custer School District paraprofessionals working any authorized hours other than their regular assigned hours will be paid at their negotiated wage per hour. This includes hours worked during the school year as well as any summer employment.

19.8 PAID HOLIDAYS - Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day will be paid holidays. Employees will be compensated at their regular daily rate of pay. See also ¶6.5 for the Wednesday before Thanksgiving.

19.9 SPECIALIZED SUPPORT SERVICES – BARTON SPECIALISTS AND BEHAVIOR TECHNICIANS
Both of these positions are part of and are covered by the CIA Agreement with Custer School District.

The following apply to Specialized Support Services, specifically Barton Specialist and Behavior Technician.

- A. Determination of students requiring Barton Specialist or Behavior Tech support will be made by the IEP team with final approval by the Special Education Administration.
- B. Barton Specialists and Behavior Technicians will receive the starting rate of pay for their respective position until appropriate training is completed. Once completion is documented, the rate will increase to the post-training rate.
- C. An individual who has earned a teaching certificate will start at the Barton Specialist or Behavior Tech post-training rate. With the completion of required training, the Barton Specialist or Behavior Tech would make an extra dollar/hr.
- D. All Specialized Support Service Specialists will also have a class IV paraprofessional rate established so that the employee is aware of their rate of pay in the case Specialized Support Service Specialists services are not needed, i.e., if the student in need of services leaves the district.
- E. Specialized Support Service Specialists are eligible for annual increases.
- F. Specialized Support Service employees will be paid their regular daily rate for paid leave used.
- G. If Behavior Technician or Barton Specialist services are no longer needed, the individual will transfer to a class IV paraprofessional position at their applicable class IV rate of pay for the remainder of the school year.

BARTON SPECIALIST SPECIFIC INFORMATION - Provides Barton support services for specific students **when required**. **For clarity, when this section/document refers to Barton Level 5, this is a teaching level in the Barton teaching progression.

- A. Starting rate, non-certified specialist: \$19.85/hr (while providing Barton support services)
- B. Upon completion of Level 5 training: \$20.85/hr (while delivering Barton support services). Barton Specialists typically complete ongoing training during the school day as it builds with the levels taught.
- C. An individual who has earned a teaching certificate would start at \$21.85/hr, but with completion of Barton Level 5 training, would earn \$22.85/hr.
- D. In a situation where the employee's Class IV paraprofessional rate is higher than the Barton Specialist rate, employee would continue at the current Class IV paraprofessional hourly rate.
- E. Barton paras receive Barton rate for all 7.75 hours, same as Behavior Techs.

BEHAVIOR TECHNICIAN SPECIFIC INFORMATION - Provides 1 on 1 support for the entire school day. Behavior Techs will be assigned a student requiring that level of support as determined by a department-created rubric.

- A. Starting rate, non-certified Behavior Tech: \$19.85/hr
- B. Behavior Techs will receive 40 hours of compensation for district training at his/her hourly training rate. (For a new Behavior Tech the rate would be \$19.85/hr).
- C. Upon completion of 40-hour training plus passing a behavior technician exam: \$20.85/hr.
- D. An individual, who has earned a teaching certificate, would start at \$20.85/hr, but after completion of the training and passing the test, rate would be \$21.85/hr.
- E. In a situation where a current employee's Class IV paraprofessional rate is higher than the Behavior Tech rate, he or she would receive the higher amount.
- F. Behavior Tech positions are based on student needs. If the Behavior Tech's assigned student leaves during the school year, the District will use the employee in other areas. There is no guarantee that the Tech will be needed the following year.
- G. If the Behavior Tech's assigned student is absent, the employee will check with their supervising teacher, special education director, or building principal for their assignment for the day.
- H. If the Behavior Tech is not in school, the supervising teacher MAY serve the student that day; or, the supervising teacher, special education director, or building principal may assign a Class IV paraprofessional to serve the student. If a Class IV paraprofessional is assigned to the student, they will receive an additional \$3 per hour for their work with the behavior needs student.

ARTICLE 20 - FRINGE BENEFITS

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties. Both parties agree that the provisions of this Agreement shall not be applied in a manner which is arbitrary, capricious, or discriminatory.

20.1 HEALTH INSURANCE BENEFITS

ACA guidelines will require the school to provide 'affordable' coverage for all employees who work at least 30 hrs/week. The Board shall make available to all employees a group health and major medical insurance program. The insurance program will include a well-baby and term-life insurance. The Board will move from a percentage paid toward insurance premiums to a fixed dollar amount, effective 7/1/22, either the single or the family insurance premium for employees working at least 30 hrs/week or greater and electing to participate in the group health and major medical insurance program. See Appendix E for plans and rates.

20.2 DENTAL INSURANCE BENEFITS

The Board shall make available to all employees a group dental insurance program. The board will pay a base \$25.00 per month toward either a single or a family policy if the employee is working half time or greater and electing to participate in the group dental insurance program. The Board's contributing amount will be prorated as per the employee's percent of employment for employees working less than half time and electing to participate in the group dental insurance program. (i.e., Contract 2/7ths time = $\$25 \times 2/7$ or \$7.14 as BOE monthly share.) See Appendix E.

20.3 LONGEVITY PAY

For the 2023-2024 school year, and continuing each year after, the new negotiated longevity pay increase for all hourly employees will be \$0.25 cents per hour for all current employees. New employees would not be eligible for the \$0.25/hr raise until the start of their second year of service.

20.4 FAMILY ACTIVITY PASSES

All staff members employed in CSD shall receive a family activity pass good for admission to all activities that this pass is eligible to present at. This pass will include the employee, spouse or significant other as designated and all children who are under their guardianship and have not graduated from a high school institution.

20.5 PROFESSIONAL DUES REIMBURSEMENT

Any member of this bargaining group will be afforded the opportunity to apply for and receive reimbursement including and up to \$200 each school year for membership dues or expenses associated with belonging to a professional education association of their choice.

- A. Cap 15% of professional development budget.
- B. Individual employee cap not to exceed \$200.
- C. All requests for reimbursement will be submitted to the building administrator by October 31.
- D. The building administrator will review and approve/disapprove requests.
- E. Approval will be contingent upon availability of funds.
- F. Professional development funds will be used for non-bargaining professional association dues.

ARTICLE 21 – EFFECT OF AGREEMENT

21.1 CONTRACTUAL AMENDMENTS

This Agreement shall constitute a binding obligation of both the Employer and the Association and for the duration hereof may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of these parties in written and signed amendment to this Agreement.

21.2 CONTRACT VS BOARD POLICY

This Agreement shall supersede and have precedence over any rules, regulations, or practices of the Employer, which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Employer.

21.3 SAVINGS CLAUSE

If any provision of this Agreement or any application of this Agreement to any Bargaining Unit Member or Employee or group of Bargaining Unit Members or Employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law; but all other provisions or applications shall be continued in full force and effect.

A. Until all appeals are exhausted with respect to the legality, validity or enforceability of such provision, the provision shall remain in full force and effect. After all appeals are exhausted, the court ruled language will prevail.

B. The parties shall re-negotiate the terms and conditions affected at the time negotiations for the new contract are opened.

ARTICLE 22 - DURATION

22.1 DURATION

This agreement shall be effective on the first Employee workday of the 2024-2025 school term, or the date on which full agreement was reached subject to final ratification by both parties, whichever shall last occur, and shall continue in effect until 11:59 p.m., on the day preceding the first Employee work day of the 2025-2026 school term.

If a successor agreement has not been reached before this date, then the current contract will remain in full effect until a new agreement has been ratified.

INSTRUCTIONAL ASSISTANTS

BY: Katie Dethlefs
President/Negotiator – Katie Dethlefs

BY: Tina Lundy
Vice President/Negotiator – Tina Lundy

BY: Angie Dailey
Secretary/Negotiator – Angie Dailey

BY: _____

10-14-2024
DATE

BOARD OF EDUCATION

BY: Jeff Barnes
Board President – Jeff Barnes

BY: Mark Naugle
Superintendent – Mark Naugle

BY: Travis Hartshorn
Board Member/Negotiator - Travis Hartshorn

BY: Michelle Lehman
Board Member/Negotiator – Michelle Lehman

APPENDIX A

CUSTER INSTRUCTIONAL ASSISTANTS ASSOCIATION
GRIEVANCE FORM

Level

Number

Name(s) of Grievant(s)

Association Representative

Work Location(s)

Administrator

Date(s) of Occurrence(s)

Date Filed

Statement of Grievance:

Remedy Requested:

Administrator's Disposition of Grievance:

Administrator

() I agree to the requested remedy.

() I do not agree to the requested remedy.

Administrator's Proposal for Settlement:

Association Representative

() I agree to the requested remedy.

() I do not agree to the requested remedy.

Appendix B
Custer School District
Annual Paraprofessional Evaluation
School Year 2024-2025

Name: _____ Date: _____

Position: ☐ Special Education ☐ District / Title _____ Location: _____

Evaluator name, title: _____

Definitions of Ratings

- Advanced/Mastery:** The knowledge, skills, and disposition one should exhibit to demonstrate mastery in their position.
- Proficient:** The knowledge, skills, and disposition one should exhibit to demonstrate professional competence in their position.
- Foundational:** The basic knowledge, skills, and disposition one should exhibit at entry level of their position.
- Unsatisfactory:** Even under close direction, performance does not indicate the basic knowledge, skills, and disposition one should exhibit at entry level of their position.

Standard	Rating	Rating Explanation
Communication Ability to effectively listen and communicate (written and verbal) with a variety of audiences including students, parents/guardian, co-workers, supervisor, visitors, community. Ability to present and conduct oneself in a professional manner in all job settings.	<input type="checkbox"/> Advanced / Mastery <input type="checkbox"/> Proficient <input type="checkbox"/> Foundational <input type="checkbox"/> Unsatisfactory	<ul style="list-style-type: none">Employee handles conflict appropriately / respectfully.Projects a positive image to the community through communication, involvement, and personal conduct.Responds appropriately to instruction and feedback.Shifts tasks and priorities when necessary.

Evaluator comments / examples:

Standard	Rating	Rating Explanation
Reporting Incorporates confidentiality standards while sharing pertinent information to team members.	<input type="checkbox"/> Advanced / Mastery <input type="checkbox"/> Proficient <input type="checkbox"/> Foundational <input type="checkbox"/> Unsatisfactory	<ul style="list-style-type: none">Sharing need-to-know (confidential) information to pertinent individuals only.Recognizes signs of neglect/abuse, substance abuse, or self-injury behavior involving students or staff.Follows school district and school reporting procedures.

Evaluator comments / examples:

Standard	Rating	Rating Explanation
Organization Ability to prioritize, plan, and execute tasks efficiently and effectively.	<input type="checkbox"/> Advanced / Mastery <input type="checkbox"/> Proficient <input type="checkbox"/> Foundational <input type="checkbox"/> Unsatisfactory	<ul style="list-style-type: none"> • Maintains ready access to information and equipment necessary for job duties, including notifications and updates. • Substitute plans are readily available and inclusive of duties. • Models efficient and effective workload management.
Evaluator comments / examples:		

Standard	Rating	Rating Explanation
Ethics Ability to maintain a high level of ethical behavior, confidentiality, and privacy of any information regarding students, staff, and all job-related matters.	<input type="checkbox"/> Advanced / Mastery <input type="checkbox"/> Proficient <input type="checkbox"/> Foundational <input type="checkbox"/> Unsatisfactory	<ul style="list-style-type: none"> • Represents the school/district in a professional manner when in public. • Honors privacy and exercises confidentiality for all personal information regarding students, parents/guardians, staff, visitors, and community in and out of school.
Evaluator comments / examples:		

Standard	Rating	Rating Explanation
Health & Safety Ability to protect the health and safety of oneself and others by knowing and executing health, safety, and emergency protocols/procedures with fidelity.	<input type="checkbox"/> Advanced / Mastery <input type="checkbox"/> Proficient <input type="checkbox"/> Foundational <input type="checkbox"/> Unsatisfactory	<ul style="list-style-type: none"> • Maintains valid safety and first aid/CPR and CPI certificates as required by job duties. • Incorporates de-escalating techniques • Recognizes behaviors that students may exhibit during emergency situations. • Follows school and student emergency plans. • Displays confidence and poise when making judgment calls during emergency drills or events. • Uses student adaptive equipment correctly (e.g., wheelchairs, positioning chairs, personal needs devices).
Evaluator comments / examples:		

Standard	Rating	Rating Explanation
Technology Ability to use electronic devices to problem solve and complete work-related duties.	<input type="checkbox"/> Advanced / Mastery <input type="checkbox"/> Proficient <input type="checkbox"/> Foundational <input type="checkbox"/> Unsatisfactory	<ul style="list-style-type: none"> Monitors job-related emails routinely. Operates advanced settings of maintenance systems and equipment needed to support student learning and independence. Uses appropriate job-related programs. Knows how to contact Information Technology (IT) department and report specific issues. Models safe internet and technology use. Incorporates personal phone use policy.

Evaluator comments / examples:

Standard	Rating	Rating Explanation
Judgement and Decision Making Ability to access situation and gather knowledge to make an informed decision.	<input type="checkbox"/> Advanced / Mastery <input type="checkbox"/> Proficient <input type="checkbox"/> Foundational <input type="checkbox"/> Unsatisfactory	<ul style="list-style-type: none"> Effectively assembles data and facts in making decisions. Follows chain of command. Makes good decisions in performing work assignments and duties. Offers assistance to others with open time. Seeks input from others for job improvement.

Evaluator comments / examples:

Standard	Rating	Rating Explanation
Personal Characteristics Traits that impact how someone thinks, feels, and behaves on an ongoing basis.	<input type="checkbox"/> Advanced / Mastery <input type="checkbox"/> Proficient <input type="checkbox"/> Foundational <input type="checkbox"/> Unsatisfactory	<ul style="list-style-type: none"> Accepts all delegated work assignments. Follows directives and feedback. Demonstrates flexibility and responsiveness. Creates an environment of respect and rapport. Attendance record reflects a minimum of absences. Reports to work on time. Adheres to scheduled workday. Employee is self-reliant in completing assignments. Takes action for self-improvement.

Evaluator comments / examples:

Standard	Rating	Rating Explanation
Trauma informed practices Implementing trauma informed teaching to recognize and respond to signs, symptoms, and risks to better support needs of the student. <i>We know dysregulation stops the ability to learn and behave appropriately.</i>	<input type="checkbox"/> Advanced / Mastery <input type="checkbox"/> Proficient <input type="checkbox"/> Foundational <input type="checkbox"/> Unsatisfactory	<ul style="list-style-type: none"> Shows overall warmth and genuine concern. Welcomes students into the classroom. Creates opportunities for rapport building and student connection. Promotes inclusive and judgement free environment. Active in promoting a safe environment. Addresses students with respect, celebrating successes. Practices co-regulating techniques for dysregulated students and individuals. Engage in collaboration with students using empathy and understanding when undesired behaviors occur.

Evaluator comments / examples:

Evaluator Signature

Date

Administrator Signature

Date

*Employee Signature

Date

*The signatures above certify we have read and discussed the above report but not that the employee agrees with the evaluation. The employee has the right to respond , in writing, to any part of this evaluation.

Paraprofessional Observation Walk-Through

Para Name: _____ Date: _____

Para's Job Description: _____

Supervising Teacher/Admin Designee Name: _____

Class/Activity Observed: _____

Instruction Type: Whole Class || Small Group or Paired || Individual

Things I noticed:	Things that are positive:
Suggestions:	Notes:

Supervisor/Admin Signature: _____ Date: _____

Paraprofessional Signature: _____ Date: _____

Please answer the following and bring to evaluation meeting.

Employee's Comments	<ol style="list-style-type: none">1. What has gone well this year or is something you're proud of?2. What hasn't gone well?3. Overall, what do you see as a strength for you in performing job responsibilities?4. What is an area of weakness, or area/s you would like to improve?5. What resources or tools do you need from the district or supervisor?
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APPENDIX C

STAFF REDUCTION RATING SHEET

Paraprofessional's Name: _____ Date: _____

Staff Reduction Rating Sheet Explanation

- | | |
|-----------------------|--|
| 1. Evaluation records | Evidence of skill and ability to perform the required work. |
| 2. Qualifications | Previous work-related experience; additional training/course work taken; degrees held. |
| 3. Skills | Type of skill(s) one possesses. |
| 4. Related Experience | Experience within grade level, subject area, or areas. |
| 5. Seniority | 0-3 yrs = 1; 4-7 yrs = 2; 8-11 yrs = 3; 12-15 yrs = 4; 16+yrs = 5 |

	<u>High</u>					<u>Low</u>
1. Evaluation records:	5	4	3	2		1
Comments:						

	5	4	3	2		1
2. Qualifications:						
Comments:						

	5	4	3	2		1
3. Skills:						
Comments:						

	5	4	3	2		1
4. Related experience:						
Comments:						

	5	4	3	2		1
5. Seniority:						
Comments:						

Total Score _____

APPENDIX D

Hiring Schedule

2021-2022:	\$15/hr (District/Title/Office Paras – Class III) \$15.35/hr (SpEd Paras – Class IV) \$17.35/hr (Specialists, i.e., Barton, Behavior Tech - Class V) – to increase \$1/hr when training completed
2022-2023	\$15/hr (District/Title/Office Paras – Class III) \$15.35/hr (SpEd Paras – Class IV) \$17.35/hr (Specialists, i.e., Barton, Behavior Tech - Class V) – to increase \$1/hr when training completed
2023-2024	\$16.25/hr (District/Title/Office Paras – Class III) \$16.60/hr (SpEd Paras – Class IV) \$18.60/hr (Specialists, i.e., Barton, Behavior Tech) – to increase \$1/hr when training completed
2024-2025	\$17.50/hr (District/Title/Office Paras – Class III) \$17.85/hr (SpEd Paras – Class IV) \$19.85/hr (Specialists, i.e., Barton, Behavior Tech) – to increase \$1/hr when training completed

157 Annual Days: 151 days + 6 paid holidays*

***Paid Holidays:** Wednesday before Thanksgiving, Thanksgiving, Christmas Eve, Christmas, New Year's Eve, New Year's Day

APPENDIX E

Insurance Information

The School District carries GROUP MEDICAL INSURANCE with Wellmark (the premium includes life cover with Hartford Life) and DENTAL INSURANCE with Delta Dental Plan of South Dakota. For new employees, health and dental insurance has an effective date of September 1. May 1-15th is the open enrollment period for health insurance. CSD is paying half of the increase for FY25.

Employed BEFORE 7/1/22

DISTRICT IS PAYING HALF OF THE INCREASE

All employees paid over 9 mo. for 12 mo. coverage			
Plan A Coinsurance 20%			
*Deductible	\$2,000	\$4,000	
*Max out of pocket	\$4,000	\$8,000	
	Single	Family	
Employee	\$ 200.00	\$ 817.33	
District	\$ 773.33	\$ 1,582.67	
Total	\$ 973.33	\$ 2,400.00	
Plan B Coinsurance 20%			
Deductible	\$3,500	\$7,000	
Max out of pocket	\$6,650	\$13,300	
	Single	Family	
Employee	\$ 13.33	\$ 346.67	
District	\$ 766.67	\$ 1,573.33	
Total	\$ 780.00	\$ 1,920.00	
Plan C Coinsurance 0%			
Deductible	\$5,000	\$10,000	
Max out of pocket	\$5,000	\$10,000	
	Single	Family	
Employee	\$ -	\$ 286.67	
District	\$ 753.33	\$ 1,573.33	
Total	\$ 753.33	\$ 1,860.00	
PLAN D / PPO			
	EMPLOYEE	CSD	TOTAL
SINGLE	\$ 10.67	\$ 762.67	\$ 773.33
EMPLOYEE + SPOUSE	\$ -	\$ 1,453.33	\$ 1,453.33
EMPLOYEE + CHILDREN	\$ 110.67	\$ 1,569.33	\$ 1,680.00
FAMILY	\$ 564.00	\$ 1,577.33	\$ 2,141.33

Employed AFTER 7/1/22

DISTRICT IS PAYING HALF OF THE INCREASE

All employees paid over 9 mo. for 12 mo. coverage			
Plan A Coinsurance 20%			
*Deductible	\$2,000	\$4,000	
*Max out of pocket	\$4,000	\$8,000	
	Single	Family	
Employee	\$ 200.00	\$ 1,220.00	
District	\$ 773.33	\$ 1,180.00	
Total	\$ 973.33	\$ 2,400.00	
Plan B Coinsurance 20%			
Deductible	\$3,500	\$7,000	
Max out of pocket	\$6,650	\$13,300	
	Single	Family	
Employee	\$ 13.33	\$ 749.33	
District	\$ 766.67	\$ 1,170.67	
Total	\$ 780.00	\$ 1,920.00	
Plan C Coinsurance 0%			
Deductible	\$5,000	\$10,000	
Max out of pocket	\$5,000	\$10,000	
	Single	Family	
Employee	\$ -	\$ 688.00	
District	\$ 753.33	\$ 1,172.00	
Total	\$ 753.33	\$ 1,860.00	
PLAN D / PPO			
	EMPLOYEE	CSD	TOTAL
SINGLE	\$ 10.67	\$ 762.67	\$ 773.33
EMPLOYEE + SPOUSE	\$ 292.00	\$ 1,161.33	\$ 1,453.33
EMPLOYEE + CHILDREN	\$ 513.33	\$ 1,166.67	\$ 1,680.00
FAMILY	\$ 966.67	\$ 1,174.67	\$ 2,141.33

Dental Insurance (Rates below effective October 1, 2024, subject to change in July each year)

Single Plan	\$ 57.06	Employee Share \$32.06 / District Share \$25.00
Family Plan	\$ 161.56	Employee Share \$136.56 / District Share \$25.00

September 1st through 15th is OPEN ENROLLMENT for the dental and vision insurances and is the ONLY TIME in which changes can be made. All changes will be effective from October 1st with premium changes starting on the September payroll.