



Certified Staff Handbook

2016-2017

ALBANY COUNTY SCHOOL DISTRICT ONE

CERTIFIED STAFF HANDBOOK

INTRODUCTION

The purpose of this handbook is to provide you with a synopsis of the policies and procedures which you will need to know. More detailed information is available in the policy book called the By-Laws and Policies of the Board of Education. That book contains the OFFICIAL policies and supersedes any statement contained in this handbook. Our policies are located on our website at <http://www.acsd1.org>. Questions related to your school may be answered by contacting your principal. Other questions that you have regarding personnel policies and practices can be answered by contacting:

Mike Hamel
Assistant Superintendent | Human Resources
1948 Grand Ave.
Laramie, WY 82070
(307) 721-4400

CONTRACT INFORMATION

DEADLINE FOR CONTRACT

Please return your contract to the school administration office by the deadline stated on the contract. If there are any errors on the contract, please contact the Human Resources Office immediately.

CERTIFICATION DEADLINE

Securing the initial certificate or professional license and the renewal of the certificate or professional license are the employee's responsibility. A standard teaching certificate must be renewed every five years. During that time, a teacher must earn five semester hours of credit or five PTSB hours, or a combination of college credit and PTSB credit equal to five hours. Most professional licenses are renewed annually or bi-annually, please ensure you meet all requirements for renewal. **YOU CANNOT BE PAID FOR ANY WORK YOU DO UNLESS YOU ARE PROPERLY LICENSED.**

CONTRACT LENGTH

Standard certified contracts are based on 185 contract days.

WORK DAY

“Regular school day” is defined as including one-half hour before class in the morning and one-half hour after class in the afternoon, plus an average of an additional two hours per week of involvement in student-related activities.

It is understood that planning time is to be used to perform job related tasks such as lesson planning, grading/analyzing student work, PLC meetings, contacting parents, etc... Employees are expected to remain on campus during planning time. It is understood that employees may need to occasionally leave campus during planning time. On such occasions, employees are to obtain administrative approval prior to leaving campus.

BENEFITS

The benefit package for employees is determined annually. What is listed below is the package which the District is currently providing to its employees who qualify for District-paid benefits. This could change at any time.

HEALTH/DENTAL INSURANCE

The District pays most of the premium for your health and dental insurance. You may elect to have your spouse and/or children included in the health/dental plan, and the District will pay a portion of the premium. Information regarding the health and dental insurance program will be given to you during the new teacher orientation.

LIFE INSURANCE

The District pays a group term-life insurance premium for the employees. The plan provides for a benefit to your beneficiary in the amount of twice your salary. You also are covered by another \$20,000 term policy associated with our medical insurance program.

DEPENDENT LIFE INSURANCE

The District pays for dependent term life insurance for your dependents. Maximum benefit to the beneficiary is \$1000.

ADDITIONAL LIFE INSURANCE

You may add up to an additional \$300,000 worth of term life insurance at your expense. Your children and spouse may also be covered at your expense.

RETIREMENT

The District presently pays 14.32% of the employee's salary to Wyoming Retirement System. The employee pays 2.305% of their salary to Wyoming Retirement System. This is subject to change at any time. Note: If you have been covered under a retirement system in another state or by the federal government, you may be eligible to purchase up to five years credit from the Wyoming Retirement System. This may only be done within four years of becoming a contributing member of the Wyoming Retirement System.

PAYROLL

FIRST CHECK

You will receive your first check on September 20th (or the last work day before September 20th if the 20th falls on a weekend).

PAY DAY

You will be paid on the twentieth of each month, unless the twentieth falls on a weekend or holiday; then you will be paid the last working day before the twentieth.

PAY DISTRIBUTION

Your salary will be divided by twelve, and you will receive that amount each month during the school year. On or before June 20th, you will receive the balance of your salary.

You may have your paycheck deposited electronically.

REQUIRED DEDUCTIONS

Deductions will be made from your checks for federal income tax and social security.

OPTIONAL DEDUCTIONS

Optional deductions from employees' checks can include: Family/spouse health and dental insurance premiums, additional life insurance premiums for employees and/or spouse, contributions to United Way, teachers' association dues, and tax-sheltered annuities. Employees seeking to change or add any of these optional deductions must inform the payroll specialist prior to September 5.

SALARY CHANGES

When you have enough hours to change columns on the salary schedule, you must have an official transcript sent to the Human Resources by September 30th. Undergraduate courses and repeated course numbers and titles will not count toward salary advancement.

TYPES OF LEAVES

Your presence in the classroom is critical to the education of your students. However, the District realizes that, occasionally, employees must be absent and has provided the following leaves of absence.

SICK LEAVE

Certified staff receive six days of sick leave per year. These may be accumulated to a total of 185. The District pays for the substitute for teachers on sick leave.

SHORT PERIODS OF LEAVE

It is understood there will be times when employees will have routine appointments such as seeing an optometrist or dentist or something similar. Employees should attempt to schedule these appointments at times which do not conflict with work responsibilities. On occasions when that is not possible, the employee may be able to work with their principal/supervisor to be able to attend to these routine appointments without having to take a full ½ day sick or personal leave. This will be able to happen if:

- a) The employee will be gone from work for no more than 90 minutes.
- b) The principal is comfortable educational services to students can be provided without the need to hire a substitute.

Should the certified employee need to be gone longer than 90 minutes, or should the principal believe educational services to students would be negatively impacted without hiring a substitute, the employee will need to take a ½ day of sick or personal leave.

EXTENDED SICK LEAVE

If you use all of your sick leave, you will be paid the difference between your salary and the cost of your substitute until you return to regular duty, or until the end of the contract year in which the sick leave expires, whichever comes first. The employee shall be required to furnish a physician's statement verifying illness or disability before s/he is eligible to enter this phase of sick leave.

SICK LEAVE TRANSFER

Employees who use all of their sick leave may receive sick leave from other employees.

PERSONAL LEAVE

You are given five personal leave days and may use them with permission of your supervisor. Personal leave may be transferred to other employees.

PROFESSIONAL LEAVE

Each school is given a budget for professional leave days. Professional leave may be used by teachers (with permission from the principal and the assistant superintendent for human resources) without loss of pay to allow teachers to attend professional meetings, visit other schools, etc.

SABBATICAL LEAVE

Sabbatical leaves (unpaid) may be granted by the Board of Education to employees with five or more years of consecutive service to the District for the purpose of improving instruction.

JURY LEAVE

Employees who are called for jury duty are allowed to miss work without loss of pay; however, the remuneration received from the court must be endorsed to the District.

WITNESS LEAVE

Employees who must testify in a trial because of their positions in the District are allowed to miss work without loss of pay. Employees who are required to testify in trials that are not related to their jobs must use personal leave or “other” leave. If you are required to testify because of your job, you must inform your principal immediately upon receiving notice.

OTHER LEAVE

If you need to be absent from work and cannot use any of the previously mentioned leaves, you may request to use “other” leave. Employees using this leave are “docked” a day’s pay for each day of this leave used. A leave of a semester or more is subject to approval by your supervisor and the Board of Education.

OTHER LEAVES

Other leaves available to employees include military leave, professional and public service leave, and leave which complies with the Family and Medical Leave Act.

MISCELLANEOUS

CHANGES

Any changes in address, telephone numbers, dependents, etc., should be communicated to Payroll and Human Resources as soon as possible.

UNIVERSITY OF WYOMING

If you are interested in taking coursework from the University of Wyoming and need information, the telephone number for the College of Education is (307) 766-3145.