

TO: Board of Education

FROM: Dr. Michael Clagg, Assistant Superintendent for Personnel

DATE: April, 2020

RE: Updated Educational Support Personnel Handbook for the 2020-2021 school year.

The following changes made to the Educational Support Personnel Handbook are presented for your approval.

Page 4 – B., 1., 4. Remove – If you do not sign up for direct deposit, you will be required to enroll for a Visa Payroll Card administered by Intrust Bank. Visa Payroll Card information is available in the payroll office.

Page 12 – b. Paraeducator IV wording changed to: Requires two years experience as an instructional paraeducator or the completion of 30 semester college hours

Page 12 – c. Para educator V wording changed to: Requires three years experience as an instructional paraeducator or the completion of 60 semester college hours or approved academic work related

Page 14 – d. add – up to the amount of 100 accumulated sick days

Page 14 – e. remove – and their dependents

Page 14 – e., 1. and 2 – remove “of this mailing” and replace “with notification”

Page 16 – I, 1. add - e. Student Teaching, f. Family Medical Leave Act (FMLA), g. Vacation, h. Paid Holidays, i. Leave for Other Reasons (with Salary Deductions)

Page 16 – 2 a. remove - before the start of the scheduled work shift

Page 16 – 2 b. remove - for the specified reason