

**APLINGTON-
PARKERSBURG
COMMUNITY SCHOOL**

**SUPPORT STAFF
EMPLOYEE HANDBOOK**

2017-18

District Web Site: www.apl-park.k12.ia.us

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CANCELLATIONS / EARLY DISMISSALS

Associates, with the exception of the custodial staff, shall not be required to work on any day when school is canceled due to weather. Also, when school is dismissed early because of weather or because of a scheduled early dismissal, associates may leave fifteen (15) minutes after the students are dismissed.

CONFIDENTIALITY

All support staff are bound by confidentiality. Information learned at the workplace must be kept in confidence. Situations where confidentiality has been violated are grounds for dismissal.

DELAYED OPENINGS

When the opening of the school day has been delayed due to the weather or if there is a scheduled late start, the associate's work day shall begin no more than fifteen (15) minutes prior to the announced start of the student day.

DRESS

All employees are expected to dress in a professional manner conducive to the performance of his/her duties. All casual days will be determined by building principals.

EQUAL EMPLOYMENT OPPORTUNITY

The Aplington-Parkersburg Community School District shall provide equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity and Affirmative Action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, upgrading, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration and State Department of Education for the class or position for which they apply. In employing school district personnel, the board shall

consider the qualifications, credentials and records of the applicants without regard to race, color, creed, sex, marital status, national origin, religion, age or disability. In keeping with the law, the board shall consider the veteran status of applicants.

This policy shall be reviewed by the administration at least one time per year. Employees shall be given notice of this policy annually.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action, including but not limited to complaints of discrimination, shall be directed to the Affirmative Action Coordinator by writing to David Meyer, Affirmative Action Coordinator, Aplington-Parkersburg Community School District, Parkersburg, IA 50665 or by telephoning 319+346-1571.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity, including but not limited to complaints of discrimination, may also be directed, in writing, to the Director of the Region VII office of Civil Rights, Department of Education, Kansas City, Missouri. Such inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedure for filing a grievance are available in the district's central administrative office and the administrative office in each district attendance center.

Code No. 401.2 Aplington-Parkersburg Community School Board of Directors

EVALUATIONS

Evaluations can be done yearly. Immediate supervisors may choose to do them more often. The immediate supervisor will set aside time to go over evaluations and outline expectations for the future as they relate to the employee's job description. In the event of dissatisfactory job performance by an individual, the following steps will be followed:

1. Verbal communication by supervisor
2. Written communication using "Disciplinary Action Form"
3. Written communication and suspension

FAMILY MEDICAL LEAVE ACT (FMLA)

FMLA requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year and for 1,250 hours over the previous twelve (12) months.

Reasons for taking leave

Unpaid leave must be granted for any of the following reasons:

1. to care for the employee's child after birth, or placement for adoption or foster care;
2. to care for the employee's spouse, son or daughter or parent who has a serious health condition; or
3. for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.

Advance Notice and Medical Certification

The employee may be required to provide advance leave notice and medical certification. Leave may be denied if requirements are not met.

1. The employee ordinarily must provide 30 days of advance notice when the leave is "foreseeable".
2. An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

Job Benefits and Protection

For the duration of FMLA leave, the employer must maintain the employees health coverage under any "group health plan".

1. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms.
2. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Unlawful Acts by Employers

FLMA makes it unlawful for any employer to:

1. Interfere with, restrain or deny the exercise of any right provided under FMLA
2. Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

1. The U. S. Department of Labor is authorized to investigate or resolve complaints of violation.
2. An eligible employee may bring a civil action against an employer for violation.

FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information, contact the nearest office of the Wage and Hour Division listed in most telephone directories under U. S. Government, Department of Labor. WH Publication 1420 June, 1993

FLOWER / GIFT FUNDS

See the guidelines at the back of this handbook.

GRIEVANCE PROCEDURE

For the purposes of this agreement, a grievance is a dispute between any employee and another employee, group of employees or the Board of Education. The following procedure should be followed:

- Step 1 Make every effort to resolve the problem directly with the other person(s) involved.
- Step 2 Talk to your immediate supervisor. The supervisor may choose to talk to the other party, set up a meeting with the other party or issue directives.
- Step 3 If the grievance cannot be resolved with either Step 1 or Step 2 the employee's next option is to go to the building administrator. The administrator may choose to talk to other parties involved, set up a meeting with the other parties or issue directives.
- Step 4. If the grievance has not been resolved using Steps 1, 2 or 3, the employee next has the option of talking to the Superintendent. The Superintendent may choose to talk to the other parties, set up a meeting with the other parties or issue directives. At this point, the Superintendent may make a recommendation to the Board based on his/her findings.

Step 5 If all of the above have failed to resolve the situation, the employee has the option of taking the problem to the Board of Education. This request must be made through the Board Secretary and Superintendent so it can be placed on the agenda. The Board of Education's decision is final.

In the event of dissatisfactory job performance by an individual, the following steps will be followed:

1. Verbal communication by supervisor
2. Written communication using "Disciplinary Action Form"
3. Written communication and suspension

HEALTH PROVISIONS

Physical Examinations shall be required of all new employees. The District will reimburse the employee for all costs required for the physical examination AFTER the bill has been submitted and paid by insurance.

Forms for examination shall be provided by the Board, and such evidence shall be limited to a statement from a licensed physician of the employee's physical fitness to perform assigned duties.

The Board may require, at its expense, a subsequent examination by a physician of the Board's choice, when in its judgment such an examination is relevant to an employee's performance or status.

HOLIDAYS

Employees working twelve (12) months a year will be allowed ten (10) paid holidays. The holidays are: New Year's Day, Memorial Day, Good Friday, July 4, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve day and Christmas Day. The tenth holiday is President's Day unless waived by negotiations with teachers union. If the holiday falls on a weekend, the associate will be paid for either the previous Friday or the following Monday.

HOURLY EMPLOYEES - TIME CLOCK & PAYMENT

All hourly people are expected to punch in and out on the time clock system located in each building. All overtime must be prior approved by the immediate supervisor.

Pay periods are the 1st through the 15th and the 16th through the last day of each month.

Payment for hourly employees is made twice a month, by direct deposit, on or before the 10th and 25th of the month.

HOURS

Associate's number of work hours will be on each individual contract. In the absence of specified hours on those individual contracts, the hours will be arranged through the immediate supervisor. All hours worked over forty (40) per week will be paid at the rate of time and a half (1 1/2) of the regular rate. The associate's immediate supervisor must give prior approval for all overtime. The process of leave requests is separate from timecards. In order to be paid for a sick, personal, emergency, bereavement or professional day, a leave sheet must be completed. Failure to do so will result in no pay for that day(s). 7 minutes on the time clock system count as the previous quarter hour; 8 minutes on the time clock count as next quarter hour.

IN-SERVICE DAYS

Hourly support staff will not be required to work during teacher in-service time (all day / early outs / late starts). With permission of their building principal (indicated by his/her signature on the employee's time card), the staff member may work if there is work to be done.

INSURANCE

The Board agrees to make available to all eligible employees (non certified employees working 30+ hours per week the following protection:

Medical Insurance

Term Life, Accidental Death & Dismemberment

Disability Insurance

Dental Insurance

Participation in the medical and dental insurance plans, if eligible, shall be at the option of the employee, if contributory. All non certified employees must work 90 days before being eligible for health/dental/life/LTD insurance coverage. Only those employees working as full time (8 hrs/day/ 11-12 month/yr) will receive contributions toward the cost of the above insurance. The exception to the 8-hr rule would be management positions in the Food Service. Employees shall be covered if application is made in a timely fashion and according to the terms and regulations of the insurance carrier. The Board shall not be responsible for providing insurance to employees if they are not accepted in the group plan by the insurance carrier. Those individuals taking single insurance paid by the district or opting out must pay .50 cents towards medical and .50 cents towards dental insurance plan. Subject to the first premium contribution limitation stated above, the Board will contribute cost of single plan (up to \$700); \$700/family per month for medical and up to \$30/month for dental and \$50.00 toward Life, AD & D for full-time employees. The expense of the LTD coverage will be the responsibility of the employee through payroll deduction.

Subject to limitations by insurance company to insure 75% of eligible employees, those employees wishing to "opt out" due to double coverage because of coverage by spouse, will receive the amount of the cheapest insurance premium offered in the form of a Tax Sheltered Annuity (up to maximum of \$530). Forms must be obtained from the office to apply for TSA and appropriate insurance forms must be filled out indicating the employee is waiving coverage. The employee must also provide proof of coverage on spouse's plan.

Workman's Compensation

Each employee shall be covered by worker's compensation paid for by the Board. The Board shall pay to an employee, because of absence due to injury incurred in the course of the employee's employment, their regular pay with the employee using sick leave until Workman's Compensation payments start, up to the accumulated sick leave of such employee. If said employee is not off work long enough to qualify for Workman's Compensation, they may use sick leave (up to their accumulated maximum) and be paid their regular wage.

Coverage

The Board-provided insurance program for continuing employees shall be for the duration of their employment. Employees new to the District shall have a ninety (90) day waiting period before insurance coverage is in effect.

Continuation

Employees covered under the school's insurance have the option of continuing their insurance for up to eighteen (18) months after leaving the District's employment under provisions provided in COBRA. Notification and appropriate forms will be given to terminating employees within two weeks of the termination date. Those retiring from the district have the option by law to remain on the school's insurance plan until such time as they turn 65.

JOB DESCRIPTIONS

All employees shall receive a written copy of their job description.

LEAVES OF ABSENCE

Regardless of the type of leave an employee takes, he/she must fill out a Leave Request form and have it initialed by the immediate supervisor. It then should be submitted to the Business Office for approval. Once the process is completed, a copy of the form will be returned to the employee. In addition to completing the Leave Request form, all leave days of any kind must be written in on the employee's timecard. Note that the process of leave requests is separate from that of time cards; therefore, failure to write the type of leave and number of hours on the timecard will result in no pay for that period of time.

Bereavement Leave

1. A total of up to five (5) days of bereavement leave per incident will be granted due to the death in the immediate family of the employee. The immediate family shall be considered to mean a mother, father, child, spouse, sister, brother, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchildren, grandparents, mother-in-law, father-in-law of the employee.

2. A total of up to two (2) days of bereavement leave per incident will be granted due to the death of an aunt or uncle, niece or nephew of the employee or employee's spouse, the aunt or uncle of an employee's spouse, or the grandparents of the employee's spouse.

3. One day of bereavement leave per year will be granted to attend the funeral of other relatives and friends. Additional bereavement needs would fall under Good Cause requests.

4. In the event of a co-worker's funeral or a member of the immediate family of a co-worker, provisions will be made for appropriate District representation.

5. Bereavement leave may be used in one fourth (1/4) increments.

Emergency Leave

A total of up to five (5) days of emergency leave per incident will be granted:

1. For absences due to the hospitalization or emergency treatment of his/her immediate family (i.e. spouse, child, father, mother, grandparents, brothers, sisters, grandchildren of the employee or of his/her spouse).
2. Emergency leave may be used in one-fourth (1/4) day increments and is not cumulative from one year to the next.

Family Medical Leave

Unpaid family and medical leave will be granted up to twelve (12) weeks per year to assist employees in balancing family and work life. For purposes of this leave, year is defined as fiscal, July 1 to June 30. Requests for family and medical leave shall be made to the Superintendent.

Jury Duty

Upon employee's request, they shall be excused for jury duty. They will be paid their regular wage. Any fees paid from the courts are to be turned in to the school. The employee, however, may keep the mileage portion.

Personal Leave

At the beginning of each year, all support personnel will be granted two (2) personal days which may be used for any reason. Arrangement for use of personal days must be prior approved through the immediate supervisor. Personal Leave may be used in a minimum of one-eighth (1/8) day increments if no sub is needed with a minimum of one-half (1/2) day if a substitute is needed.

Personal leave will automatically roll over up to the maximum of three (3) days unless the appropriate form is submitted requesting payment. Unused personal days will be compensated (half or whole-day increments only) at the employee's regular contracted rate with a limit of two (2) paid per year. Notification must be made to the office prior to check out on the Personal Days form.

Professional Leave

Employees are encouraged to attend conferences and meetings that will increase their professional competence. Leaves of absence for attendance at those functions will be at full pay. The number of days will be negotiated on a yearly basis through the employee's immediate supervisor.

Registration, if required for such meetings and conferences, will be paid by the District. The District shall have the option of furnishing the employee with transportation or in lieu thereof, mileage reimbursement if the District requires the employee to use his/her own vehicle. Meals will be paid only on required overnight stays on an actual cost basis not to exceed \$35.00 for three consecutive meals and upon presentation of receipts. Lodging expense will be paid on an actual cost basis up to \$120.00 per night again, upon presentation of receipts. Attach all receipts to an Expense Form obtained from the Business Office.

Final approval for use of professional leave is granted by the Superintendent.

Sick Leave

All full-time employees shall be granted sick leave according to the following schedule:

- 1st year of employment in the system - 10 days
- 2nd year of employment in the system - 11 days
- 3rd and subsequent years of employment - 15 days

If there should be unused portions of sick leave in any one year, it plus a given year's sick leave allowance shall be accumulated up to a maximum of 135 days. Each year's allotment shall be used before any previously accumulated days. Employees will be given an accounting of accumulated sick leave days no later than September 10th of each school year. This accounting is on the stub of the employee's direct deposit slip.

All less than full-time employees shall receive the same number of days allowance as full-time employees with the length of each day's allowance being equal to the length of the day under contract. If said employee subsequently becomes a full-time employee, all accumulated sick leave credit shall be carried forward on a prorated basis as full-time days.

- A. Personal Sick Leave
 1. This is defined as "absence for personal illness or injury" and shall not be construed to include absence necessitated by severe illness in the family.
 2. Personal sick leave may be taken in one-eighth (1/8) day increments
 3. Full pay will be granted for sick leave. Any employee absent more than his/her allotted leave will receive no

pay. Said employee may request a leave of absence without pay from the Superintendent.

4. A doctor's statement may be required by the Superintendent to verify the illness of an employee.
5. Personal sick leave may be taken for a health-related appointment after every attempt has been made to schedule it outside the student day.

B. Family Sick Leave

1. Family, for the purposes of this leave only, shall be defined as spouse, child or the father, mother, grandparents, brother or sister of the employee or of his/her spouse.
2. Family sick leave may be used for remaining at home with a sick child or member of the family. A doctor's statement may be required by the Superintendent to verify the illness of the family member.
3. This leave may be taken in one-eighth (1/8) day increments.
4. There is no limit to the number of family sick leave days the employee uses as long as he/she has accumulated enough sick leave to cover the time absent.
5. Maternity leave will be paid leave, capped at 35 work days (under normal circumstances of acquiring a child), not to exceed the total of accumulated sick leave days. Emergency leave may not be used for normal delivery or acquisition of a child. Emergency leave may be used only when an unexpected hospitalization is required and sick leave is exhausted.

Vacation

Associates working twelve (12) months of the year are the only ones eligible for vacation. Associates who have worked one (1) year, unless his/her individual contract specifies otherwise, shall receive five (5) days vacation each year. Associates having worked two to five (2-5) continuous years shall received ten (10) days vacation each year. Associates having worked six (6) continuous years shall receive fifteen (15) days of vacation each year. The vacation time is granted AFTER completion of the number of years specified. Associates leaving prior to the end of their contract year shall receive their prorated share of vacation for the year. Vacation does not accrue from year to year. The time must be taken in the year it is earned.

MEETINGS

Associates may be required to work outside the regular workday without additional compensation for the purpose of attending staff meetings required by the School Board or administration. If building principals are conveying information to teachers and they wish support staff to attend, it will be the responsibility of the principal to inform which support staff they wish to attend. If there is an issue being addressed at a meeting that a support staff wants to hear about, he/she should contact the building principal and inform him/her that he/she would like to attend that meeting.

NONSEXIST GENDER FAIR EQUITY

It is the policy of the Aplington-Parkersburg Community School District not to discriminate on the basis of race, color, gender, religion, age, marital status, disability or national origin in its educational programs, student treatment, student activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and the Federal Rehabilitation Act of 1973.

The Aplington-Parkersburg equity coordinator is Mrs. Amy May. Inquiries regarding compliance with equal education opportunity should be directed to Mrs. May. Mrs. May may be contacted at the following:

Aplington-Parkersburg Community School District
602 Lincoln Street
Parkersburg, IA 50665

Phone: 319+346-2446

SALARIED EMPLOYEES PAYMENT

Salaried employees are paid according to their individual contract. Payment is made on the 10th and 25th (or before) of each month by direct deposit.

SCHOOL VEHICLES

Any employee in either building wishing to use a school-owned vehicle must make arrangements in advance with personnel at the high school. If no school vehicle is available on the date needed, the employee will be reimbursed for the use of his own vehicle. Said employee needs to fill out an "Expense Reimbursement" form and submit it for payment based on the current rate per mile.

All employees using school-owned vehicles must record the mileage on the sheets provided in the vehicle. You need to record on that sheet the beginning odometer reading, the ending odometer reading and the total number of miles driven all in the appropriate columns. If the employee is unsure of the proper column for the number of miles, be sure to check in the Business Office.

Extra-Curricular Driving

Individuals driving school-owned vehicles for extra-curricular duties must fill out both the mileage sheet in the vehicle and the blue "Extra-Curricular Activities Vehicle Report" which is used to pay the driver. The current rates of pay are listed on the blue sheets. These blue sheets should be turned into the Business Manager as soon as possible after driving the event or, at the very least, once per month by noon on the last working day of the month. Failure to meet this deadline will result in the payment being made one month late.

TRANSFERS

Support staff will be given the opportunity to apply for another position for which they are qualified in the school by informing the building principal and/or the Superintendent. Application does not guarantee the transfer.

Parkersburg Elementary Flower/Gift Guidelines

The amount per individual to contribute is \$10.00. All contributions should be paid at the office no later than September 15th. If there is not a contribution turned in by you by this deadline, no further reminders will be sent. It will be assumed that you do not wish to participate.

For those not participating - Card only

Funerals	\$30.00	Spouse, child, faculty/personnel's Parents, or immediate family
Weddings	\$30.00	Faculty/school personnel
Baby	\$30.00	Faculty/school personnel (natural or By adoption)
Hospital	\$30.00	Faculty/school personnel or spouses
Gifts	\$15.00	Teacher/school personnel leaving 3 years or less
	\$25.00	Teacher/school personnel leaving 4-9 years
	\$30.00	Teacher/school personnel leaving 10+ years
	\$50.00	Teacher/school personnel retiring

APLINGTON ELEMENTARY + A-P MIDDLE SCHOOL

Contribution each year is determined by carryover.

Funeral	\$25.00	(Gift/flowers/money) will be sent for the funeral of any school employee or the spouse/child/parent of said employee. Cards will be sent in all other instances brought to the attention of the committee.
Hospital	\$20.00	(Gift/flowers/money) will be sent for the hospitalization of any school employee. This will not include single-day visits or tests. Cards will be sent in all other instances brought to the attention of the committee.
Wedding	\$25.00	(Gift/money) OR a Bridal Shower will be given for Wedding of any school employee.
Birth		A card will be sent to welcome the child of any school employee. A small silver bank will be given to the family at the time of a shower given for a school employee. Baby gifts will supersede flowers sent for hospitalization.
Retirement		Any school employee retiring from the system will Be given a framed photograph of the school from Voss Studio. Envelopes for voluntary contributions will be made available to give to any employee retiring from the system or leaving the district. A party will be given with staff and retiree's Selected guests attending.
Parties		Parties given for retirement/farewell/birth/Wedding/etc. will be the responsibility of the joint Social/Courtesy Committee.
Employee Appreciation		One week in conjunction with National Education Week will be designated as "Employee Appreciation Week". This will take place during the month of November and will honor all staff. Individual Recognition days will not be specifically observed.
School Board Appreciation		A meat and cheese tray will be sent from the staff to the board members at the May board meeting to show appreciation for their service.

APLINGTON-PARKERSBURG HIGH SCHOOL FLOWER/GIFT FUND GUIDELINES

These guidelines will be reviewed and amounts changed as deemed necessary. Everyone in our building (administrators, secretaries, cooks, custodian, teacher aides, bus driver, nurse, lunch attendant and teachers) has contributed to this fund; therefore, everyone will receive flowers/gifts as the guidelines apply to him/her. To simplify things, we would hope that everyone would continue to contribute to this fund. If, however, someone does NOT participate, they would be exempt from receiving items from these monies. This fund is to simplify the collection of money for individual events and, as fairly as possible, to remember everyone for the occasions listed.

This fund is set up so that individuals do not have to contribute separately to each and every event that happens at our school. We realize that many people become very close friends and feel that we should do more than what is listed below. This is up to the individual if or not they want to contribute to any collections outside of this fund.

It is the responsibility of the Principal's Secretary to make decisions beyond these guidelines. It is up to all who participate in this fund to tell the Secretary if they know of any covered event. Do not assume the secretary has been notified. The Secretary will keep an accurate and detailed record of the amount of income and expenses, and the fund shall be kept in the high school vault. If there is any leftover money at the end of the year, it will be used to cover events in the summer and then carry over into the next school year. The amount collected at the beginning of the school year will be based on any carryover remaining from the previous year and known upcoming events. If the fund is depleted during the school year, those participating will be expected to contribute a second time.

Every attempt will be made to inform the general population of actions taken throughout the year.

1. Marriage of Staff Member - \$30 gift certificate and card
2. Birth/Adoption of a child - \$15 gift/certificate and card
3. Staff leaving district -
 - a. 5 years or less - \$15
 - b. 6-10 years - \$25
 - c. More than 10 years - \$40
4. Hospitalization - \$25 plant/balloon arrangement
5. Death:
 - a. of a Staff Member - \$40 plant
 - b. of a Staff Member's spouse/child - \$30 plant of a Staff Member's parents/sibling/parent-in-law - \$20 plant
 - c. of a Staff Member's grandparent - \$15 plant
 - d. of a Student - \$20 plant
6. Cards will be sent for the following:
 - a. 25th or 40th wedding anniversary of Staff Member
 - b. School Board Member's hospitalization/marriage/birth/adoption

Personal Days Form

Personal Leave

Personal leave will automatically roll over up to the maximum of three (3) days unless this form is submitted requesting payment (regular sub teacher daily rate). Unused personal days will be compensated (half or whole-day increments only) at employee's contracted rate with a limit of two (2) paid per year. Notification must be made to the office prior to check out on the Personal Days form.

I have _____ personal day(s) remaining at the end of the _____ school year.

_____ I request to be paid for 1/2 1 1 1/2 2 days (circle one)

Employee Signature