

Wayland Union Schools  
Great Start Readiness Preschool  
Employee Handbook

**Revised March 2025**

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## Purpose

The information in this Handbook applies to all staff who are part of the GSRP Program and not under an individual employment agreement, such as administrative employees.

This Handbook has been established for the purpose of defining and coordinating the personnel administration of Wayland Union Schools (hereinafter referred to as the District). The handbook, and the District Board of Education Policies, serves as guides for helping you understand your responsibilities and to provide information on working conditions, salary and fringe benefits, as well as to answer questions regarding rules and procedures that pertain to your employment.

We hope that your employment with the Wayland Union Schools will be mutually rewarding. Your job is important to the total operation of the school system and to the students we serve.

The District may exercise its sole discretion in applying and interpreting its policies, and it may deviate as needed to appropriately deal with and resolve specific situations. In the event there are modifications to this handbook, the District will provide written notice in advance of the effective date.

No representative of the District has authority to enter into an agreement with you that is contrary to the foregoing, except through a written agreement approved by the Board of Education and signed by the Superintendent. No other officers or representatives of the District have such authority, nor do they have authority to make agreements inconsistent with the contents of this handbook.

The administration and supervision of employees in accordance with this handbook is the responsibility of the Superintendent. The Superintendent may delegate to others, where appropriate, specific areas of this responsibility and authority.

This handbook does not preempt or replace applicable laws.

If you have any further questions, please contact your immediate supervisor. Your questions or comments are always welcome.

## Personnel Administration

### **Probation:**

You shall be considered a probationary employee for the first ninety (90) calendar days. A formal evaluation may be performed within the probationary period to help address any issues with performance or attendance. If, at any time prior to the conclusion of the probationary period your work performance is found to be of unacceptable quality, you may, upon recommendation of your supervisor and the Superintendent, be subject to immediate dismissal. Under no circumstances will the probationary period be extended.

Because your employment with Wayland Union Schools is voluntary and at will, you may terminate your employment at any time during or after the probation period, with or without cause or advance notice. Likewise, Wayland Union Schools also may terminate your employment at any time during or after the probation period, with or without cause or advance notice.

### **Evaluations:**

A formal performance evaluation to discuss your work and goals, to identify and correct weaknesses, and to encourage and recognize strengths may be conducted by your immediate supervisor at least once every two years. Informal evaluations may be conducted throughout the year by your immediate supervisor. Additionally, it is encouraged that you and your supervisor discuss job performance and goals on an informal, day-to-day basis.

### **Working Hours:**

The District operations are scheduled for Monday through Friday, eight (8) hours per day. During the summer and holiday breaks, a change of hours may be approved by the Superintendent or his designee. The District will determine your work schedule, with no guarantee of a minimum of hours.

You are required to keep accurate records of hours worked as requested by the District Administration, this is accomplished by utilizing the approved timekeeping system and submitting your time sheets, on a per pay period basis, to your supervisor. Adjustments in the minimum daily hours of work must be mutually agreed upon by you and your Administrator.

Employees are entitled to a ten (10) minute break which shall be considered part of their work day. Employees, working a minimum of five (5) hours daily, will have a duty-free lunch period of one-half (1/2) hour. This lunch period shall be in addition to the regular work day and is unpaid.

Overtime, extra work, or comp time must be pre-approved by the Building Administrator and the business office using the proper procedures. Guidelines and tracking sheets are available at [www.waylandunion.org](http://www.waylandunion.org).

### **School & Building Closures:**

Employees in this classification will not be required to report to work on days when school is closed due to inclement weather or other emergency. Employees will be paid for the state allowed snow days (up to 6) as they occur. However, additional snow days will not be paid. Employees will be paid for any required make-up days that are added to the school year, as they occur at the end of the year. Full calendar year employees are expected to report to work for all additional snow days beyond the first six (6) snow days of the school year. If employees report to work on a snow day they may not “bank” time for the day. They will be paid a full day, combining the actual time worked and the “snow day” time to equal a full day. No comp time is earned. In the event of a school delay, hourly employees covered under this handbook will be paid for the actual hours worked that day.

**Payroll:**

You will be paid on the 5<sup>th</sup> and 20<sup>th</sup> of every month. In the event that date falls on a Saturday or Sunday, you will be paid the Friday prior to that date. All wages are paid by direct deposit.

Wayland Union Schools makes all reasonable efforts to ensure that Employees receive the correct amount of pay in each pay period. In the event there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Department so that the possible/needed corrections can be made as quickly as possible.

Certain deductions will be made in accordance with federal and state laws.

The positions covered in this Handbook are included in the Non-Affiliated Salary Schedule, Appendix A.

## INSURANCE BENEFITS

Employees working a minimum number of hours, as established by the Superintendent, are eligible to receive health and other insurance benefits. As defined below:

Option A – includes a High Deductible Health Plan, dental, vision, LTD, and life insurance (\$50,000).

Option B -- includes a Low Deductible Health Plan, dental, vision, LTD, and life insurance (\$50,000).

Option C – includes dental, vision, LTD, and life insurance (\$50,000).

The BOE will make an annual determination to either maintain 80/20 (employer/employee) or Hard Cap insurance premium percentages. These deductions will be pre-tax in accordance with the Districts Section 125 plan.

Option A- HDHP benefits currently include a H.S.A. component – this is subject to Board directive. The District will fund 100% of the H.S.A. amount in January of each year. The employee will reimburse the District 20% of the H.S.A. amount deducted at the rate of 1/24<sup>th</sup> each pay period. Should an employee leave prior to the end of the H.S.A. year the employee will refund the District 100% of H.S.A. funds for all months not employed during the balance of the calendar year. The District will deduct from the employee's final paycheck an amount sufficient to recover the balance of all H.S.A. funds. (Assures compliance with PA 152).

Employees choosing Option C shall receive cash-in-lieu of health insurance in the amount of \$5,000 annually, paid in equal monthly payments, included on the paycheck. This amount is subject to change by Board directive.

**403(b) and 457(b) Plans:**

You have the option of contributing to either a 403(b) or 457(b) tax sheltered annuity plans or Roth 403(b) or 457(b) plans. For more details on this, please review the information pertaining to this on the District website.

## Time Away from Wayland Union Schools

### Holidays:

Employees will be paid for the following holidays based on number of days worked per week:

Work 5 days per week: Paid 7 holidays as they occur occur for hours normally worked on the observed day	Work 4 days per week: Paid 6 holidays as they occur	Work 3 days per week: Paid 5 holidays as they occur	Work 2 days per week: Paid for 4 holidays as they
Labor Day	Labor Day	Labor Day	Labor Day
Thanksgiving Day	Thanksgiving Day	Thanksgiving Day	Thanksgiving
Christmas Day	Christmas Day	Christmas Day	Christmas Day
Christmas Eve	Christmas Eve	Christmas Eve	New Years Day
New Years Day	New Years Day	New Years Day	
New Years Eve	New Years Eve		
Memorial Day			

If a holiday falls on a Saturday, the Friday preceding will be the celebrated holiday. If the holiday falls on a Sunday, the following Monday will be the celebrated holiday.

\* Holidays will be paid the equivalent of hours paid on a typical workday that coincides with the observed day for the Holiday, OR if the employees schedule varies, the average daily hours worked in a normal week will be paid for all listed holidays. For example, scheduled working hours per day: 6,0,6,0,6= 6 hours average (of days worked) would be entered in the system to be paid for all holidays (observance does not apply).

### Time Off

#### ESTA (Earned Sick Time Act)

Preschool Non-Affiliated employees will earn ESTA each month September through May (8 hours per month). 72 hours will be front loaded in July or pro-rated & loaded based on when a new hire starts working. In the event that an employee's active status changes prior to the end of the school year, all ESTA will be pro-rated. Any time used that was unearned will be required to be paid back to the district.

ESTA Use limitations:

- Time can be used in full and half day increments. A day is equal to what you are scheduled to work (regardless of the number of hours. (For example if an employee is only scheduled to work AM on T/TH, they will utilize a full ETO day to take that time off).
- ESTA can be used for the employee's or the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care or treatment of the employee's or the employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for the employee or the employee's family member.
- ESTA can be used if the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care of psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- ESTA can be used for meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.
- ESTA can be used for closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by

order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, regardless of whether the employee or family member has actually contracted the communicable disease.

- More than 3 consecutive days will require reasonable documentation that the leave has been used for a permissible purpose defined by ESTA (above).
- ESTA must be used for reasons defined by ESTA before ETO can be used.
- Days off should be entered as they occur in the absence management system determined by the district.

Family member is defined by the Earned Sick Time Act and: Biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in place of a parent. Biological parent, foster parent, stepparent, or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in place of a parent when the employee was a minor child. Grandparent. Grandchild. Biological, foster, or adopted sibling. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Any ESTA hours remaining at the end of the school year, will be rolled over into ETO days.

### **Earned Time Off (ETO):**

Employees will NOT earn ETO. ETO is granted when ESTA hours roll at the end of each school year.

ETO Use limitations:

- Time can be used in full and half day increments. A day is equal to what you are scheduled to work (regardless of the number of hours. (For example if an employee is only scheduled to work AM on T/TH, they will utilize a full ETO day to take that time off).
- No more than 3 consecutive days can be taken at one time, unless a dr. note is provided stating the employee was unable to work
- Days off should be entered as they occur in the absence management system determined by the district.
- Days cannot be used the first five student days or last five student days, unless a dr. note is provided stating that the employee is unable to work.
- Days cannot be attached to any district scheduled break, unless a dr. note is provided stating that the employee is unable to work.
- Days cannot be attached to the use of ESTA days, unless all ESTA days have been exhausted AND a dr. note is provided stating the employee is unable to work.

A doctor's note must be provided within 3 days of the need for a note.

ETO days (up to 150) will roll over each July. If on June 30, an employee has more than 150 days in their bank, they will lose the additional time. Thereby starting July 1 with 150 days plus any rolled over ESTA days.

The Board reserves the right to require reasonable proof of illness including a doctor's certificate, where a pattern of ETO leave indicates abuse.

Family Emergencies/Bereavement up to 5 ETO days can be taken for an emergency leave, when authorized by the supervisor. The immediate family shall include mothers, fathers, children, grandparents, grandchildren, brothers, and sisters (to include all step and in-law of those relations).

In the event a WUS employee transfers from another classification and has days in their leave time categories, their days will be calculated by the admin office for the conversion needed based on the number of hours daily in their former position compared to the scheduled hours of the new position.

No ETO days will be paid out upon leaving employment.

**Unpaid Leave:**

Unpaid leave may be requested. Unpaid leaves must be requested through and approved by the Superintendent. Unpaid leave may result in a proration of insurance benefits.

If an employee has exhausted all leave and misses three (3) unapproved consecutive days, a medical note will be required.

**Disciplinary Action:**

The General Employee Handbook defines certain standards and expectations regarding conduct and performance within the District. Violation of these standards and expectations will generally result in corrective action, which may include formal disciplinary action. No Handbook can be all inclusive of the behaviors that may lead to corrective disciplinary action. The District expects all employees to exercise common sense and good judgment in the best interest of the students and the District as a whole at all times. Refer to the General Employee Handbook for further information.

**Conferences:**

The District encourages attendance at approved, school-related conferences (i.e. MSBO) or workshops for your currently held position. Prior approval is required for up to two (2) conference or workshop days per fiscal year. When required conference(s) are requested, or suggested for your position, and approved by the District, using the conference request form available online, expenses for travel, lodging and meals will be paid (pre-approval is necessary through the Business Office).

**Tuition Reimbursement:**

Non-Affiliated employees, who have worked for the District a minimum of one (1) year, may access tuition assistance to improve skill sets which directly relate to their current job role. The District will assist in offsetting tuition cost up to \$500.00 per employee, per fiscal year. Annual cap of budgeted funding does apply.

The coursework must be at an accredited college, university, or tech center established for higher learning and be approved by the Director of Finance and Operations prior to enrollment to qualify for reimbursement. Reimbursement will be made upon written request with proof of grade at a "B" or better, and proof of payment.

**CPR Certification:**

The preschool staff will arrange for CPR certification which is required for the preschool. The District will pay time in attendance and training expenses, when using District provided CPR training.

**Central Registry Clearance (CRC) and background check:**

Preschool staff are required to complete a Central Registry Clearance. Please see the Early Childhood Director for directions in completing the form for the Central Registry Clearance. Background checks (fingerprinting) are required for BOTH the school employment and the preschool licensing. Since two sets of prints are required, the District will reimburse for one set of prints on the first payroll. A reimbursement form must be completed and will be included as part of onboarding forms.



**Reporting illness:**

In the event of illness, or absence, you must notify your supervisor by email and arrange a sub through the Absence Management system. To best serve our students, the absence should be entered the night before if possible.

**Recording work hours:**

All hourly employees are required to report their time worked utilizing an approved timekeeping system. The time must be approved by the immediate supervisor. Online time sheets are to be completed weekly and submitted for the pay periods.

## Employee Benefits

**Required licensing professional development and conferences:**

The District will pay regular wages for up to 16 hours of professional development which meet the requirements for annual licensing. Additional hours will be on employees' own time and expense. Prior approval is required for all professional development. A conference request form must be completed and approved by your building administrator and administration for all conferences or workshops that are not District provided.

**Snow days:**

Staff may be scheduled at other times to complete the preschool calendar. Preschool staff will be paid for up to 6 state forgiven snow days which fall on a normally scheduled work day---- if no snow on your work day, no snow day pay. Example, if staffing a MWF preschool, but snow day is on Tuesday only - no snow day pay for staff that week in the MWF program.

**Evaluation:**

A written evaluation of all pre-school employees shall be made by their immediate supervisor each year. The evaluation shall be discussed with, and signed by the employee involved and placed in their personnel file in the Central office.

**Work hours:**

School day working time is set by the supervisor. In addition to student days, teachers can work up to 12 hours prior to the school year to prepare the classroom and up to 8 hours after students are finished to close the program. The supervisor may schedule up to four additional hours for staff meetings for the teacher and/or aides. In addition to the regular work hours the following time is required and paid:

1. Teacher and aides are required to facilitate preschool open houses (2 hours) and early childhood nights (2 hours). In addition, teachers will hold parent teacher conferences two times a year. Teacher paid hours for parent teacher conferences will be determined by the supervisor annually, based on student enrollment.
2. PREP TIME:  
 Extended day programs: Teachers may have up to 50 minutes of prep time per day  
 Partial day programs (AM session or PM session): Teacher may have up to 30 minutes of prep per session.
3. Student Supervision Time:  
 Aides may have a total of 30 minutes supervision time per day to monitor student arrival and departure.

Preschool employees may sub in the preschool program OR in the school as an aide or kitchen assistant. The time subbing must not interfere with normal scheduled work time. The regular rate of pay will be paid for time subbing in these capacities. Aides substituting for the preschool teacher will be paid \$0.50 per hour in addition to their current pay rate.

## Appendix A

GSRP Wage Schedule 2024-2025				
7/1/2024	level	level	level	level
Step	1	2	5	6
1	\$13.61	\$16.09	\$23.68	\$24.97
2	\$14.02	\$16.81	\$24.73	\$26.10
3	\$14.63	\$17.56	\$25.84	\$27.28
4	\$15.29	\$18.34	\$27.01	\$28.51
5	\$15.97	\$19.17	\$28.22	\$29.79
6	\$16.70	\$20.06	\$29.48	\$31.12
7	\$17.45	\$20.95	\$30.83	\$32.53
	5%	5%	5%	5%
<b>LONGEVITY</b>				
5 years	\$500			
10 years	\$600			
15 years	\$700			
20 years	\$1,000			
**Longevity is based on completed years in District, to be paid each year, on the June 20th payroll.				
Level 1	<b>GSRP Associate Teacher (w/o CDA)</b>			
Level 2	<b>GSRP Associate Teacher (w/CDA)</b>			
Level 5	<b>GSRP Lead Teacher (w/o Degree)</b>			
Level 6	<b>GSRP Lead Teacher (w/ Degree)</b>			