

Wayland Union Schools

Preschool

Employee Handbook

Revised July 2025

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Purpose

The information in this Handbook applies to all staff who are part of the GSRP and Tuition Preschool Programs 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 to help 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.

If the program(s) covered by this handbook is interrupted or canceled by the district, or not of its own accord, pay will not be rendered to employees for services not provided to participants.

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 the 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 the 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. The evaluation shall be discussed with and signed by the employee involved and placed in their personnel file in Central Office. 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.

Work hours/days:

The District will determine your work schedule, with no guarantee of a minimum of hours.

The supervisor may schedule staff meetings up to 1x/month with required attendance and included as part of salary for Associates and Leads. Up to 4 additional hours for Tuition preschool will be paid for attending meetings.

Associate Teachers are required to work a minimum of 150 days.

Lead Teachers are required to work a minimum of 170 days.

In addition to the minimum number of days, and included in their salary, teachers and associates are required to attend parent teacher conferences, attend meetings, and facilitate preschool open houses and early childhood nights.

Staff are expected to maintain all required certifications to maintain their assigned positions. Any work completed to maintain certifications or complete professional development is unpaid and on their own time.

Any overtime or extra work must be pre-approved by the Administrator and the business office using the proper procedures.

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 another emergency.

Hourly employees will be paid for the state allowed snow days (up to 6) as they occur on days which fall on a normally schedule work day. If no snow day on your work day, no snow day pay. Any additional snow days will not be paid. Hourly employees will also be paid for any required make-up days that are added to the school year, as they occur at the end of the year. 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 5th and 20th of every month. If the date falls on a Saturday or Sunday, you will be paid the Friday prior to that date. All wages are paid by direct deposit.

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.

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 to the minimum daily hours of work must be mutually agreed upon by you and your Administrator.

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 Preschool Salary Schedule, Appendix A.

BENEFITS

GSRP Associate and Lead Teachers, 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 (\$45,000).
- Option B -- includes a Low Deductible Health Plan, dental, vision, LTD, and life insurance (\$45,000).
- 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 1/24th 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.

GSRP Third Teachers, Tuition Preschool Teachers and Tuition Preschool Aides, are eligible to receive health benefits. As defined below (no dental, vision, or cash-in-lieu):

- includes a Low-Deductible Health Plan (80% of single coverage paid by the district).

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. Dependent and Full Family Health Plan is available with 100% of the cost difference being paid by the employee.

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.

Tuition Reimbursement:

Preschool 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 costs 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.

Time Away from Wayland Union Schools

Holidays:

Tuition Preschool Employees will be paid for the following holidays:

- Labor Day
- Thanksgiving Day
- Christmas Day
- Christmas Eve
- New Years Day
- 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.

Time Off

ESTA (Earned Sick Time Act)

Preschool employees will earn ESTA each month September through May (1.25 days per month, total of 11.25 days/year). This time will be calculated and front loaded in July or pro-rated & loaded based on when a new hire starts working. If 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 days 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 time is rolled 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 in the first five student days or the 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.

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. Reporting sickness requires a minimum of one hour prior to starting time (as per the Wayland Union Employee Handbook). Any call-ins after that time are subject to discipline.

Unpaid Leave:

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

If an employee has exhausted all leave and misses three (3) 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.

Conditions of Employment

Required licensing professional development and conferences:

Annual licensing, required certification, and all professional development will be on employee's own time and expense. It is the employee's responsibility to maintain all required certification associated to their position.

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 school employment and preschool licensing. Since two sets of prints are required, the District will reimburse one set of prints. A reimbursement form must be completed and submitted with proper receipts and documentation.

Appendix A

Tuition Preschool Wage Schedule 2025-2026

Step	Level 1	Level 2	Level 3	LONGEVITY	**Longevity is based on years in District.
	Hourly	Hourly	Hourly		
1	\$15.02	\$17.70	\$19.97	5 years	\$500.00
2	\$15.47	\$18.23	\$20.57	10 Years	\$600.00
3	\$15.93	\$18.78	\$21.19	15 Years	\$700.00
4	\$16.41	\$19.34	\$21.82	20 years	\$1,000.00
5	\$16.91	\$19.92	\$22.48		
6	\$17.41	\$20.52	\$23.15		
7	\$17.93	\$21.13	\$23.85		

Level 1 Tuition Preschool Aides

Level 2 Tuition Preschool Teacher (w/o CDA)

Level 3 Tuition Preschool Teacher (w/CDA or Degree)

NOTE: start date after Dec 31 in a school year, maintains same step for following school year Steps are granted July 1 each year

GSRP Wage Schedule 2025-2026

Step	Level 1	Level 2	Level 3	Level 4	Level 5	LONGEVITY	**Longevity is based on years in District.
	Hourly	Salary	Salary	Salary	Salary		
1	\$15.02	\$19,632.00	\$21,240.00	\$34,285.44	\$36,919.68	5 years	\$500.00
2	\$15.47	\$20,220.00	\$21,876.00	\$35,320.32	\$38,021.76	10 Years	\$600.00
3	\$15.93	\$20,832.00	\$22,536.00	\$36,368.64	\$39,164.16	15 Years	\$700.00
4	\$16.41	\$21,456.00	\$23,208.00	\$37,470.72	\$40,346.88	20 years	\$1,000.00
5	\$16.91	\$22,092.00	\$23,904.00	\$38,586.24	\$41,556.48		
6	\$17.41	\$22,764.00	\$24,624.00	\$39,742.08	\$42,806.40		
7	\$17.93	\$23,436.00	\$25,356.00	\$40,938.24	\$44,083.20		

Level 1 GSRP Third Teacher (w/o CDA)

Level 2 GSRP Associate Teacher (w/oCDA)

Level 3 GSRP Associate Teacher (w/CDA)

Level 4 GSRP Lead Teacher (w/o Degree)

Level 5 GSRP Lead Teacher (w/ Degree)

NOTE: start date after Dec 31 in a school year, maintains the same step for the following school year. Steps are granted July 1 each year.

Substitute Rates

GSRP Third Teacher or Tuition Aide subbing as a GSRP Associate Teacher or Tuition Preschool Teacher will receive an additional .50/hr

GSRP Associate Teacher subbing as GSRP Teacher or Tuition Preschool Teacher will receive \$1.00/hr in addition to their normal salary wages.

Tuition Teacher subbing as a GSRP Associate Teacher, Tuition Aide, or GSRP Third Teacher will be paid their same hourly rate.