

Board Policy

The Board of Trustees of Shelley Joint School District No. 60 recognizes that a dynamic and efficient staff dedicated to education is necessary to maintain a constantly improving educational program. The board is interested in all school personnel as individuals, and it recognizes responsibility for promoting the general welfare of the staff.

The board, pursuant to Idaho Code 33-1271, has adopted a procedural agreement providing for negotiations between the district and the Shelley Educational Association. All items resulting from negotiations shall be compiled in a document entitled "Master Agreement."

Suggested Implementation Guidelines

- A. Selection
1. Recruitment: An outstanding educational program is dependent upon the employment and retention of the best qualified professional personnel. This will be accomplished by giving careful consideration to qualifications and by providing attractive salary schedules, adequate facilities and good working conditions. Persons already on the staff will be given first consideration in filling any vacancy for which they are qualified. Overall recruitment and selection is the responsibility of the superintendent. General staff recruitment and recommendation for employment will be the responsibility of each building principal for his/her school.
 2. Application Procedures:
 - a) An application form must be completed and submitted to the district office.
 - b) The applicant will request a copy of his/her credentials from the appropriate placement office.
 - c) Application forms will be screened by administrative personnel.
 - d) A limited number of applicants will be selected to interview for each position available. The superintendent and/or principal involved will determine which applicants will be interviewed.
 3. Factors which influence selection of professional personnel are as follows:
 - a) Training and certification
 - b) Professional competence
 - c) Personality and compatibility
 - d) Suitability for the position
 - e) Professional attitude.

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4. Employment of Personnel: No discrimination against any person as to race, creed, religion, color, national origin, sex, or marital status shall prevail in the selection, retention or promotion of personnel. The inalienable rights, civil and personal, shall be safeguarded at all times. In the performance of their duties, all personnel shall be expected to show evidence of efficient service in the schools.
5. Renewable Contracts: Contracts will be awarded in accordance with the procedures of the State Board of Education and Idaho State Law.
6. Vacancies: The president of the Shelley Education Association will be notified of all teaching and administrative vacancies as they occur in the district.

B. Assignment

1. Teaching Year: The teacher's contract will encompass a total of 185 days and fulfill all Idaho State minimum requirements.
2. Teaching Day: Teachers will work a 8 hour work day with a 30-minute duty-free lunch that will be standard across the district with the actual times being determined by the administration.
3. Certification: All teachers must have a valid teaching certificate and the original must be filed in the office of the Superintendent of Schools.
4. Teaching Assignment: All certificated instructional personnel must be 'highly qualified' as defined in the No Child Left Behind Act (NCLB). To reach highly qualified status in the core subjects taught, instructional personnel must either have a valid Idaho Teaching Certificate in the subject area, have passed the Praxis test in the subject area (with the subsequent additions to teaching certificate endorsements), or be enrolled in an Idaho State Department of Education approved plan to reach highly qualified status. The School District is committed to having all of its instructional personnel merit highly qualified status and will comply with the provisions of NCLB, Section 119(c).

C. Compensation

1. Credits for salary adjustment: Credits accrued by each teacher for advancement on the salary schedule for the current school year must be recorded in the superintendent's office on or before October 15 of each year. Extenuating circumstances will be given individual attention. Credits, to be acceptable for salary adjustment, must be approved by the superintendent.
2. Social Security: Social security covers all employees. Premiums are deducted from the employee's pay.
3. Workman's Compensation: All employees are covered by the Workman's Compensation Act, which provides coverage for injury, accident or illness incurred while the employee is on-the-job.
 - a) In case of injury of an employee of the district while on-the-job, notice of the injury shall be reported to the district office as soon as possible.

- b) Claim forms for compensation must be prepared by the employee and submitted to the district office. Claim forms are available at the district office.
- 4. Personal Files: See Master Agreement.
- 5. Sick Leave: See Master Agreement.
- 6. Health & Accident Insurance and Group Life Insurance: See Master Agreement.
- 7. Jury Duty: See Board Policy number 404.60, "Jury Duty."
- 8. Professional Meetings: Staff members may be authorized to attend national, state, and regional meetings without loss of pay at the discretion of and upon approval in advance by the Superintendent. The Superintendent may reimburse such teachers from funds provided for this purpose for all or any part of the expenses of attending such meetings.
 - a) The Superintendent may request that the teacher report, in writing, the proceedings of such meetings.
- 9. Non-School Employment: Employees shall not at any time engage in any employment that would affect their usefulness as employees in the district, would make time and/or energy demands upon the individuals which would interfere with their effectiveness in performing their regular duties or would in any way conflict with assigned duties.
- 10. Salary Payment Schedule: Teachers are paid by district direct deposit or twelve (12) checks on the 20th of each month by choice of the employee. If the 20th of any month falls on a weekend or holiday, payment is made on the last working day preceding the 20th. If a teacher resigns or leaves the district, arrangements for final settlement for salary payments must be made with the Superintendent.
- 11. Retirement: All employees of Shelley Joint School District No. 60 who qualify are members of the Public Employee Retirement System. To qualify, an employee must work an excess of twenty-hours per week and a minimum of five months during the year.

D. Staff Conduct

- 1. Political Activities: It is the State Board policy that no local Board of Trustees shall prevent, threaten, harass, or discriminate against any employee of the public schools should that person choose to run for any public office.
 - a) In connection with campaigning as a candidate for public office it shall be considered contrary to school policy to use the facilities, equipment, or supplies of the school district or there to be any encroachment on the time of the work day. Any employee of District #60 who is elected to office will forfeit all pay while serving in office. The employee will be allowed to return to his or her position upon completion of their term-of-office without loss of tenure, fringe benefits, etc.
- 2. Substitute Teachers: Substitutes will be provided for all professional employees. Arrangements for substitute teachers will be under the direction of each building principal. The principal will select substitute teachers from an

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approved list provided by the district office. Substitutes will not be engaged for part of a day unless there is a special reason. See policy no. 406.20, "Substitute Teachers."

- a) Substitute teachers are required to perform the regular teacher's duties, and they will observe the same hours as the regular teacher.
- b) When it is necessary for a teacher to have a substitute, the teacher should call or notify the principal as soon as possible.
- c) The principal and teacher should do all they can to make the substitute's time in the classroom a profitable learning experience for the students. The teacher shall have lesson plans available, and the principal should orient the substitutes as to the daily procedures.
- d) Teachers will not substitute for other teachers unless there is an emergency, or unless special arrangements have been made and agreed to by the principal and the teachers involved, and it is for a half-day or less.
- e) The employment of substitute teachers is to be reported by the principal on the regular substitute form.

Revised: November 16, 2000
November 21, 2002
July 17, 2008