

# Childcare Handbook

Lead Teachers  
GSRP Teachers  
BA Directors  
BA Leads



2025-2026

	<b>Lead Teachers</b>	<b>B/A Supervisor</b>	<b>B/A Director/Lead</b>	<b>GSRP Lead Teachers</b>
<b>Weeks</b>	52	52	44	August - June
<b>Health Insurance</b>	All employees pay 20% of health insurance, the district will cover 80%.	All employees pay 20% of health insurance, the district will cover 80%	All employees pay the difference between full and part-time, plus twenty (20) % in insurance cost.	All employees pay the difference between full and part-time, plus twenty (20) percent in insurance cost
<b>Holidays (see below)</b>	*11	*11	*9	*6
<b>Sick Time</b>	80 hrs if hired after 07/01/2017 96 hours if hired before 07/01/2017 Accumulates year to year	80 hrs if hired after 07/01/2017 96 hours if hired before 07/01/2017 Accumulates year to year	30 hrs if hired after 01/01/2018 60 hours if hired before 01/01/2018 Accumulates year to year	60 hrs per year
<b>Vacation</b>	96 hrs Not cumulative Must be used within the fiscal year.	96 hrs Not cumulative Must be used within the fiscal year.	30 hrs Not cumulative used within the fiscal year. 10 hr maximum rolled over if working summer not cumulative	None
<b>Personal Business</b>	0 hrs if hired after 07/01/2017 16 hours if hired before 07/01/2017 Not cumulative	0 hrs if hired after 07/01/2017 16 hours if hired before 07/01/2017 Not cumulative	None	16 hours non-cumulative
<b>Bereavement</b>	3 days/year for immediate family non-cumulative 1 day/year for anyone must use sick bank if no time available unpaid	3 days/year for immediate family non-cumulative 1 day/year for anyone must use sick bank if no time available unpaid	3 days/year for immediate family non-cumulative 1 day/year for anyone must use sick bank if no time available unpaid	3 days/year for immediate family non-cumulative 1 day/year for anyone must use sick bank if no time available unpaid
<b>Snow Day</b>	*See district Policy	*See district Policy	*See district Policy	*See district Policy
New Year's Eve	X	X	N/A	N/A
New Year's Day	X	X	X	N/A
Martin Luther King, Jr Day	X	X	X	X
President's Day (before or after	X	X	X	X

dependent on school calendar)				
Memorial Day	X	X	X	X
4th of July	X	X	N/A	N/A
Labor Day	X	X	X	X
Thanksgiving	X	X	X	X
Day after Thanksgiving	X	X	X	X
Christmas Eve	X	X	X	N/A
Christmas Day	X	X	X	N/A
	Must work the day before and after to receive the holiday pay	Must work the day before and after to receive the holiday pay	Must work the day before and after to receive the holiday pay	Must work the day before and after to receive the holiday pay

\*\*\*Paid time off, i.e., vacation, sick, and personal business may not be utilized on a non-scheduled day. They can only be utilized for days that you are scheduled to work and the building is open.

\*\*\*If you do not work a full year, paid time off will be prorated based on the number of days worked. If you have taken more time off than earned you may owe it back to the district.

\*\*\*No evening or weekend hours may occur without prior approval of the supervisor.

\*\*\*Time and a half cannot exceed more than 24 hours in a school fiscal year (July 1 - June 30) for Professional Development and extra duty hours for family programs. Extra hours must be approved in advance by the administration.

### **2025-2026 Salary Schedule**

<b>Step s</b>	<b>Early Childhood Lead Teachers</b>	<b>BA Supervisor</b>	<b>BA Director</b>	<b>BA Lead</b>	<b>GSRP</b>
1	\$19.84	\$19.34	\$18.85	\$17.35	\$28.65
2	\$21.00	\$20.50	\$19.96	\$18.46	\$29.45
3	\$22.17	\$21.67	\$21.06	\$19.56	\$30.23
4	\$23.33	\$22.83	\$22.17	\$20.67	---
5	\$24.50	\$24.00	\$23.28	\$21.78	---
6	\$25.66	\$25.16	\$24.39	\$22.89	---

Will receive pay increases consistent with other district employee groups.

## **Procedure: Unpaid Single-Day Time Off for School Support Staff**

### **Purpose**

This procedure provides guidelines for school support staff who request unpaid single-day absences after using all available paid leave and are not covered under the Family and Medical Leave Act (FMLA).

### **Eligibility**

This applies to school support staff who have exhausted their paid leave balances and require occasional, non-consecutive unpaid days off.

\*\*Please note if you have unforeseen circumstances mandating leave, work with your building leadership and human resources to inquire about eligibility FMLA.

### **Procedure Guidelines**

1. **Limitations on Unpaid Single Days**
  - ***After 2 unpaid single days disciplinary action may occur.***
  - Requests for additional unpaid single days may be reviewed by building leaders, HR, and administration on a case-by-case basis.
2. **Impact on Employment & Benefits**
  - Frequent unpaid absences may result in progressive disciplinary action if they disrupt school operations.
  - Employees may be responsible for any benefit contributions affected by unpaid absences.
  - Excessive unpaid absences may result in disciplinary action, up to and including termination.
3. **Job Performance & Expectations**
  - Excessive use of unpaid single days may impact evaluations and employment status.
  - Bldg leaders, HR, or administration may deny requests if the absence creates an undue hardship for school operations.
4. **Record Keeping & Compliance**
  - HR will track unpaid absences to ensure compliance with this policy.
  - Any abuse of unpaid time off (e.g., frequent last-minute requests) may lead to corrective action.

### **Progressive Discipline: Unpaid Time off**

#### **Step 1: Verbal Warning:**

***When absences are frequent or excessive: If multiple days are taken unpaid without proper notice or approval.***

Immediate building supervisor to document the conversation and advise the employee on expectations.

#### **Step 2: Written Warning:**

***If this continues a formal written notice outlining concerns and expectations to be completed.***

Immediate supervisor completes a formal written notice for employee's file. Employees need to sign and acknowledge receipt. An outline of corrective action and impact of continued absences is documented.

**Step 3: Performance Improvement Plan (PIP)**

***Requires attendance expectations to be met within a specified time frame.***  
30-60 day attendance improvement plan. Regular meetings with building supervisor or HR. Failure to meet benchmarks can result in disciplinary action.

**Step 4: Disciplinary Action**

***If no improvement, consideration of suspension or termination.***  
Final warning, unpaid suspension, potential termination.

## Unpaid Leave Justification Form

**Employee Name:** \_\_\_\_\_

**Employee ID Number:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Building/Department:** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_

**Number of Unpaid Days Taken This School Year:** \_\_\_\_\_

**Date(s) of Unpaid Leave Being Justified:** \_\_\_\_\_

**Reason for Continued Absences:** *(Check one and provide details below)*

- Personal/Family Emergency
- Medical (Non-FMLA)
- Transportation Issues
- Childcare Issues
- Other (Explain Below)

**Explanation:** *(Provide a detailed explanation for your continued unpaid absences.)*

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**Plan for Attendance Improvement:** *(Explain how you plan to reduce the need for further unpaid absences.)*

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**Requested Support (if applicable):**

- Flexible scheduling (if possible)
- Employee assistance program referral
- HR consultation for leave options
- Other: \_\_\_\_\_

### **Acknowledgment & Signature**

I acknowledge that I have exceeded my paid leave and that my continued unpaid absences may affect my employment status. I understand that excessive unpaid leave may result in disciplinary action, and I commit to improving my attendance.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Comments:

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Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Longevity:** Based on the following scale.

After five years - ten years	\$999.00
After ten years - fourteen years	\$1,384
After fourteen years - seventeen years	\$1,616
After seventeen years and above	\$2,388

Those employees who work less than twenty (20) hours per week or less than thirty-six (36) weeks per year receive one-half of the above longevity. Payable lump sum in December.

**Cash In Lieu Eligible:**

Employees waiving medical coverage are eligible to receive a \$250 stipend/month. Employees working less than 40 hours a week will receive a prorated portion of the CIL amount. **To be eligible for cash in lieu, the employee must (1) voluntarily and in writing opt out of the available medical health care plan; and (2) provide documentation to the Superintendent's designee that the employee has other medical health care coverage that meets the minimum value and coverage requirements of the Affordable Care Act.**

**Life Insurance:**

Lead Teachers/BA Supervisor: With medical coverage, get \$5,000. Without medical coverage receive \$10,000.

**Payouts:**

**Retirement:**

Upon retirement, employees can take payment for unused sick leave as follows:

After six (6) years, if an employee retires, the Board will pay 25% of the daily rate for accumulated sick days up to a maximum of seven hundred fifty dollars (\$750.00).

After ten (10) years, if an employee retires, the Board will pay 25% of the daily rate for accumulated sick days up to a maximum of one thousand three hundred dollars (\$1,300.00).

*If an employee retires/resigns at the end of a school year, the employee's healthcare will cease on June 30. If the employee does not return for the next school year, the employee must reimburse the district for healthcare premiums paid on his/her behalf for July and August.*

*Vacation that has been earned and not used is paid out at your hourly rate.*

**Resignation:**

After six (6) years, if an employee resigns, the Board will pay ten dollars (\$10.00) per sick day accumulated to a maximum of four hundred dollars (\$400.00).

After ten (10) years, if an employee resigns, the Board will pay ten dollars (\$10.00) per sick day accumulated to a maximum of one thousand dollars (\$1,000)

*If an employee retires/resigns at the end of a school year, the employee's healthcare will cease on June 30. If the employee does not return for the next school year, the employee must reimburse the district for healthcare premiums paid on his/her behalf for July and August.*

*Vacation that has been earned and not used is paid out at your hourly rate.*

*If a member's employment is terminated by either party or is on an unpaid leave of absence, and they have not worked their annual number of days, the member's compensation shall be prorated using total salary, total annual work days and actual number of days worked. Any adjustments shall be made in the final paycheck. The employee shall be responsible for adjustments owed to the district.*

**Bereavement Leave:** (Death in the Immediate Family)

1. Personnel shall be given three (3) bereavement days per year. No bereavement days will be allowed to accumulate. Bereavement days will not be deducted from the employee's sick leave bank. Bereavement days will be used for the immediate family.
2. Personnel may take one (1) day per year to attend a funeral of any person to be deducted from the personnel's sick leave bank balance. If the sick leave balance is zero or negative, no pay will be given.

\* Immediate family shall be interpreted as: a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis; a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or an individual who stood in loco parentis when the employee was a minor child; a grandparent; a grandchild; a biological, foster, or adopted sibling; or an individual related by blood to the employee.

**Snow Day Compensation Policy**

Snow days are generally assumed to be a paid day off for all OPS employees. However, if a snow day occurs and a staff member is required to report to work, the following guidelines apply:

- **Hourly Non-Exempt Employees:** Hourly non-exempt employees, including childcare staff, are also not required to report to work on a snow day unless directed by their supervisor. If an hourly non-exempt employee is required to work on a snow day, with prior supervisor approval or direction, they will be compensated at a rate of 1.5 times their regular hourly wage for the hours worked.

**Note:** These guidelines are subject to the terms and conditions outlined in any applicable collective bargaining agreements, which may stipulate different parameters for snow day compensation or time off.

