

**CONVERSE COUNTY SCHOOL DISTRICT #2**  
**EMPLOYEE HANDBOOK**  
2023-2024



**Glenrock, Wyoming**

**[www.converse2.org](http://www.converse2.org)**

**Converse County School District No. 2**  
**Post Office Box 1300    120 Boxelder Trail**  
**Glenrock, Wyoming 82637**  
**307-436-5331**

Welcome to CCSD2!

I would like to welcome you as an employee of Converse County School District #2 and wish you every success here.

We believe that each employee contributes directly to our growth and success, and we hope you will take pride in being a member of our team.

This handbook outlines the policies, programs, and benefits available to eligible employees. It was also developed to describe some of the expectations we have of our employees. The employee handbook will answer many questions about employment with CCSD2, so I suggest that familiarize yourself with the contents of the employee handbook as soon as possible

One of our objectives at CCSD2 is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about every one of our policies. Further, there may be situations where the need arises for us to revise, add, or cancel policies. Therefore, CCSD2 reserves the right to add new policies, and to change or cancel existing policies at any time. The only exception is that our employment-at-will policy will not be changed or canceled. The employment-at-will policy permits you or CCSD2 to end the employment relationship at any time for any reason. We will notify you of any changes to the handbook as they occur.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

A handwritten signature in blue ink, appearing to read 'C. Shadrick', written in a cursive style.

Coley Shadrick  
Superintendent

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## ORGANIZATION DESCRIPTION

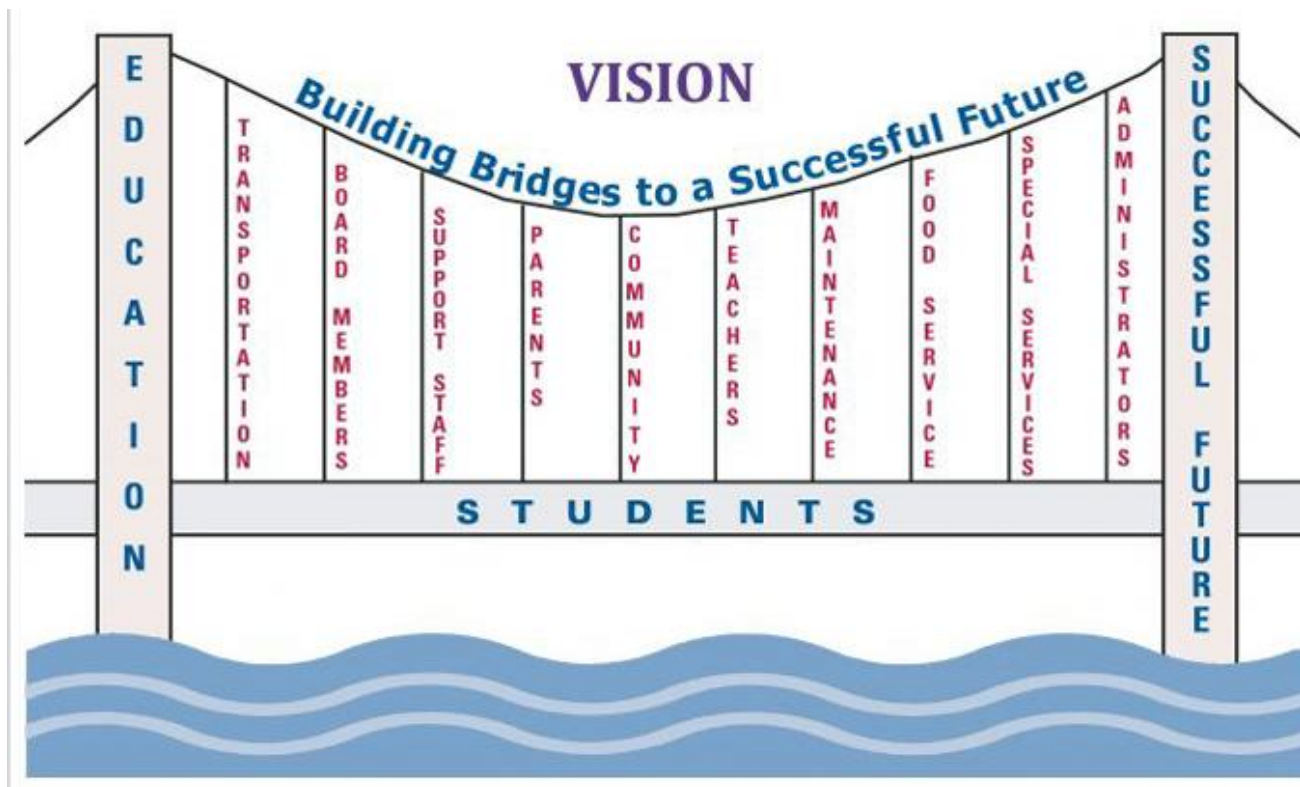
Converse County School District #2 (CCSD2) provides education to PK-12 students in the town of Glenrock, Wyoming.

Our Facilities and Locations:

- District Administrative Office (Central Office) - 120 Boxelder Trail
- Bus Garage - 120 Boxelder Trail
- Boxelder Rural School (K-6) - 1866 Boxelder Road
- Grant Elementary School (PK-3) - 125 Mustang Trail
- Glenrock Intermediate School (4-6) - 645 S 3rd
- Glenrock Jr/Sr High School (7-12) - 225 Oregon Trail

### MISSION

In partnership with students, parents, staff, and community, our purpose is to ensure a safe and orderly environment where all students receive quality educational experiences which empower them to be responsible citizens and lifelong learners.



### CORE BELIEFS

- Provide the opportunity for all students to be college/career ready
- Ensure safe and healthy environments
- Promote diverse student involvement
- Be good stewards of district resources

**GOALS:**

1. All schools will meet or exceed targets as measured by the state accountability report.
2. All schools will train staff to fully implement the Professional Learning Communities (PLC) model, and use student outcomes to drive teaching and learning.
3. The district will provide a safe and secure learning environment for all students and staff.
4. The district will provide varied choices in curricular, co-curricular, and extra-curricular programs to increase student engagement.
5. The district will promote internal and external communication to effectively engage all community stakeholder groups.

**MEASURES OF SUCCESS:**

1. State accountability ratings of meets or exceeds for all schools.
2. Maintain a district wide on time graduation rate of 90% or better.
3. The district will meet or exceed 95% daily attendance rate on an annual basis.
4. 90% or more of students will be kindergarten ready at the end of preschool.
5. 85% or more of students will read at grade level by the end of 3rd grade.
6. 90% or more of students will be Algebra 1 ready by the end of 8th grade.
7. 100% of all certified staff will be trained to implement the PLC model.
8. 95% of students in grades 7-12 will participate in extra-curricular, co-curricular, and/or community-based activities.
9. 90% of all students will demonstrate appropriate behavior and have no major behavior referrals to the office.

## **2023-2024 SALARY AND BENEFITS**

The district has gained approximately 6.553 ADM for FY 23-24 funding. However, we have not yet made up for the decline in enrollment that started in approximately 2016-2017. The legislature approved an external cost of living adjustment (ECA) for professional and non-professional staff. The amount per FTE for health insurance in the model remained the same. At this time, Transportation and special education will be reimbursed 100% based the prior year expenditures. However, special education will be removed from the model and reimbursed separately. The district will be receiving an increase in funding of approximately \$259,800.

### **EXEMPT CERTIFIED TEACHING STAFF**

- **Schedule Movement** - Vertical and Horizontal Movement (education) will be granted.
- **Base Salary** – The base salary will increase by 2% (\$937.00) and the base will be \$47,772.00.

### **EXEMPT PROFESSIONAL STAFF**

- Vertical steps will be granted with a 2% increase to the base.

### **EXTRA DUTY CONTRACTS**

- **Coaches/Sponsors** - Vertical steps will be granted with no increase to the base.

### **NON-EXEMPT SUPPORT STAFF**

- Vertical steps will be granted with a 2% increase to the base.

### **EXEMPT ADMIN/SUPERVISORY/ DIRECTOR STAFF**

- Horizontal steps will be granted with no increase to the base.

### **BENEFIT CONSIDERATIONS 2020-2021**

- **Retirement** –The employee’s contribution for their retirement benefit will remain at 3.68%. The district’s contribution for the employee will also remain at the current 14.94%.
- **Health Insurance** – –Change is unknown at this time, but any increase to the premium will be picked up by the employee for the fiscal year 2023-2024.

## EMPLOYMENT CATEGORIES

Understanding the definitions of the employment classifications at CCSD2 is important because your classification is one of the factors that determine your employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Since employment with CCSD2 is based on mutual consent, either you or CCSD2 have the right to terminate the employment relationship at will at any time, with or without cause or advance notice.

Depending on your position, you are designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. Your EXEMPT or NONEXEMPT classification may be changed only with written notification by CCSD2 management.

In addition to the Exempt and Nonexempt categories, you also belong to one of the following employment categories:

REGULAR FULL-TIME employees are employees who are not in a temporary or introductory status AND who are regularly scheduled to work the full-time schedule (at least 30 hours/week) at CCSD2. Generally, regular full-time employees are eligible for all CCSD2 benefit programs, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are employees who are not in a temporary or introductory status AND who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week. Regular part-time employees are eligible for some CCSD2 benefit programs, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are employees who are not in a temporary or introductory status AND who are regularly scheduled to work less than 20 hours per week. While part-time employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for the other CCSD2 benefit programs.

TEMPORARY employees are employees who are hired as interim replacements, to temporarily supplement the workforce, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond the initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until they are notified of a change. While temporary employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all other CCSD2 benefit programs. Eligibility for the Wyoming Retirement System is determined by statute (see Wyoming Retirement System below).

CERTIFIED STAFF EMPLOYEE WAGES	
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<b>Converse County School District #2</b>							
<b>Certified Salary Schedule</b>							
	<b>Base Salary =</b>	\$46,835	<b>Base Increase =</b>		\$937		
	<b>Horizontal =</b>	\$2,000	<b>Vertical =</b>	\$300			
	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>
1	\$47,772	\$49,772	\$51,772	\$53,772	\$55,772	\$57,772	\$59,772
2	\$48,072	\$50,072	\$52,072	\$54,072	\$56,072	\$58,072	\$60,072
3	\$48,372	\$50,372	\$52,372	\$54,372	\$56,372	\$58,372	\$60,372
4	\$48,672	\$50,672	\$52,672	\$54,672	\$56,672	\$58,672	\$60,672
5	\$48,972	\$50,972	\$52,972	\$54,972	\$56,972	\$58,972	\$60,972
6	\$49,272	\$51,272	\$53,272	\$55,272	\$57,272	\$59,272	\$61,272
7	\$49,572	\$51,572	\$53,572	\$55,572	\$57,572	\$59,572	\$61,572
8	\$49,872	\$51,872	\$53,872	\$55,872	\$57,872	\$59,872	\$61,872
9	\$50,172	\$52,172	\$54,172	\$56,172	\$58,172	\$60,172	\$62,172
10	\$50,472	\$52,472	\$54,472	\$56,472	\$58,472	\$60,472	\$62,472
11		\$52,772	\$54,772	\$56,772	\$58,772	\$60,772	\$62,772
12		\$53,072	\$55,072	\$57,072	\$59,072	\$61,072	\$63,072
13			\$55,072	\$57,372	\$59,372	\$61,372	\$63,372
14			\$55,372	\$57,672	\$59,672	\$61,672	\$63,672
15				\$57,972	\$59,972	\$61,972	\$63,972
16				\$58,272	\$60,272	\$62,272	\$64,272
17					\$60,572	\$62,572	\$64,572
18					\$60,872	\$62,872	\$64,872
19					\$61,172	\$63,172	\$65,172
20						\$63,472	\$65,472
21						\$63,772	\$65,772
22						\$64,072	\$66,072
23							\$66,372
24							\$66,672
25							\$66,972
26							
	* Permitted Substitutes will be paid 50% of the hourly rate of BA Step 1 (\$16.99/hour) * Certificated Substitutes will be paid 75% of the hourly rate of BA Step 1 (25.48/hour) * Long-Term Substitutes will be paid 100% of the hourly rate of BA Step 1 (\$33.98/hour) * Teachers subbing for another teacher - (\$33.98/hour) * Required work/training outside the contract day/year (\$33.98/hour) * Homebound Teacher - Certificated (\$33.98/hour)						

It is the intent of the Board of Trustees of the District to establish a salary schedule for teachers and certified employees that will successfully attract new teachers and appropriately compensate those teachers and certified employees that have provided extended service to the District. All teachers' and certified employees' salaries will be determined in accordance with the salary schedule adopted by the Board of Trustees.

The adopted salary schedule expresses the policies the Board expects to follow in establishing teachers' and certified employees' salaries. The Board will make every reasonable effort to maintain the approved salary schedule, but it reserves the right to amend, at any time, any or all parts of any current schedule and provisions relating thereto. Under this provision, any part or all of the annual increments or horizontal columns may be withheld, and such other adjustments of salary may be made as financial conditions warrant.



**Placement**

All teachers hired by the District shall receive credit in accordance with the District's salary schedule for all prior years of service obtained as a teacher/certified employee in any Wyoming school district, out of state accredited public schools at the K-12 level, or as a teacher in the regional development preschool system as defined by W.S. '21-2-701(a)(iii).

**Certification**

Wyoming Statute stipulates that no persons shall teach or supervise in a public school in this state and receive compensation therefor out of any public fund who at the time of rendering such services is not a holder of or a candidate and qualified for a certificate issued, or to be issued, under the laws of this state and the rules and regulations of the State Board of Education. Therefore, it is the responsibility of each teacher and certified employee to maintain appropriate certification to fulfill their assigned responsibilities in the State of Wyoming. Re-certification should be applied for through the Professional Teaching Standards Board sufficiently in advance of the expiration date of the current certificate to allow re-certification to be completed prior to the expiration of the current certificate. Securing and maintaining appropriate Wyoming certification is the responsibility of the individual teacher or certified employee, not the responsibility of the District.

**Additional Credit (Horizontal Advancement)**

Only those credits which are pre-approved by the Superintendent in accordance with Board Policy GCB-R2 shall apply toward horizontal advancement on the teacher salary schedule. The Board limits horizontal advancement to not more than one (1) step each year at its discretion.

Teachers and certified employees intending to move horizontally on the salary schedule must notify the Superintendent in writing of their intent to move horizontally on or before April 15 of the year prior to the anticipated movement. Documentation for the credits earned (official transcripts) should be presented to the Superintendent's office at the earliest date possible following the completion of the work to accumulate the extra credits but must be provided on or before September 15 of the contract year in which horizontal movement is anticipated. It is the teacher's or certified employee's responsibility to ensure that all official documentation (official transcripts) has arrived in the Superintendent's office on or before September 15 and that the transcripts appropriately reflect successful completion of the advanced degree and/or all credits which are to be applied toward horizontal movement on the salary schedule.

Compliance with the above, while meeting the requirements of the local Board, shall not be understood or construed thereby to modify or fulfill any requirements of the Wyoming State Board of Education or the Professional Teaching Standards Board.

**Service Increments**

Service increments, as set out in the salary schedule, shall become effective on September 1 or at the beginning of the new contract year. Service or experience increments will be allotted for a full year of service only.

**Extra Pay for Extra Duty**

Annual salaries shall always be interpreted to include compensation for other school-related duties not connected with the regular classroom assignments which may be made. Certain extra duties involve such additional time for preparation and supervision as to make it inequitable to be considered within a regular assignment under the salary schedule. The Board of Trustees, upon the recommendation of the Superintendent, will determine which desired school activities' sponsors shall receive extra pay. Extra-duty assignments shall be compensated at the rate established by the Board of Trustees. No employee shall acquire tenure in any extra-duty assignment.

**Payroll/Pay Period**

Monthly payroll dates for all personnel are set on the 25th of each month, July through June. If the 25th falls on a weekend or a holiday, the payroll date will be Friday or the day preceding the weekend or holiday.

A work week shall be defined as 12:01 AM on Friday to Midnight on Thursday. A payroll month will be defined as four or five weeks ending on Midnight the second Thursday of the month as close to payday as possible and still provide ample time to process timesheets and prepare payroll for the month. Supervisors are expected to approve or deny all weekly timesheets in a timely manner. Employees and their supervisors will be responsible for accurate and timely submissions.

Employees may take the option of direct deposit of their payroll checks.

### **Substitute Pay**

Substitute teachers shall be paid at the hourly rate for substitutes as established by the Board. However, when a substitute has been continuously employed for ten (10) consecutive days in the same teaching assignment, his/her hourly rate of compensation will be calculated at the hourly rate of pay for the position of BA, Step One, on the current salary schedule. The substitute teacher would then continue to be compensated at this increased hourly rate as long as he/she continues to be employed at that same assignment. A substitute teacher who holds full Wyoming certification as a teacher with the appropriate endorsements for the subjects being taught may be assigned as a substitute for more than forty-five (45) days in a given semester.

Every effort will be made to secure long-term substitutes who are certified teachers with a valid certificate. However, when such are not available, the Superintendent may waive this requirement.

Long-term substitutes may be eligible for 1 day (8.5 hours) of sick leave for every 20 days worked in the same assignment. Application for such leave shall be through the building principal with the Superintendent's approval required. This does not count against the 10 consecutive day rule.

If a long-term substitute received a jury duty summons or witness subpoena, show it to your supervisor as soon as possible so that arrangements can be made to accommodate your possible absence from work. You are expected to report for work whenever the court schedule permits. If the Superintendent approves your absence, this will not jeopardize your consecutive 10-day rule.

# PROFESSIONAL STAFF EMPLOYEE WAGES

## Converse County School District #2

### Professional Salary Schedule

Longevity %	1.75%	Starting Wage = \$ 18.11																
20,25,30 %	2%	Range % 4.0%														27.49%		35.30%
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	20	25	30
A	25,791	26,242	26,701	27,168	27,644	28,128	28,620	29,121	29,630	30,149	30,676	31,213	31,760	32,315	32,881	33,538	34,209	34,893
B	26,822	27,292	27,769	28,255	28,750	29,253	29,765	30,286	30,816	31,355	31,904	32,462	33,030	33,608	34,196	34,880	35,578	36,289
C	27,895	28,383	28,880	29,385	29,900	30,423	30,955	31,497	32,048	32,609	33,180	33,760	34,351	34,952	35,564	36,275	37,001	37,741
D	29,011	29,519	30,035	30,561	31,096	31,640	32,193	32,757	33,330	33,913	34,507	35,111	35,725	36,350	36,986	37,726	38,481	39,250
E	30,171	30,699	31,237	31,783	32,339	32,905	33,481	34,067	34,663	35,270	35,887	36,515	37,154	37,804	38,466	39,235	40,020	40,820
F	31,378	31,927	32,486	33,055	33,633	34,222	34,820	35,430	36,050	36,681	37,323	37,976	38,640	39,317	40,005	40,805	41,621	42,453
G	32,633	33,204	33,785	34,377	34,978	35,590	36,213	36,847	37,492	38,148	38,816	39,495	40,186	40,889	41,605	42,437	43,286	44,151
H	33,939	34,533	35,137	35,752	36,377	37,014	37,662	38,321	38,991	39,674	40,368	41,075	41,793	42,525	43,269	44,134	45,017	45,917
I	35,296	35,914	36,542	37,182	37,833	38,495	39,168	39,854	40,551	41,261	41,983	42,718	43,465	44,226	45,000	45,900	46,818	47,754
J	36,708	37,350	38,004	38,669	39,346	40,034	40,735	41,448	42,173	42,911	43,662	44,426	45,204	45,995	46,800	47,736	48,690	49,664
K	38,176	38,844	39,524	40,216	40,920	41,636	42,364	43,106	43,860	44,628	45,409	46,203	47,012	47,835	48,672	49,645	50,638	51,651
L	39,703	40,398	41,105	41,825	42,556	43,301	44,059	44,830	45,615	46,413	47,225	48,051	48,892	49,748	50,619	51,631	52,664	53,717
M	41,292	42,014	42,749	43,498	44,259	45,033	45,821	46,623	47,439	48,269	49,114	49,973	50,848	51,738	52,643	53,696	54,770	55,865
N	42,943	43,695	44,459	45,237	46,029	46,835	47,654	48,488	49,337	50,200	51,079	51,972	52,882	53,807	54,749	55,844	56,961	58,100
O	44,661	45,442	46,238	47,047	47,870	48,708	49,560	50,428	51,310	52,208	53,122	54,051	54,997	55,960	56,939	58,078	59,239	60,424
P	46,447	47,260	48,087	48,929	49,785	50,656	51,543	52,445	53,363	54,296	55,247	56,213	57,197	58,198	59,217	60,401	61,609	62,841
Q	48,305	49,151	50,011	50,886	51,776	52,683	53,604	54,543	55,497	56,468	57,456	58,462	59,485	60,526	61,585	62,817	64,073	65,355
R	50,237	51,117	52,011	52,921	53,847	54,790	55,749	56,724	57,717	58,727	59,755	60,800	61,864	62,947	64,049	65,330	66,636	67,969
S	52,247	53,161	54,092	55,038	56,001	56,981	57,979	58,993	60,026	61,076	62,145	63,232	64,339	65,465	66,611	67,943	69,302	70,688
T	54,337	55,288	56,255	57,240	58,241	59,261	60,298	61,353	62,427	63,519	64,631	65,762	66,913	68,083	69,275	70,660	72,074	73,515
U	56,510	57,499	58,505	59,529	60,571	61,631	62,710	63,807	64,924	66,060	67,216	68,392	69,589	70,807	72,046	73,487	74,957	76,456
V	58,771	59,799	60,846	61,911	62,994	64,096	65,218	66,359	67,521	68,702	69,905	71,128	72,373	73,639	74,928	76,426	77,955	79,514
W	61,122	62,191	63,280	64,387	65,514	66,660	67,827	69,014	70,221	71,450	72,701	73,973	75,267	76,585	77,925	79,483	81,073	82,695
X	63,566	64,679	65,811	66,962	68,134	69,327	70,540	71,774	73,030	74,308	75,609	76,932	78,278	79,648	81,042	82,663	84,316	86,002
Y	66,109	67,266	68,443	69,641	70,860	72,100	73,361	74,645	75,952	77,281	78,633	80,009	81,409	82,834	84,284	85,969	87,689	89,442
Z	68,753	69,957	71,181	72,427	73,694	74,984	76,296	77,631	78,990	80,372	81,778	83,210	84,666	86,147	87,655	89,408	91,196	93,020

P - Nurse

S - Social Worker, Counselor, Speech/Language Pathologist

W - School Psychologist

\* Substitutes will be paid at step 1 of the corresponding job assignment

SUPPORT STAFF EMPLOYEE WAGES	
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
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91	92
93	94
95	96
97	98
99	100

Converse County School District #2

### Support Staff Salary Schedule

Longevity % 20,25,30 %	1.75% 2%	Starting Wage = Range %		\$ 12.75 4.0%														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	27.49%		35.30%
A	\$ 12.75	\$ 12.97	\$ 13.20	\$ 13.43	\$ 13.67	\$ 13.91	\$ 14.15	\$ 14.40	\$ 14.65	\$ 14.90	\$ 15.17	\$ 15.43	\$ 15.70	\$ 15.98	\$ 16.26	\$ 16.58	\$ 16.91	\$ 17.25
B	\$ 13.26	\$ 13.49	\$ 13.73	\$ 13.97	\$ 14.21	\$ 14.46	\$ 14.71	\$ 14.97	\$ 15.23	\$ 15.50	\$ 15.77	\$ 16.05	\$ 16.33	\$ 16.61	\$ 16.91	\$ 17.24	\$ 17.59	\$ 17.94
C	\$ 13.79	\$ 14.03	\$ 14.28	\$ 14.53	\$ 14.78	\$ 15.04	\$ 15.30	\$ 15.57	\$ 15.84	\$ 16.12	\$ 16.40	\$ 16.69	\$ 16.98	\$ 17.28	\$ 17.58	\$ 17.93	\$ 18.29	\$ 18.66
D	\$ 14.34	\$ 14.59	\$ 14.85	\$ 15.11	\$ 15.37	\$ 15.64	\$ 15.92	\$ 16.19	\$ 16.48	\$ 16.77	\$ 17.06	\$ 17.36	\$ 17.66	\$ 17.97	\$ 18.28	\$ 18.65	\$ 19.02	\$ 19.40
E	\$ 14.92	\$ 15.18	\$ 15.44	\$ 15.71	\$ 15.99	\$ 16.27	\$ 16.55	\$ 16.84	\$ 17.14	\$ 17.44	\$ 17.74	\$ 18.05	\$ 18.37	\$ 18.69	\$ 19.02	\$ 19.40	\$ 19.78	\$ 20.18
F	\$ 15.51	\$ 15.78	\$ 16.06	\$ 16.34	\$ 16.63	\$ 16.92	\$ 17.21	\$ 17.52	\$ 17.82	\$ 18.13	\$ 18.45	\$ 18.77	\$ 19.10	\$ 19.44	\$ 19.78	\$ 20.17	\$ 20.58	\$ 20.99
G	\$ 16.13	\$ 16.42	\$ 16.70	\$ 16.99	\$ 17.29	\$ 17.59	\$ 17.90	\$ 18.22	\$ 18.53	\$ 18.86	\$ 19.19	\$ 19.52	\$ 19.87	\$ 20.21	\$ 20.57	\$ 20.98	\$ 21.40	\$ 21.83
H	\$ 16.78	\$ 17.07	\$ 17.37	\$ 17.67	\$ 17.98	\$ 18.30	\$ 18.62	\$ 18.94	\$ 19.28	\$ 19.61	\$ 19.96	\$ 20.31	\$ 20.66	\$ 21.02	\$ 21.39	\$ 21.82	\$ 22.25	\$ 22.70
I	\$ 17.45	\$ 17.75	\$ 18.07	\$ 18.38	\$ 18.70	\$ 19.03	\$ 19.36	\$ 19.70	\$ 20.05	\$ 20.40	\$ 20.75	\$ 21.12	\$ 21.49	\$ 21.86	\$ 22.25	\$ 22.69	\$ 23.15	\$ 23.61
J	\$ 18.15	\$ 18.46	\$ 18.79	\$ 19.12	\$ 19.45	\$ 19.79	\$ 20.14	\$ 20.49	\$ 20.85	\$ 21.21	\$ 21.59	\$ 21.96	\$ 22.35	\$ 22.74	\$ 23.14	\$ 23.60	\$ 24.07	\$ 24.55
K	\$ 18.87	\$ 19.20	\$ 19.54	\$ 19.88	\$ 20.23	\$ 20.58	\$ 20.94	\$ 21.31	\$ 21.68	\$ 22.06	\$ 22.45	\$ 22.84	\$ 23.24	\$ 23.65	\$ 24.06	\$ 24.54	\$ 25.03	\$ 25.53
L	\$ 19.63	\$ 19.97	\$ 20.32	\$ 20.68	\$ 21.04	\$ 21.41	\$ 21.78	\$ 22.16	\$ 22.55	\$ 22.94	\$ 23.35	\$ 23.76	\$ 24.17	\$ 24.59	\$ 25.02	\$ 25.52	\$ 26.04	\$ 26.56
M	\$ 20.41	\$ 20.77	\$ 21.13	\$ 21.50	\$ 21.88	\$ 22.26	\$ 22.65	\$ 23.05	\$ 23.45	\$ 23.86	\$ 24.28	\$ 24.71	\$ 25.14	\$ 25.58	\$ 26.03	\$ 26.55	\$ 27.08	\$ 27.62
N	\$ 21.23	\$ 21.60	\$ 21.98	\$ 22.36	\$ 22.76	\$ 23.15	\$ 23.56	\$ 23.97	\$ 24.39	\$ 24.82	\$ 25.25	\$ 25.69	\$ 26.14	\$ 26.60	\$ 27.07	\$ 27.61	\$ 28.16	\$ 28.72
O	\$ 22.08	\$ 22.47	\$ 22.86	\$ 23.26	\$ 23.67	\$ 24.08	\$ 24.50	\$ 24.93	\$ 25.37	\$ 25.81	\$ 26.26	\$ 26.72	\$ 27.19	\$ 27.66	\$ 28.15	\$ 28.71	\$ 29.29	\$ 29.87
P	\$ 22.96	\$ 23.36	\$ 23.77	\$ 24.19	\$ 24.61	\$ 25.04	\$ 25.48	\$ 25.93	\$ 26.38	\$ 26.84	\$ 27.31	\$ 27.79	\$ 28.28	\$ 28.77	\$ 29.27	\$ 29.86	\$ 30.46	\$ 31.07
Q	\$ 23.88	\$ 24.30	\$ 24.72	\$ 25.16	\$ 25.60	\$ 26.04	\$ 26.50	\$ 26.96	\$ 27.44	\$ 27.92	\$ 28.40	\$ 28.90	\$ 29.41	\$ 29.92	\$ 30.45	\$ 31.05	\$ 31.68	\$ 32.31
R	\$ 24.84	\$ 25.27	\$ 25.71	\$ 26.16	\$ 26.62	\$ 27.09	\$ 27.56	\$ 28.04	\$ 28.53	\$ 29.03	\$ 29.54	\$ 30.06	\$ 30.58	\$ 31.12	\$ 31.66	\$ 32.30	\$ 32.94	\$ 33.60
S	\$ 25.83	\$ 26.28	\$ 26.74	\$ 27.21	\$ 27.69	\$ 28.17	\$ 28.66	\$ 29.16	\$ 29.67	\$ 30.19	\$ 30.72	\$ 31.26	\$ 31.81	\$ 32.36	\$ 32.93	\$ 33.59	\$ 34.26	\$ 34.95
T	\$ 26.86	\$ 27.33	\$ 27.81	\$ 28.30	\$ 28.79	\$ 29.30	\$ 29.81	\$ 30.33	\$ 30.86	\$ 31.40	\$ 31.95	\$ 32.51	\$ 33.08	\$ 33.66	\$ 34.25	\$ 34.93	\$ 35.63	\$ 36.34
U	\$ 27.94	\$ 28.43	\$ 28.92	\$ 29.43	\$ 29.94	\$ 30.47	\$ 31.00	\$ 31.54	\$ 32.10	\$ 32.66	\$ 33.23	\$ 33.81	\$ 34.40	\$ 35.00	\$ 35.62	\$ 36.33	\$ 37.06	\$ 37.80
V	\$ 29.05	\$ 29.56	\$ 30.08	\$ 30.61	\$ 31.14	\$ 31.69	\$ 32.24	\$ 32.81	\$ 33.38	\$ 33.96	\$ 34.56	\$ 35.16	\$ 35.78	\$ 36.40	\$ 37.04	\$ 37.78	\$ 38.54	\$ 39.31

										Experience Granted	
A - Wash Bay Attendant, Seasonal Student (Under 18) Worker (Step 1)										Lane 1	1-3 Years
C - Preschool, Title 1, ELL, SPED, and Rural School Paraprofessional, Lifeguard, Daycare Assistant										Lane 2	4-6+ Years
D- Food Service Worker, Music Accompanist (Step 1)											
E - Custodian, Assistant Groundskeeper, Seasonal Adult Worker (Step 1)											
F - Head Cook, Head Baker, Food Service Driver											
G - SPED Intensive (Lifeskills) Paraprofessional, Paraprofessional SPED Driver - NO CDL (Step 1), Lead Custodian, Daycare Supervisor											
H - Kitchen Manager											
I - Transportation Shop Manager, Transportation Secretary/Dispatcher, K-6 Secretary, 7-12 Second Secretary, SPED Secretary, Paraprofessional SPED Driver - CDL (Step 1)											
J - Accounts Payable Technician, Jr/Sr High School Head Secretary											
M - Activity/Route Bus Driver											
N - Accounting Specialist											
S - Administrative Assistant/Board Secretary/PowerSchool Administrator											
* Student Kitchen Workers will be paid minimum wage											
* Substitutes will be paid at step 1 of the corresponding job assignment											

The Board of Trustees has adopted annual salary ranges for each classification including part-time and substitute workers based on the recommendation of the Superintendent. The schedules and/or salary ranges shall be reviewed annually and modified as is deemed appropriate by the Board of Trustees. They are contained within the exhibits attached to this policy.

No partial years of credit or experience will be prorated on the salary schedule for pay; only full years will be credited. A "full year" or credit towards advancement on the schedule will be granted if the employee is hired for a position and is working on or before the first day of fall classes for students.

### **Salary Schedule Placement**

Employees are placed on Step 1 of the category according to their job description. If the employee has previous educational, institutional, or job-specific experience, the employee may submit an employment verification form to the previous employer. Once the employment verification form is approved by the human resources director or superintendent, the employee will be placed on the wage schedule accordingly. If an employee is promoted to a category unrelated to their current salary placement, they will retain 75% of their years of service to the new category. If they change to a new position within their job classification such as, 'custodian' to 'head custodian', they would advance to the new category retaining 100% of their years of service. If an employee changes jobs, which places him/her in a lower paid category with less responsibility, the employee's hourly rate will be adjusted accordingly. The Board reserves the right to place employees on the appropriate step based on need and market priced wage of position.

Substitutes employees will be paid at the entry (substitute) level of the category for the job they are performing.

### **Substitute Teachers**

Substitute teachers shall be paid at the rate shown in GCBA. Minimum assignments and wages will be for one-half day (four hours).

After a substitute works more than ten (10) consecutive school days for the same teacher, the rate of pay shall be increased on the eleventh day and consecutive days thereafter to the base pay for a beginning teacher (Step 1, BA) column of the current teacher salary schedule.

### **Payroll/Pay Period**

Monthly payroll dates for all personnel are set on the 25th of each month, July through June. If the 25th falls on a weekend or a holiday, the payroll date will be Friday or the day preceding the weekend or holiday.

A work week shall be defined as 12:01 AM on Friday to Midnight on Thursday. A payroll month will be defined as four or five weeks ending on Midnight the second Thursday of the month as close to payday as possible and still provide ample time to process timesheets and prepare payroll for the month. Supervisors are expected to approve or deny all weekly timesheets in a timely manner. Employees and their supervisors will be responsible for accurate and timely submissions.

### **Direct Deposit**

Employees are requested to participate in the school district's direct deposit program. Employees who decline to participate in the direct deposit program are expected to promptly cash their wage checks after receipt. All checks should be deposited within thirty (30) days after receipt.

### **Overtime Pay**

The work week for CCSD2 is from Friday through Thursday. Overtime shall be paid at the rate of time and one-half for hours worked over and above 40 hours per week to all employees who qualify for the non-exempt status under the Fair Labor Standards Act. All overtime will require the advance approval of the supervisor of the employee.

Minimum wage shall be the lowest hourly paid wage to all nonexempt employees of the district as established by the Fair Labor Standards Act.

**Compensatory Time Off**

Compensatory time (comp time) is not allowed.



ADMINISTRATIVE/SUPERVISORY EMPLOYEE WAGES (260 Days)	
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<p align="center"><b>Converse County School District #2</b></p> <p align="center"><b>Administrator/Supervisory Salary Schedule - 260 Day</b></p>	
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Longevity %	1.75%	Starting Wage =		\$ 23.46											
		Range %		4.0%											27.49%
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A	\$47,454	\$48,284	\$49,129	\$49,989	\$50,864	\$51,754	\$52,659	\$53,581	\$54,519	\$55,473	\$56,444	\$57,431	\$58,436	\$59,459	\$60,500
B	\$49,352	\$50,216	\$51,094	\$51,988	\$52,898	\$53,824	\$54,766	\$55,724	\$56,699	\$57,692	\$58,701	\$59,729	\$60,774	\$61,837	\$62,920
C	\$51,326	\$52,224	\$53,138	\$54,068	\$55,014	\$55,977	\$56,957	\$57,953	\$58,967	\$59,999	\$61,049	\$62,118	\$63,205	\$64,311	\$65,436
D	\$53,379	\$54,313	\$55,264	\$56,231	\$57,215	\$58,216	\$59,235	\$60,271	\$61,326	\$62,399	\$63,491	\$64,602	\$65,733	\$66,883	\$68,054
E	\$55,514	\$56,486	\$57,474	\$58,480	\$59,503	\$60,545	\$61,604	\$62,682	\$63,779	\$64,895	\$66,031	\$67,187	\$68,362	\$69,559	\$70,776
F	\$57,735	\$58,745	\$59,773	\$60,819	\$61,883	\$62,966	\$64,068	\$65,190	\$66,330	\$67,491	\$68,672	\$69,874	\$71,097	\$72,341	\$73,607
G	\$60,044	\$61,095	\$62,164	\$63,252	\$64,359	\$65,485	\$66,631	\$67,797	\$68,984	\$70,191	\$71,419	\$72,669	\$73,941	\$75,235	\$76,551
H	\$62,446	\$63,539	\$64,651	\$65,782	\$66,933	\$68,104	\$69,296	\$70,509	\$71,743	\$72,998	\$74,276	\$75,576	\$76,898	\$78,244	\$79,613
I	\$64,944	\$66,080	\$67,237	\$68,413	\$69,610	\$70,829	\$72,068	\$73,329	\$74,613	\$75,918	\$77,247	\$78,599	\$79,974	\$81,374	\$82,798
J	\$67,541	\$68,723	\$69,926	\$71,150	\$72,395	\$73,662	\$74,951	\$76,263	\$77,597	\$78,955	\$80,337	\$81,743	\$83,173	\$84,629	\$86,110
K	\$70,243	\$71,472	\$72,723	\$73,996	\$75,291	\$76,608	\$77,949	\$79,313	\$80,701	\$82,113	\$83,550	\$85,012	\$86,500	\$88,014	\$89,554
L	\$73,053	\$74,331	\$75,632	\$76,956	\$78,302	\$79,673	\$81,067	\$82,486	\$83,929	\$85,398	\$86,892	\$88,413	\$89,960	\$91,534	\$93,136
M	\$75,975	\$77,304	\$78,657	\$80,034	\$81,434	\$82,860	\$84,310	\$85,785	\$87,286	\$88,814	\$90,368	\$91,949	\$93,559	\$95,196	\$96,862
N	\$79,014	\$80,397	\$81,804	\$83,235	\$84,692	\$86,174	\$87,682	\$89,216	\$90,778	\$92,366	\$93,983	\$95,627	\$97,301	\$99,004	\$100,736
O	\$82,174	\$83,613	\$85,076	\$86,565	\$88,079	\$89,621	\$91,189	\$92,785	\$94,409	\$96,061	\$97,742	\$99,452	\$101,193	\$102,964	\$104,766
P	\$85,461	\$86,957	\$88,479	\$90,027	\$91,603	\$93,206	\$94,837	\$96,496	\$98,185	\$99,903	\$101,652	\$103,431	\$105,241	\$107,082	\$108,956
Q	\$88,880	\$90,435	\$92,018	\$93,628	\$95,267	\$96,934	\$98,630	\$100,356	\$102,113	\$103,899	\$105,718	\$107,568	\$109,450	\$111,366	\$113,315
R	\$92,435	\$94,053	\$95,699	\$97,373	\$99,077	\$100,811	\$102,575	\$104,371	\$106,197	\$108,055	\$109,946	\$111,871	\$113,828	\$115,820	\$117,847
S	\$96,133	\$97,815	\$99,527	\$101,268	\$103,041	\$104,844	\$106,678	\$108,545	\$110,445	\$112,378	\$114,344	\$116,345	\$118,381	\$120,453	\$122,561
T	\$99,978	\$101,727	\$103,508	\$105,319	\$107,162	\$109,037	\$110,946	\$112,887	\$114,863	\$116,873	\$118,918	\$120,999	\$123,117	\$125,271	\$127,463
U	\$103,977	\$105,797	\$107,648	\$109,532	\$111,449	\$113,399	\$115,383	\$117,403	\$119,457	\$121,548	\$123,675	\$125,839	\$128,041	\$130,282	\$132,562
V	\$108,136	\$110,028	\$111,954	\$113,913	\$115,907	\$117,935	\$119,999	\$122,099	\$124,235	\$126,410	\$128,622	\$130,873	\$133,163	\$135,493	\$137,864
W	\$112,461	\$114,430	\$116,432	\$118,470	\$120,543	\$122,652	\$124,799	\$126,983	\$129,205	\$131,466	\$133,767	\$136,108	\$138,489	\$140,913	\$143,379
X	\$116,960	\$119,007	\$121,089	\$123,208	\$125,365	\$127,558	\$129,791	\$132,062	\$134,373	\$136,725	\$139,117	\$141,552	\$144,029	\$146,550	\$149,114
Y	\$121,638	\$123,767	\$125,933	\$128,137	\$130,379	\$132,661	\$134,982	\$137,345	\$139,748	\$142,194	\$144,682	\$147,214	\$149,790	\$152,412	\$155,079
Z	\$126,504	\$128,718	\$130,970	\$133,262	\$135,594	\$137,967	\$140,382	\$142,838	\$145,338	\$147,881	\$150,469	\$153,103	\$155,782	\$158,508	\$161,282
	D - Maintenance/Custodial Director														
	K - Technology Director														
	S - Business Manager														
	Z - Superintendent														





### **Administrators' Salaries**

It is the intent of the school district to establish a salary schedule for district-level administrators other than the superintendent that will successfully attract new building-level and selected district-level administrators and appropriately compensate those that have provided extended service to the district. All administrators' salaries covered under the provisions of this salary schedule will be determined in accordance with the salary schedule accepted by the board of trustees.

The adopted Administrative Salary Schedule expresses the policies the Board expects to follow in establishing salaries for principals, assistant principals, and selected District-level administrators. The Board will make every reasonable effort to maintain the approved salary schedule, but it reserves the right to amend, at any time, any and all parts of any current schedule and provisions relating thereto. Under this provision, any part or all of the incremental adjustment used to establish salaries may be modified, changed, or withheld, and such other adjustments of salary may be made as financial conditions warrant.

District-level administrators not included on the District's Administrative Salary Schedule shall have their salaries established by the Board of Trustees after consideration of the recommendation from the Superintendent.

### **Professional Staff Leaves and Benefits**

All paid professional staff leaves and benefits as identified in Board policies GCBD and GCBD-R1 which are provided to teachers and certified employees by the Board of Trustees are considered as a part of compensation to the employee.

Administrative, professional, supervisory, and director staff who are assigned to duties which require extra time or responsibilities over and above their regular professional obligations may receive extra compensation in accordance with supplementary pay plans proposed by the Superintendent of Schools and approved by the Board of Trustees.

Appointees may be issued an addendum to their contract/work agreement outlining the terms of the extra employment, stating the particular assignment, its duration, and the compensation to be paid.

For school administrators; summer school, extended day, or extra hourly duties outside the days/hours of the regular contract will be paid at \$40.00/hr.

Non required work and training outside the contract day/year is not compensated

### **Payroll/Pay Period**

Monthly payroll dates for all personnel are set on the 25th of each month, July through June. If the 25th falls on a weekend or a holiday, the payroll date will be Friday or the day preceding the weekend or holiday.

A work week shall be defined as 12:01 AM on Friday to Midnight on Thursday. A payroll month will be defined as four or five weeks ending on Midnight the second Thursday of the month as close to payday as possible and still provide ample time to process timesheets and prepare payroll for the month. Supervisors are expected to approve or deny all weekly timesheets in a timely manner. Employees and their supervisors will be responsible for accurate and timely submissions.

Employees may take the option of direct deposit of their payroll checks.

## BENEFITS

CCSD2 provides a wide range of benefit programs to eligible employees. Certain legally required programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner required by the laws.

Your eligibility for each benefit program depends on a variety of factors, including your employee classification. To better understand exactly which benefit programs you are eligible for, talk to your supervisor. You will find details about many of these programs elsewhere in the employee handbook. In some cases, a policy may also refer you to other sources, such as the Summary Plan Document for that benefit.

While some of the benefit programs we offer may require you to contribute to the cost, many programs are fully paid by CCSD2. We calculate that the benefits offered to a regular full-time employee cost CCSD2 approximately **46** percent of that person's wages. Therefore, when you look at your total compensation, be sure to also consider our contributions to your benefits.

### Employer Provided Benefits

Workers' Compensation Insurance - The school district is subject to the Wyoming Workers Compensation Act and makes monthly contributions to the Worker's Compensation Fund, entitling any employee who is covered under this Act, and who is injured at work, to the benefits provided by the Fund. In the case of lost work time, the covered employee may choose to use accumulated district sick leave or to file a claim for lost wages with Worker's Compensation. Employees may not claim both benefits for the same period of time.

If you are covered by workers' compensation insurance, it is critical that you inform your supervisor immediately about any work-related injury or illness, regardless of how minor it might appear at the time. Immediate reporting ensures that, if eligible, you will qualify for workers' compensation benefits as quickly as possible and also lets us investigate the matter promptly.

Workers' compensation- is intended to cover only work-related injuries and illnesses. Because of this, neither CCSD2 nor our insurance carrier will be liable for the payment of workers' compensation benefits for injuries that might occur during employee's voluntary participation in off-duty recreational, social, or athletic activities that we may sponsor.

Unemployment Insurance - The district provides unemployment insurance through and upon terms and conditions established by the State of Wyoming plan.

Wyoming Retirement System - Membership in this program is required for all regularly full-time and part-time employed school personnel. Employees working less than 20 hours per week are not eligible for participation in the Wyoming Retirement System, with the exception of Bus Drivers who are eligible. **However, temporary employees who work a duration of 6 (six) months or more and work an average of 20 hours or more per week are eligible for the WRS.**

Term Life Insurance & Accidental Death & Dismemberment - Life insurance offers you and your family important financial protection. CCSD2 provides a basic term life insurance plan for eligible employees. You may also purchase supplemental life insurance.

The basic life insurance plan includes Accidental Death and Dismemberment (AD&D) insurance, which provides benefits if a serious injury or death results from an accident.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

- Regular full-time employees
- Regular part-time employees

Eligible employees may participate in the life insurance plan subject to the terms and conditions of the agreement between CCSD2 and its insurance carrier.

You will receive details about the basic life insurance plan upon hiring. If you have questions, contact the Payroll Clerk for more information.

Health Insurance - The health insurance plan at CCSD2 offers employees and their dependents access to medical, dental, and vision care insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- Regular full-time employees- who work at least 30 hours per week average during the measurement period are eligible to participate in the district's insurance plan (for the consecutive stability period) in compliance with the Patient Protection and Affordable Care Act (PPACA).

Eligible employees may participate in the health insurance plan subject to the terms and conditions of the agreement between CCSD2 and the insurance carrier.

If you change to an employment classification that would cause you to lose your health insurance plan eligibility, you may qualify to continue your health care benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) Policy in this handbook for more information.

You will find details of the health insurance plan in the Summary Plan Description (SPD). When you become eligible, you will receive an SPD and rate information prior to the enrollment date. For questions about health insurance, contact the Payroll Clerk for additional information.

### **Supplemental Benefits**

Tax Sheltered Annuities - Tax sheltered annuities through a licensed agent are eligible for payroll deduction upon application through the Business Office. (See [DLA](#) for limitations.)

Supplemental Life- Employees are eligible to participate in the Wyoming Retirement System and/or WSBA term life insurance program through payroll deduction.

Long-Term Disability-A long term disability plan is available to employees through payroll deduction.

Voluntary deductions ([DLA](#)) may be approved by the Board. For all voluntary deductions, the employee shall complete a form to either enroll or cancel the deduction.

Deduction for membership dues for recognized professional organizations (one organization either local, state, or national).

Dues - Dues for one organization (combined local, state, and national) may be included on payroll deduction for teachers.

### **Leaves and Absences**

All leave is accrued by the hour and is used by the hour/minute.

On days when the employee is scheduled and required to work, the employee must either physically work or take leave if applicable and available. Nonpaid time cannot be used until all applicable leave is used.

If you terminate from the district for any reason and are rehired as a regular employee (part-time or full-time) within one (1) year, all leave accrued will be reinstated. Leave will then be charged at your current hours per day (as scheduled for the position).

### Holidays

CCSD2 observes the following holidays which are not counted in the contract:

- New Year's Day (January 1)
- Good Friday (Friday before Easter)
- Memorial Day
- Labor Day (first Monday in September)
  - if a school vacation day
- Thanksgiving (fourth Thursday in November)
- Christmas (December 25)
- Independence Day (July 4)
  - 12 month employees only

A recognized holiday that falls on a Saturday or Sunday will be observed on the preceding Friday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or annual/accumulated leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

### Emergency or Snow Day Closing of Schools

When emergency/snow day closing of the schools occurs, certified and 10-month salaried employees will be paid for days missed and not worked, but are expected to make up the lost day(s). These employees will not be paid for make-up days. They may use annual leave to fill in for makeup days due to an emergency closing of the schools if approved by the superintendent. 12-month salaried employees must use annual or vacation leave as they cannot make up the day.

Employees on hourly pay will not be paid for days missed and not worked. Classified employees may use annual leave, vacation, or non-paid leave to fill in for days for snow or emergency closing of the schools.

### **Types of Leaves**

To support the Board's Policy on leaves and absences, staff members may use and accrue, the following types of leave described below.

Annual Leave Days: Regular full-time and part-time 12-month employees will be granted fourteen (14) days or (112 hours) of annual leave per year. Regular full-time and part-time 10-month employees will be granted twelve (12) days or (96 hours) of annual leave per year. Annual Leave must be taken and used by the hour/minute based on your schedule. This leave may only be used for illness, bereavement, and discretionary absences.

Accumulated Leave Days: Unused Annual Leave days may be accumulated and used for the illness of the staff member and/or their immediate family as defined as spouse, child, parents, in-laws, grandparents, siblings, and grandchildren or bereavement. Regular full-time staff members may accumulate up to one hundred (100) days or 800 hours. Part-time regular staff may accumulate a prorated amount of leave based upon their FTE (full-time equivalency). The district will compensate the employee for all leave days/hours beyond the cumulated maximum, at a rate of \$50.00 per day, or \$6.25 per hour to be paid by June 30th.

Paid Time Off (PTO): Regular full-time and part-time 12-month (260 day) employees will be entitled to Paid Time Off (PTO).

The amount of Paid Time Off (PTO) you receive each year increases with the length of your employment as shown in the following schedule:

Years of Service Completed	Number of Days Earned
1	11
2	12
3	13
4	14
5-9	15
10 & Over	20

The length of eligible service is calculated on the basis of a "benefit year". A "benefit year" is defined as July 1 - June 30. Staff members who worked with at least ½ of a fiscal year will have their Paid Time Off (PTO) prorated for the remainder of the fiscal year and continue to year 2 beginning the next fiscal year. Staff members who begin work with less than ½ fiscal year worked will have their Paid Time Off (PTO) prorated for the remainder of the fiscal year and begin on year 1 for the next fiscal year.

Once you enter an eligible employment classification, you begin to earn Paid Time Off (PTO) according to the schedule in this policy. You can request to use Paid Time Off (PTO) after it is earned.

Paid Time Off (PTO) is accrued by the hour and used by the hour/minute based on your schedule. I.e., if you work 8 hours/day, you will accrue 88 hours the first year (8 X 11). You may use Paid Time Off (PTO) in minimum increments of a quarter hour. To schedule Paid Time Off (PTO), you must first request advance approval from your supervisor. Each request will be reviewed based on a number of factors, including our business needs and staffing requirements.

Paid Time Off (PTO) is paid at your base pay rate at the time of the Paid Time Off (PTO). It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

We encourage you to use your available Paid Time Off (PTO) for rest, relaxation, and personal pursuits. In the event that you do not use your available Paid Time Off (PTO) by the end of the benefit year, you will be paid for the unused time (up to 10 days) over the 40-day accrual limit by June 30th. Paid Time Off (PTO) will be converted to hours based on hours worked. Any days above the 10-day limit will be forfeited. This will take your earned Paid Time Off (PTO) back to the 40 day-limit and your Paid Time Off (PTO) accruals will resume in the next benefit year.

If your employment terminates, you will be paid for any unused Paid Time Off (PTO) that has been earned through your last day of work.

## **Types of Absence**

The District recognizes three types of excused absences from a staff member's assigned duties and responsibilities. The three types of absences are (1) short-term charged (2) short-term non-charged and (3) long-term.

Short-term Charged Absences-The absences below are charged against one or more of the types of leave described in R-1. The order in which an absence occurs determines the type of leave that will be charged.

- Illness: Illness and medical care of the staff member and/or their immediate family is defined as spouse, child, parents, in-laws, grandparents, siblings, and grandchildren. For extended illness of more than 10 consecutive workdays, verification by the health care provider will be required. After being absent for 5 consecutive days, an employee may be placed on Family Leave. Prior administrator approval isn't required for unplanned illnesses but should be obtained as soon as practical. Prior approval is required for elective procedures and appointments. This absence is charged against the following leaves, in order; Annual Leave, Accumulated Leave, Vacation Hours/Days, Annual Leave Bank Days, and Leave Without Pay

- Bereavement: Bereavement shall be granted by the administrator of the employee for a death in the employee's or the employee's spouse's immediate family (spouse, child, parents, in-laws, grandparents, siblings, and grandchildren) and such other persons as approved by the administrator. This absence is charged against the following leaves, in order; Annual Leave, Accumulated Leave, Vacation Hours/Days, and Leave Without Pay.
- Discretionary: Discretionary days are used for personal business that cannot be conducted on weekends or after school hours. The use of discretionary days must have the approval of the appropriate administrator. It should be requested at least one week in advance, whenever practical. It should not be taken during the first three weeks or the last three weeks of the school year. Exceptions must be approved by the appropriate administrator. This absence is charged against the following leaves, in order; Annual Leave, Vacation Hours/Days, and Leave Without Pay. In addition, any absences not approved by the administrator prior to the absence will be Leave Without Pay.
- Paid Time Off (PTO): Eligible employees may use any or all of their accrued Paid Time Off (PTO) subject to prior approval by their administrator. Any time taken by a staff member beyond the amount of accrued Paid Time Off (PTO) will be Leave Without Pay.
- Family Medical Leave: After an eligible employee utilizes 5 consecutive days of Annual Leave, they may request Family Medical Leave and will be entitled to no more than a combined total of 12 weeks of Family Medical Leave per year. To be eligible, an employee must have worked for the District for at least twelve (12) months at the time that the absence is to commence. They do not have to be consecutive months. The employee must also have worked for the District for at least 700 hours or have been bound by a full-time teacher or administrator contract during the twelve-month period before the absence begins, with these months being consecutive.
  1. the birth and first-year care of a child;
  2. the adoption or foster placement of a child;
  3. the illness of an employee's spouse, parent, child; or
  4. the employee's own illness.

If the employee has paid leave, including Annual Leave, Accumulated Leave, and Vacation Days/Hours; they must substitute the paid leave for any or all of the unpaid leave. This paid leave will count against the total of 12 weeks per year of Family Medical Leave.

During the period of leave, the employee is entitled to the continuation of all benefits. The District will continue to pay its portion of the health insurance, and it will be the employee's responsibility to continue to pay for their portion. Upon return to work, the employee will be entitled to any Annual Leave and/or Vacation days/Hours earned while on leave, and to their same position or an equivalent position with equivalent pay. If an employee's absence extends into a Medical Leave of Absence, they will be entitled to these days upon return to work from Medical Leave.

In the case of birth, adoption or foster placement, the leave entitlement for child-care ends after: (1) the child reaches the age of one, or (2) 12 months after the adoption or placement. Leave to care for a child would include leave for a stepparent or person in loco parentis.

In the case where both spouses are employed by the District, the combined amount of leave for birth, adoption or foster placement, or family illness is limited to 12 weeks. Personal illness is not limited to this combined total.

The District and the employee may agree that an employee may take leave intermittently or a reduced day/hours basis in connection with the birth, adoption or foster placement of a child. This is subject to the recommendation of the administrator and is at the request of the employee.

When unpaid leave is in connection with birth, adoption or foster placement, and is foreseeable, the employee must provide at least 30 days' notice of the date when leave is to begin, unless circumstances dictate otherwise. When unpaid leave is in respect to family or employee illness, which is foreseeable, the employee must make a reasonable effort to schedule treatment, including intermittent and reduced day/hours leave, so as not to unduly disrupt the operations of the District.

In the case of employee illness or the illness of an employee's spouse, parent, or child, the employee may take intermittent or reduced day/hours leave.

In the case of employee illness, the District will require the employee to provide certification by their health care provider that the employee is able to return to work and is able to meet the essential functions of the job. The District may require a second opinion of the determination at the District's expense.

If an employee fails to return to work after the leave period has expired, the District may require the employee to pay for the District's share of the health insurance and become a COBRA participant on the District's medical insurance after the employee has exhausted Family Medical Leave.

An employee who needs additional time away from work may apply for a Medical Leave of Absence as provided for in Board Policy. This leave does not provide for the District to pay for the District's share of the medical insurance benefit, and no benefits are accrued by the employee with on a Medical Leave of Absence.

The Superintendent will work individually with an employee who wants to apply for Family Medical Leave.

Short-term Non-charged Absences- They are not charged to the leaves listed in R-1 and are limited to the following:

- Professional Development: An absence may be granted to each employee for prior approved professional development. The leave may be used for attendance at approved workshops for activities to improve classroom instruction and for other program, enhancement experiences directly related to the performance of the staff member's assigned duties. The leave must be approved by the administrator and the Superintendent. A written Initial or Follow-Up Professional Development Summary will be submitted upon returning to the district.
- GEA, WEA, NEA Professional Leave: Travel, living expenses, and cost of substitutes involved in allowing attendance at meetings of the above organizations will be paid by the teacher. Duly elected officers and delegates of the Glenrock Education Association shall be allowed an aggregate of five (5) days (38.75 hours) of leave without loss of pay to attend meetings, conferences and/or assemblies of their state or national professional organizations. Request for such leave shall be submitted to the Superintendent in writing by the Association not less than five (5) working days in advance of such leave.
- Military Service (Short-term): Employees who are members of the National Guard or military reserves will be granted up to fifteen (15) days military leave per year for active duty training. The District will pay the member (at his daily rate) during this leave of absence as long as it does not exceed fifteen (15) days in any calendar year. This leave is in addition to regular school vacation time. The leave shall be requested through the appropriate administrator and will be granted by the Superintendent. The request will be accompanied by a copy of the official orders to active duty. The vacancy created by the leave will be filled with a substitute provided by the district. Employees are encouraged to make an effort to fulfill

annual active duty military training obligations at times when school is not in session. (Legal Reference: E.S. 19-78.29)

- Civic Duty: Employees that obtain prior administrator approval may be excused for civic duty. Any compensation earned by the employee while serving in a civic capacity will be paid to the district. Examples of such duty include subpoenaed court witness for a trial other than your own, jury duty, service on town or city councils, county boards, recreation districts, hospital boards, service as a college trustee, or election as a state legislator. This is not an exhaustive list, but service must be for a non-profit organization or tax-supported entity. Substitutes, when necessary, shall be paid by the district. If a staff member is not selected for jury duty, or the service doesn't require their presence for the entire day, they are required to report back to their building.
- Administrative Leave: The Superintendent may place any employee on administrative leave as they may find necessary to conduct the business of the District in accordance with Board Policy and established procedures. An employee's compensation for this absence is subject to the discretion of the Superintendent.

Long-term Absences-These absences are generally for a period that exceeds 12 weeks and require the Superintendent's recommendation and Board approval prior to the commencement of the absence.

- Medical Leave of Absence: A staff member who has exhausted all applicable leave but whose illness or health condition prevents them from returning to work, may apply for a medical leave of absence. Such leave shall be limited to the remainder of the terms of the individual contract. No assurance can be given that a staff member will return to the identical assignment at the termination of the medical leave of absence, but the assignment will be one for which the staff member is qualified. No district payment of salary or benefits will occur during the medical leave of absence. All leaves are at the discretion of the board and require the Principal's/Superintendent's recommendation.
- Leave of Absence: A leave of absence for up to one school year may be granted by the Board to certified staff members serving under contract, who have completed at least 3 consecutive years of service to the district, upon written request to the Board prior to April 1 of the school year for which the leave is requested. Staff members granted a leave of absence must notify the Board in writing prior to April 1 of the school year for which the leave was granted, of their intent to return or not to return to the district. All leaves are at the discretion of the Board and require the Principal's/Superintendent's recommendation. No assurance can be given that a staff member will return to the identical assignment at the termination of the leave of absence, but the assignment will be one for which the staff member is certified. No district payment of salary or benefits will occur during the leave of absence. Upon return to duty, staff members will be credited with such sick leave and personal leave as had been accumulated at the time the leave began.
- Military Service (Long-term): Military Service leave of absence will be granted to those employees who have been called to active duty in the armed forces for a period exceeding fifteen (15) days. The request for long-term military service leave of absence will be accompanied by a copy of the official orders to active duty. In all cases, the District will abide by the requirements for compensation, benefit continuation, and seniority accruals as set forth in the Uniformed Service Employment and Reemployment Rights Act (USERRA) and the Wyoming Military Service Relief Act.



## **Staff Leave Bank**

The Board of Trustees of Converse School District Two approves a voluntary Staff Leave Bank for all certified staff, classified staff, and administrators as described in the following paragraphs. The purpose will be to provide a bank of Leave days from which a member may draw in case of extended illness and/or disability as outlined in Policy [GDBA-E](#).

The staff leave bank will be administered, under the direction of the superintendent by a committee consisting of 3 staff members from the requesting employees building/department. The committee will include the requesting employee's administrator/supervisor and two more staff members from that building/department. When possible, the committee will include the superintendent, administrator/supervisor, 1 certified staff member, and 1 classified staff member.

The number of hours available to be borrowed from the staff leave bank in any year (beginning in July) will be limited to the number of hours carried over from the prior fiscal year plus the number of hours contributed through employee contributions to the bank. If the staff leave bank balances fall below 400 hours the Superintendent may make an additional request to employees for contributions. At the end of the fiscal year, up to a balance of 800 hours may be carried over to the next fiscal year's bank.

## **Membership**

- All regular (not temporary or seasonal) employees of the District shall be eligible to become members of the Staff Leave Bank.
- Membership in the Staff Leave Bank shall be voluntary.
- The period of enrollment shall be from July 1 until September 30 for all current employees. Employees hired during the school year may enroll during the first thirty (30) calendar days of their employment.
- Employees may enroll in the bank by donating one (1) day (regular full-time employees = 8 hours and regular part-time employees = 4 hours) of Annual or Accumulated Leave earned during employment.
- Days or hours contributed or assessed become part of the Bank and no longer count toward the individual member's current annual leave or accumulated leave.

The following guidelines will be followed by employees and the staff leave bank committee:

- Each eligible employee must use all accrued annual and accumulated leave before applying to the staff leave bank for additional leave.
- All requests must be in writing.
- Requests for staff leave bank days will be reviewed by the staff leave bank committee. The decision will be presented to the employee in writing. The decision will be final and no provision for appeal is available.
- Requests must be for a serious extended illness, surgery, childbirth (the bank may not be used to extend leave for the birth of a baby beyond 20 days unless additional absences are necessary due to medical complications), or an unexpected serious medical event(s) which must be verified by a physician.
- Employees are encouraged to help police the sick leave bank program and to protect it from abuse.

## CALENDAR/CONTRACT HOURS & DAYS/WORKDAY

### Starting and Ending Dates

Days/Hours	Position/Assignment	Starting Date	Ending Date
261	Grounds Supervisor Custodial/Maintenance Supervisor Technology Director Administrative Assistant Accounting Specialist AP Technician Custodians	7/1/2023	6/30/2024
261	Superintendent Business Manager	7/1/2023	6/30/2024
210	Principals SPED Director Transportation Director	7/25/2023	6/12/2024
210	Building Secretaries SPED Secretary Transportation Secretary Transportation Shop Manager Kitchen Manager	7/25/2023	6/12/2024
201	Food Service Director	8/11/2023	6/14/2024
200	School Psychologist/Case Manager Jr/Sr High School Counselor	7/25/2023	6/12/2024
185	Teachers Speech Pathologist Paraprofessionals Library Clerk Food Service Workers K-6 Counselor/Social Worker	8/9/2023	5/23/2024
170	School Nurses	8/9/2023	5/23/2024
158	Bus Drivers	8/18/2023	5/23/2024

### Daily Work Schedule

- Administrators are available from 7:30-4:00 each day school is in session.
- Certified employees' work hours are: Grant & GIS 7:20-3:50; GJSHS 7:30-4:00 each school day.
- Support staff starting and ending times are determined by the building/department administrator but may not exceed the total number of hours per year. Support staff may not work more than 40 hours in any week without prior approval from the administrator. Lunch breaks are decided on a building level but will be unpaid for 30 minutes or more.

## **Vacations**

- Full time staff that work a 12-month year are entitled to vacation with pay, which varies, based on the number of years employed by the district. ([GCBD-R1](#))

## **TimeClock Plus**

- Support (classified) staff are responsible for entering hours worked and leave requested into TimeClock Plus. Administrators are responsible for approving assigned staff members time in TimeClock Plus by each Monday for the previous week. The workweek begins on Friday and continues through Thursday.
- Certified staff are responsible for entering all hours worked into TimeClock Plus for additional work on approved activities (such as curriculum and assessment development, summer school, professional development projects) and leave requested. Administrators are responsible for approving assigned staff members time in TimeClock Plus by each Monday for the previous week.

# **COMMUNICATION**

## **General**

- Every attempt should be made to keep communication open between administrators, staff, students, and parents. It is important to treat each other respectfully by listening, responding in a calm manner, focusing on the issues, refraining from judgmental statements, trying to understand the other points of view, and resolving matters with each other.
- The district adheres to a chain of command ([CCB](#)). If you have questions or concerns, you need to follow the below chain of command:
  - Direct Supervisor
  - Administrator (if not your direct supervisor)
  - Superintendent
  - Board of Trustees

If you try to skirt the chain of command, you will be reminded what the chain of command is.

## **Students and Parents**

Timely communication about student progress, successes, and concerns is an expectation for all staff members. Progress should be noted in the digital gradebook on a weekly or minimum of bi-monthly basis. Parents should be contacted as soon as possible if there is a concern or a reason for celebration. Students should be made aware of their progress on a regular basis. Phone messages, emails, notes, letters, should be responded to within a 24-hour period excluding weekends.

## **Colleagues**

We are all in this together and can make a world of difference if we work as a team. Veterans are encouraged to support new employees by discussing work issues with them, offering to assist in planning, providing feedback on performance, explaining department/building/district procedures, and locating needed resources.

## **Board of Trustees**

The Board invites employees to attend their work sessions and meetings. Work Sessions are generally held on the first Tuesday of each month. Work sessions begin at 5:30pm and are held at the Central Office Board Room. Regular meetings are generally held on the third Tuesday of each month. Meetings begin at 7:00pm and are held at the Central Office Board Room.

- Employees who wish to address the Board may do so by attending the meeting and speaking during the visitor section of the agenda. To make a formal presentation to the Board, employees should contact the superintendent at least one week prior to a scheduled meeting to determine if they can be placed on the

agenda. Written correspondence should be sent to all Board members since they are required to make decisions as a group, not as individuals.

- Board documents (minutes, agendas, attachments, etc.) are available on BoardDocs via the district website.

## **CURRICULUM AND ASSESSMENT**

### **Development**

The Marzano Curriculum framework is used to develop curriculum and assessments.

### **District Leadership Team (DLT)**

This committee of staff members from all district schools works with the administrators and Superintendent as the District Curriculum Leadership Team. Representatives attend quarterly meetings, facilitate duties during district days, and act as building liaisons. Responsibilities this year include developing strategic plans for Professional Development, increasing student achievement, refining classroom and District Assessments, and improving curriculum and instruction.

### **Selection of Materials and Textbooks**

Replacement of curriculum materials is completed by a process of, review, selection, and recommendation by staff members who will be using the materials. Through the process the final selection of the SAC (Subject Area Content) will be reviewed by the DLT with a recommendation going to the Board.

### **Graduation Requirements/Body of Evidence**

A diploma will be awarded to high school students when they earn the required high school credits, complete a career plan, and demonstrate proficiency on the state content standards required for their graduating class.

### **Homework**

Each school and teacher should have specific written guidelines to define and limit homework. Any assigned homework should have specific objectives, be reasonable length, should be evaluated quickly and returned to the student, and should encourage application of skills acquired in class.

### **Adding/Eliminating Courses or Programs**

The DLT serves as a clearinghouse to add or eliminate a course or program from a school. Requests must be discussed with the building administrator and filed in writing to the Superintendent.

### **State Assessments**

Students in grades 3-8 and high school will be taking the state WY-TOPP assessment in May. Helping students become familiar with the test format, encouraging test commitment and maintaining a positive attitude about the testing is the teacher's responsibility. Data will be used to determine and monitor school improvement goals, to produce information about student achievement on the state level, and to provide information to district stakeholders.

### **District Assessments**

Our system of common district assessments is periodically reviewed and revised by staff members. It is expected that all teachers become familiar with their course assessment schedule. Assessments should be given according to the pacing guide, with uniform application, and information should be reported in the digital gradebook. Data from common assessments will be used to monitor student progress, to monitor school improvement plans, and to develop district and school professional development programs.

## **Classroom Assessments**

Periodic assessment of student progress is an important measure of student progress. Rich assessment opportunities with multiple ways of demonstrating proficiency should be used in the classroom. Information should be shared with students and parents in a manner that shows where progress is taking place as well as areas in need of improvement. Students should be able to gauge their own performance and know how to improve their skills by using the assessment information. Teachers should use the results to plan the next steps in the instructional process.

## **Field Trips**

First-hand learning experiences are an integral part of the program of our schools. When requesting field trips keep in mind that trips should be of educational value, have detailed itineraries, have planned adult supervision, and relate directly to course curriculum. Pre-teaching and post-trip activities should be part of field trip teaching. Permission from the building administrator to plan a field trip is required prior to submitting transportation requests. Parents should be informed about the details of the trip. Notification of the impending trip should be given to the office, the food service personnel, and other teachers in the building. Students who require alternate transportation must communicate that prior to the field trip. Due to the high cost of transportation all trips will be carefully monitored.

# **EMPLOYMENT PRACTICES**

## **Criminal Background Checks**

Conducted on all employees recommended for hire and volunteers who work with students. This will involve submitting to fingerprinting for the purpose of a criminal background check with the Wyoming Department of Criminal Investigation (DCI) and the Federal Bureau of Investigation (FBI). The District will pay the cost of the fingerprinting and background checks for all applicants, provided the hired employee remains employed for six consecutive months. The District may re-evaluate the recommendation to hire based on the results of the background check. ([GBS](#))

## **Reference Checks**

Will be conducted for all candidates seeking employment in the District. The District reserves the right to contact people listed on the candidate's application as well as other appropriate persons who are not indicated.

## **Drug Free Workplace**

It is the policy of CCSD#2 to have a drug-free workplace and to comply with the provisions of the Drug-Free Workplace Act of 1988. The manufacture, distribution, dispensing, possession, or use of alcohol or controlled substances is prohibited in the workplace, in district vehicles, or at any school-related event. To promote the health and safety, the use of tobacco products by students and staff will not be permitted on school grounds, in school vehicles, or at school sponsored events. All personnel will be notified of the policy and will sign a form indicating their acceptance of the rules. ([GBCE/GBCE-R](#))

## **Personnel Records**

An official personnel folder is maintained in the Central Office for each employee. These records are considered confidential and will not be open to public inspection. Access to files is limited to the employee, the superintendent, and administrators who have supervisory authority, district employees who maintain the files, other individuals who accompany the employee, and individual members of the Board of Trustees. Employees have the right to review the contents of their files during normal business hours with the exception of recommendations provided to the District on a confidential basis. If a member of the public requests information that they are legally entitled to, you will be notified of the information given to them. Although you are not allowed to remove anything from your personnel file yourself, you may submit a written request to have items removed. ([GBL](#))

## **Required Training**

All staff members are required to complete specific training related to their jobs. Annually this includes training on harassment, blood borne pathogens, suicide prevention, and confidentiality. Additional training is often required depending on the position.

## **Termination**

Termination of employment is an inevitable part of personnel activity within any District, and many of the reasons for termination are routine. These are some of the most common circumstances for employment terminations:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge (Terminated) - involuntary employment termination initiated by the organization.
- Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

We will generally schedule an exit interview at the time of employment termination. The exit interview is an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of any outstanding debt to CCSD2, or return of CCSD2-owned property

Since employment with CCSD2 is based on mutual consent, either you or CCSD2 have the right to terminate the employment relationship at will, with or without cause or advance notice, at any time.

Your benefits are affected by termination in several ways. All accrued, vested benefits that are due and payable at termination will be paid out. Some benefits may be continued at your expense if you choose. You will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations for continuing them.

## **Guidelines for staff members who want to retire and return to work-rehired retiree**

- Must have at least a 30-day break in service
- If a certified staff member wants to retire and return to work, they must resign no later than March 1 of the current school year
- All positions will be declared “open” and will be advertised both in and out of the school district.
- The staff member must reapply for their job and will be considered for employment along with other applicants.
- If rehired back, they will be placed on the current salary schedule in the same salary column and same step.
- They will be placed on an initial contract.
- They will be treated as a new employee and will receive the same benefits as all new employees.

Rehired employees (who are currently a Regular full-time employee) coming back to substitute teach or work part time (less than 30 hours), must have a 26-week break in service from the last benefit eligibility date.

## **ETHICAL CONDUCT**

A statement of standards for ethical conduct is designed to inspire a quality of behavior that reflects the honor and dignity of all employees. All employees shall help each student realize his or her potential as a worthy and effective member of society. Employees will provide an environment that stimulates the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. All staff members are expected to maintain high standards in their relationships with students, colleagues, and community members;

to make a commitment to the student; to make a commitment to the profession; and to act as role models in the performance of their professional duties. ([GBEAR](#))

Failure to maintain appropriate professional boundaries with students and appropriate types of communication, both inside and outside of a classroom setting, including all types of communication, verbal, written, and all forms of digital communication, could result in the reporting of such conduct to the Professional Teaching Standards Board by District's administration, and the imposition of disciplinary action up to and including termination of employment and revoking of a person's certification.

## EVALUATION

### **Certified**

The purpose of the evaluation process is to assist personnel in enhancing student learning by improving professional performance and to provide information to be used in employment decisions. The process is based on observations, self-reflections, written evaluations and if needed, Plans of Assistance. Continuing contract staff members will receive a written evaluation at least once a year, while initial contract staff members will receive at least two a year. Evaluation forms will be made available to staff by building principals. ([GCN-R](#))

### **Support Staff/Classified Staff**

Evaluation of support staff will be conducted by their direct supervisor. Evaluation of job performance will take place during the year. ([GDN & GDN-R](#))

### **Administrators**

The purpose of administrator's evaluation is to ensure the quality of instruction and learning for students, to develop or maintain school climate, to maximize the professional development of a school staff and to ensure healthy relationships between the students, staff and parents of a school. ([CFB](#))

## FOOD SERVICE

### **Staff Meals**

The only staff members that receive a free meal from the Food Service Program are the kitchen staff and staff with lunch duty. All other staff members may purchase a meal at the regular price. Employees may purchase meals at the advertised price. Employees may also "pre-load" an account with the school office for ease of payment.

## PROFESSIONAL DEVELOPMENT

### **District, Building, Department, and Personal Professional Development Goals**

CCSD#2 recognizes the importance of developing, improving, and extending staff skills. Opportunities are provided to systematically ensure that staff personnel will remain current with education practices that increase student achievement and improve instructional skills. A Professional Development Plan is developed and maintained by the district to encourage this continuous growth, recognize efforts of staff that are striving for excellence, provide opportunity to meet district goals, and to identify and address the needs of students and staff.

## PURCHASING PROCEDURES

Personnel and district officials who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly filled-out and approved voucher and supporting receipts as required by the business office.

Expenses for travel will be reimbursed when the travel has the advance authorization of the Board or the Superintendent. The Superintendent may grant this authorization without prior Board action when the travel expense has been anticipated and incorporated into the operational budget of the particular program involved, and the Board will later ratify such approval. The Board must approve all out of state travel of pupils or employees.

**Persons who travel at school expense will exercise the same economy as a prudent person traveling on personal business and will differentiate between expenditures for business and those for personal convenience. ([DLC](#))**

### EXPENSE REIMBURSEMENT-PUPIL AND EMPLOYEE

#### Reimbursement Expenses for Mileage

Employees are required to use a school vehicle whenever possible. If a school vehicle is not available, employees will be reimbursed at the current state mileage reimbursement rate for the use of their vehicle and must provide proof of current automobile insurance coverage.

#### Reimbursement Expenses for Travel for Staff

1. Reimbursement for actual expenses for room, food, taxi, and any other incidentals that are incurred for travel of the district and approved by the district will be made only if detailed receipts are presented for proof of expenditures.
2. Liquor or beer expenses are not allowed
3. A limit of **20** percent is allowed for gratuities. This amount should be added on the receipt and identifies as such.
4. Rates for meals and rooms are not set in this regulation or in policy due to the Board's desire to give staff, coaches, and sponsors the freedom to shop the best deals. Staff should eat meals at the regular meal time if possible. Missing a meal should not be construed as "owing" a meal for later.

#### Pupil travel Expenses-All groups will travel in school vehicles and all expenditures for reimbursement.

1. Must turn in a detailed receipt for all rooms, meals, and incidentals
2. A limit of **20** percent is allowed for gratuities. This amount should be added on the receipt and identifies as such.
3. Rates for meals and rooms are not set in this regulation or in policy due to the Board's desire to give staff, coaches, and sponsors the freedom to shop the best deals. Students, coaches, and sponsors should eat meals at the regular meal time if possible. Missing a meal should not be construed as "owing" a meal for later.

#### Non Reimbursable Trips

Out-of-State Travel-School buses used for out-of-state travel must have approval. Activity trips of one hundred-fifty (150) miles from the Wyoming border will not be reimbursed by the state.

Summer practices or non-sanctioned camp activities are not reimbursed by the state.

Field Trips- Events that are not demonstrated to be tied to curriculum currently being taught in a respective course that can supplement instruction or provide exhibits tied to an in-class project are not reimbursable by the state. To be reimbursable, Field trips should be taken as an extension of the classroom, tied to curriculum and in a fleet vehicle. Trip should be required and for a grade.



**The student activity funds or students will be charged a fee reflecting the actual cost of operations (of that vehicle), exclusive of depreciation for any such trips.**

## **PURCHASING PROCEDURES**

The district will follow this procedure in making or authorizing purchases and paying bills: (DJR)

1. A requisition shall be prepared for all purchases including reimbursements. The requisition shall show the items to be purchased, their known or estimated price, the vendor, and the account to be charged. Each requisition will be checked against the district budget.
2. All requisitions must be approved by an administrator or department supervisor.
3. The Superintendent or his designee shall approve all requisitions over \$500.00 for the Board.
4. All purchase orders require a detailed receipt or invoice to be checked against the purchase order.
5. No individual is to order anything for any group using the name of the school without the authorization of the principal or department supervisor.
6. Payment of bills will not be made except on official purchase orders of the district.
7. Warrants approved by the Superintendent or his designee will be presented to the Board at the regular meeting each month. Upon approval of the Board, school district warrants will be presented in payment.
8. Employees who make unauthorized purchases may be required to make payment from their personal funds.

**Credit Card Use-The above requirements still apply.**

### **Credit Applications**

- Credit/Account applications or agreements must be submitted by central office.
- We do not always allow all new vendors to be set up and an agreement signed by an employee is not necessarily binding to the district but could be binding to the employee so please make sure you contact central office for any new accounts.

## **GUIDELINES FOR HANDLING SCHOOL DISTRICT FUNDS**

**The below procedures are to meet state statute and protect the employee**

- Any funds raised in the school/district's name must be deposited in a school district account **DAILY**.
  - If you are having a fundraiser where the vendor wants the money to go directly to them (i.e., jump for heart), you can turn over checks made payable to the vendor but **all cash must be deposited in the district account and a requisition must be entered to pay the vendor.**
- When turning in your deposit, no money is ever to be withheld for making change or using for cash. If you need petty cash, you must first talk with your school principal. All petty cash accounts must be set up through central office.
- The school advisor, sponsor, or staff must complete Cash Sheet form (ask secretary or supervisor), sign, and turn into the school secretary **on a daily basis with all funds.** Money **must not** be held by staff.

<b>SAFETY</b>
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### **Asbestos**

Each year the District must provide notification to the public and its employees of the areas in the District that are known to or suspected to have Asbestos Containing Materials (ACM). Every six months the District does a re-inspection of its facilities to determine where any suspected ACM may occur. Every three years the District is required to have an official report of all ACM done by an outside entity and have that report available to any interested party.

## **Pesticides**

The District is required to post notification of any pesticide use at least 48 hours prior to application by the licensed applicator in conspicuous places on the facility being sprayed. [\(EBAA\)](#)

## **Violence**

The Board acknowledges the importance of regulating the school environment in order to provide the opportunity for maximum achievement on the part of all students. The Board further acknowledges the adverse effect that weapons, threats, and violence can have on academic success and the development and maintenance of good mental and physical health. Students shall be prohibited from the possession of weapons, engaging in abusive, harassing, or threatening conduct or initiating violent acts while on District property, in a District vehicle, or at any school activity. Any student who is determined to have brought a firearm or destructive device to school shall be expelled from school for a period of not less than one year. The Board may modify an expulsion requirement for a student on a case-by-case basis. The school shall notify the police department of the incident. Abusive, harassing, or threatening conduct is defined as any conduct, which places a reasonable student, teacher, or school administrator in fear of impending bodily injury.

## **Emergency Closing**

The Superintendent is empowered to close school or dismiss school in the event of emergency conditions that threaten the health, safety, or welfare of students or personnel. Emergency closures may also be pursuant to regulations of the State Board of Education or to Presidential or Gubernatorial executive orders. Whenever it is necessary for the closure of schools due to inclement weather or other emergencies the safety of students and staff is always the first consideration. However, there shall be an attempt to achieve the majority of a day's operation whenever possible. If school is cancelled due to an emergency or dismissed early any scheduled activities will also be cancelled. We will notify staff and students of cancelled or delayed starts as early as possible using the School Messenger system, closures/delays will also be posted on the district website and Facebook page.

# **SCHOOL IMPROVEMENT**

School improvement is a systematic process involving the school community with the purpose of improving individual student performance. Each school will form a School Improvement Team (SIT) for the purpose of reviewing data on student performance and designing a School Improvement Plan (SIP) that will improve student learning. The SIT, as well as the SIP, will meet all accreditation requirements set forth by the state. Annually each school shall analyze student performance data, revise their plan as needed, and submit the SIP by the date established by the Superintendent. Other timelines for submissions may be designated as needed. The District will develop a strategic plan based on the criteria established for individual schools as specified above. All staff members will be required to participate in the School Improvement Process by completing surveys, serving on committees, and implementing the SIP.

# **STUDENTS**

## **Additional Learning Opportunities**

Because it is our District's goal to provide a quality education for all students, we recognize that some students may need more time to reach that goal. After school tutoring, summer school, and Friday school are available to help students who need extra time to complete assignments with the help of qualified staff to assist students with their extra learning opportunities. Parents should be notified in a timely manner if their child is expected to be at any of their extended learning opportunities. Each school will determine the process by which students are invited to or required to participate in these opportunities.

**Medication**

Prescription and nonprescription drugs will be administered to students only with written permission from the student's parent or legal guardian. Medication will be dispensed only by school staff assigned by the building principal. A daily record of medication will be kept on file in the office via PowerSchool and all medication will be kept in a locked area. Authorization for a student to carry his or her own medication (i.e. inhaler for asthma) must be granted by the school nurse.

**Releasing students**

Students may not be released to anyone other than a parent or legal guardian during school hours without explicit permission from parents.

**Special Programs**

CCSD#2 offers special programs for students who require remedial assistance, challenges beyond those offered in the regular classroom, and accommodations for disabilities. Program specifics and the process for access into these programs is available from the Special Education Director.

**Confidentiality**

All staff members are expected to maintain a professional attitude toward students and their families regarding confidential issues.

**Accidents**

Any accidents or injuries that occur during the school day should be reported to the school office as soon as they occur. An accident form should be completed, and a copy should be sent to the business manager. Information will be reported to the parents and documented in the office.

**Supervision of Students**

When students are in school, traveling to and from school on school buses, or engaging in school-sponsored events the school is responsible for their supervision. School staff are expected to act as reasonable and prudent adults in providing for that supervision. Students should not be left in a classroom or allowed to leave their classroom unsupervised. Custodians, cooks, and maintenance personnel are the only employees not assigned supervisory responsibility; all other employees are expected to share the responsibilities for supervising the behavior of students.

**Student Records/FERPA**

An accurate cumulative record shall be maintained for every child enrolled in CCSD#2. Access to a student's record shall be limited to authorized school personnel, parents, and legal guardians of the student. When students reach the age of 18, access to their records reverts from the parents to the student. District employees will forward transcripts from the cumulative record upon the request of an educational institution, parent, legal guardian, or the student if they have reached the age of 18.

**Child Abuse**

Any school employee who has reasonable cause to know or suspect that a child has been subjected to neglect or abuse will report this to the principal of the school where the child is in attendance. The oral report should be followed with a written report ([JHG](#)) to be completed in duplicate with one copy kept by the principal and one copy sent on to the superintendent. Administrators will then cause a referral to be made to the Child Protection Agency or a local law enforcement agency. Reporting staff must be available to answer questions on the child's behalf. Once the report is filed the responsibility lies with the Child Protection Agency to investigate the incident. ([JHG](#))

## **Discipline**

CCSD#2 believes that effective pupil discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior. A student may be detained for disciplinary reason, but a parent should be notified if their child is to be detained after school. In cases where transportation is required, 24-hour notice will be given so parent(s) may arrange transportation. [\(JGB\)](#) A student may be suspended from school for not more than ten school days for reasons listed in policy [JGD](#) on the judgment of principal and teacher. Expulsion of a student for up to one year is a decision made by the school board for reasons authorized by the Wyoming Education Code.

## **Weapons**

It is the strict policy of the District that no student, school personnel, visitor, or other person shall bring or possess a firearm, simulated firearm, destructive device, or deadly weapon on District property or at any school function. Any student violating this policy shall be suspended or expelled as provided by law. Any school personnel who violate this policy may be suspended, terminated or otherwise disciplined as provided by law. Any other persons may be removed from District property either temporarily or permanently. [\(JFCI\)](#)

## **Drugs, Alcohol, and Tobacco**

The district prohibits the use, possession or distribution of alcohol and illegal drugs on school property. Violation of this policy will be cause for a parent conference; and students will face suspension and possible expulsion. In the case of controlled substances, law enforcement agencies will be contacted. The use and possession of tobacco by students is not permitted on school property, in school vehicles, or at school sponsored activities. [\(JFCH\)](#)

## **Harassment**

The District works to maintain a learning environment that is free from harassment. Students should be prohibited from making any form of harassment on school premises or at school sponsored events. The District will provide annual training for all employees in identifying and reporting harassment. [\(JBA / GBAB\)](#)

## **Parent Involvement**

It is the goal of the District to involve parents in their children's education. All staff members should promote a genuine spirit of cooperation between themselves and their students' parents by inviting discussion and suggestions on important educational issues. Schools should work to earn the goodwill and respect of their families. Communication between the two groups should be focused on what is best for the student involved.

# **STUDENT ACHIEVEMENT**

Student achievement data plays an important role in helping to evaluate, revise, and plan for the improvement of education in CCSD#2. We collect and analyze data from student performance on national, state, district, and classroom assessment tools, as well as from a variety of student surveys. This information is then used to celebrate student success, to determine needed focus, and to guide budget expenditures. We publish achievement results in an annual report to the community.

# **TECHNOLOGY**

## **Email**

An email account will be provided for each employee by the district. It can be accessed from the district or from home. The format for email addresses will be (username@converse2.org). Staff members are expected to check email on a daily basis because the majority of our communication is done via email. Employees are reminded that if they receive a suspicious email, they should not open it without the assistance of the technology department.

Virus protection software installed by our Technology Department personnel should prevent any problems, but it is good practice not to open attachments including pictures if the email is suspicious or from an unfamiliar source. Please refer to the Acceptable Use Policy later in this document regarding the use of your district email account. Once an employee leaves our employment their email account will be suspended.

PowerSchool is a web-based student information system that simplifies data-driven decisions by providing real-time information to all stakeholders over the Internet. Administrators get accurate, up-to-date information to make effective decisions. Teachers gain timesaving administrative tools. Parents gain immediate access to their children's grades, and students can track their own progress. District teachers use a web-based electronic gradebook in PowerTeacher. It is the responsibility of the staff member to keep grades current (daily or weekly) for parent and student access via the Web. The web-based grade book is automatically backed up by PowerTeacher.

### **Classroom Integration**

It is the goal of the district to integrate the use of technology into all subject areas. Support for technology integration and training in using the programs is available for district employees free of charge. Periodic district and regional training sessions will be held on Fridays and other scheduled times to facilitate the use of integrated technology in our schools.

### **Acceptable Use**

The district supports the use of the internet to facilitate learning and teaching. Use of the network shall be consistent with the curriculum and the varying needs, styles, abilities, and development levels of students. Staff should make every effort to ensure that this resource is used responsibly by students and staff. The following uses are prohibited: illegal activity, for-profit purposes, political lobbying or product advertising, reproduction of copyrighted materials, access to obscene or pornographic material, inappropriate language, offensive material, and modifying data belonging to other users, or loading unauthorized games. Using any method to bypass the district's internet filter is prohibited. If you are blocked from an educational website, submit an email request to the technology department. Employees need to ensure they are familiar and knowledgeable regarding the acceptable use policy. More information on acceptable use is listed in the BoardDocs. [\(IIBG\)](#)

### **E-Mail Policy**

District e-mail is provided to conduct business. All electronic messages created and stored on school computers is the property of the district and should not be considered private. The district retains the right to access email if it has reasonable grounds to do so. All email is backed up by the district. Once a staff member leaves our employment their email account will be suspended. [\(IIBG\)](#)

## **TRANSPORTATION**

### **Regular Routes**

Routes are determined by the transportation director taking into account where students live, and the safest possible pick-up and drop-off points.

### **Activity Trips/Field Trips**

Sponsors and staff members that need transportation to an activity/field trip need to fill out a transportation request form on InfoFinder at least two weeks prior to the departure date in order to allow time to schedule a driver and bus for the trip. These processes will be completed electronically. A link on the district website will lead you to the form. Buses and drivers are assigned on a first-come, first-serve basis. Every attempt will be made to accommodate any special requests, but scheduling conflicts may occur that won't allow for requests to be

honored. All Activity trips must have prior administrator approval. Out-of-state trips also require approval from the Superintendent. Please schedule, and get your trips approved, as far ahead as feasible.

### **Vehicles for Staff Use**

District-owned vehicles are available for approved staff travel. Employees that need transportation to an approved staff development seminar or professional association meeting need to fill out a transportation request form on Info Finder at least two weeks prior to the departure date in order to allow time to schedule a vehicle. These forms are completed electronically and can be accessed on the district website. Vehicles are assigned on a first-come, first-serve basis. Fuel cards are provided to the staff member to use for fueling the vehicle. Staff members requesting a district vehicle will be required to undergo an MVR (motor vehicle report) check of their license number and driving training. You may do this at any time in the year prior to a vehicle request to speed up the process of vehicle assignment.

## **REQUEST TO BORROW FROM THE DISTRICT STAFF LEAVE BANK**

Policy GDBA-E (Employee handbook) under Staff Leave Bank states:

Requests must be for a serious extended illness, surgery, childbirth (the bank may not be used to extend leave for the birth of a baby beyond 20 days unless additional absences are necessary due to medical complications), or an unexpected serious medical event(s) which must be verified by a physician.

Requests for staff leave bank days will be reviewed by the staff leave bank committee. The committee will include the requesting employee's administrator/supervisor and two more staff members from that building/department. The decision will be presented to the employee in writing. The decision will be final and no provision for appeal is available.

I \_\_\_\_\_ do hereby request to borrow \_\_\_\_\_ days/ (will be converted to hours based on scheduled hours/day) of leave from the District Staff Leave Bank. I further understand that I must use all accumulated available leave before I can borrow days/hours from the District Staff Leave Bank. Any unused days will be reverted back to the staff leave bank.

\_\_\_\_\_  
Employee Signature

DATE: \_\_\_\_\_

\_\_\_\_ APPROVED

\_\_\_\_ # hours

\_\_\_\_ DENIED

\_\_\_\_\_  
Superintendent (for Staff Leave Bank Committee)

DATE: \_\_\_\_\_

# STAFF LEAVE BANK ENROLLMENT FORM

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

\_\_\_\_ I choose to enroll in the staff leave bank by donating:  
\_\_\_\_ days(s) from my annual leave.  
\_\_\_\_ days(s) from my accumulated leave.

\_\_\_\_ I choose not to enroll in the staff leave bank.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

---

## Staff Leave Bank Rules

The staff leave bank will be administered, under the direction of the superintendent by a committee consisting of 3 staff members from the requesting employees building/department. The committee will include the requesting employee's administrator/supervisor and two more staff members from that building/department. When possible, the committee will include the superintendent, administrator/supervisor, 1 certified staff member, and 1 classified staff member.

### Membership

- All regular (not temporary or seasonal) employees of the District shall be eligible to become members of the Staff Leave Bank.
- Membership in the Staff Leave Bank shall be voluntary.
- The period of enrollment shall be from July 1 until September 30 for all current employees. Employees hired during the school year may enroll during the first thirty (30) calendar days of their employment.
- Employees may enroll in the bank by donating one (1) day (regular full-time employees = 8 hours and regular part-time employees = 4 hours) of Annual or Accumulated Leave earned during employment.
- Days or hours contributed or assessed become part of the Bank and no longer count toward the individual member's current annual leave or accumulated leave.

The following guidelines will be followed by employees and the staff leave bank committee:

- Each eligible employee must use all accrued annual and accumulated leave before applying to the staff leave bank for additional leave.
- All requests must be in writing.
- Requests for staff leave bank days will be reviewed by the staff leave bank committee. The decision will be presented to the employee in writing. The decision will be final and no provision for appeal is available.
- Requests must be for a serious extended illness, surgery, childbirth (the bank may not be used to extend leave for the birth of a baby beyond 20 days unless additional absences are necessary due to medical complications), or an unexpected serious medical event(s) which must be verified by a physician.
- Employees are encouraged to help police the sick leave bank program and to protect it from abuse.



# **Converse County School District No.**

**Post Office Box 1300    120 Boxelder Trail**

**Glenrock, Wyoming 82637**

**307-436-5331**

## **ABSENCE TO VOTE FORM**

I \_\_\_\_\_ attest that \_\_\_\_\_ was present to  
vote on \_\_\_\_\_ date at \_\_\_\_\_ time.

\_\_\_\_\_  
Signature

CONVERSE COUNTY SCHOOL DISTRICT NO. 2  
Glenrock, Wyoming

**ADVANCED DEGREE/COURSE NOTIFICATION FORM**

**Directions:** Employees use this form to notify the Superintendent that the employee is pursuing an advanced degree or course for purposes of tracking and adhering to applicable policies. Certified and classified employees who earn an advanced degree/certification or complete advanced courses that meet the criteria in Board Policies [GCB-R2](#) and [DLC-R2](#) are eligible for horizontal movement on the salary schedule (*certified only*) and tuition reimbursement. Coursework from a non-accredited college/university (as determined by the Wyoming Professional Teaching and Standards Board) will not be counted towards horizontal movement or eligible for tuition reimbursement. Please complete section one or two depending on whether you are pursuing an advanced degree or an advanced class.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Building:** \_\_\_\_\_

**Teaching Assignment / Grade Level:** \_\_\_\_\_

**Section 1**

**Degree Pursuing:** \_\_\_\_\_

(Please include a description of the degree and a list of all the required classes necessary to complete degree)

**Level of Education for Degree Being Pursued (Circle One):**

ASSOCIATES

BACHELORS

MASTERS

DOCTORATE

OTHER \_\_\_\_\_

**Institution (School, College or University):** \_\_\_\_\_

**Anticipated Completion/Graduation Date:** \_\_\_\_\_

**Credit Hour(s):** \_\_\_\_\_

**OR**

**Section 2**

**Name of Advanced Course:** \_\_\_\_\_

(Please include a description of the course)

**Institution (School, College Or University):** \_\_\_\_\_

**Anticipated Completion/Graduation Date:** \_\_\_\_\_

**Credit Hour(s):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_

Advanced Degree/Course is:

APPROVED: ☐

DENIED: ☐ Reason(s):

**Superintendent Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

CONVERSE COUNTY SCHOOL DISTRICT NO. 2  
Glenrock, Wyoming

**HORIZONTAL MOVEMENT ON SALARY SCHEDULE**

Teachers and certified employees intending to move horizontally on the salary schedule must notify the Superintendent in writing of their intent to move horizontally on or before April 15<sup>th</sup> of the year prior to the anticipated movement by completing this form.. Documentation for the credits earned (official transcripts) should be presented to the Superintendent's office at the earliest date possible following the completion of the work to accumulate the extra credits, but must be provided on or before September 15<sup>th</sup> of the contract year in which horizontal movement is anticipated. **(It is the employee's responsibility to ensure that all official documentation (official transcripts) has arrived in the Superintendent's office on or before September 15<sup>th</sup> and that the transcripts appropriately reflect successful completion of the advanced degree and/or all credits which are to be applied toward horizontal movement on the salary schedule.)**

Name: \_\_\_\_\_

Building: \_\_\_\_\_

Teaching Assignment/Grade Level: \_\_\_\_\_ Current School Year: \_\_\_\_\_

CURRENT PLACEMENT ON THE SALARY SCHEDULE (Circle One)

BA	MA + 15
BA + 15	MA + 30
BA + 30	MA + 45
MA	

EXPECTED MOVE (LANE CHANGE) ON THE SALARY SCHEDULE (Circle One)

BA	MA + 15
BA + 15	MA + 30
BA + 30	MA + 45
MA	

School Year of Lane Change: \_\_\_\_\_

*Only those credits which are pre-approved by the Superintendent in accordance with Board Policy [GCB-R2](#) shall apply toward horizontal advancement on the teacher salary schedule. **The Board limits horizontal advancement to not more than one (1) step each year at its discretion. Those who successfully complete a degree program must complete and submit a separate form for each horizontal lane change.***

Date: \_\_\_\_\_

Employee Signature \_\_\_\_\_

Horizontal Movement is:

APPROVED: ☐ DENIED: ☐ Reason(s): \_\_\_\_\_

Superintendent Signature \_\_\_\_\_

Date: \_\_\_\_\_



CONVERSE COUNTY SCHOOL DISTRICT NO. 2  
Glenrock, Wyoming

**TUITION REIMBURSEMENT FORM**

**Directions:** Employees use this form to request reimbursement for eligible tuition expenses. You must submit this form, a copy of your transcript, and documentation of the expense (receipt/bill) no later than 30 days after the end of the semester reimbursement is being requested. **Total individual employee reimbursement shall not exceed 6 credit hours per semester, 18 credit hours per year (summer semester begins the year). Per credit reimbursement will be no more than \$250 for graduate credit and \$150 for undergraduate credit.** Employees must have a current Advanced Degree/Course Notification Form on file at central office. Please complete section one or two depending on your situation. Please see Board Policy [DLC-R2](#) for more information on Tuition Reimbursement.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Building:** \_\_\_\_\_

**Teaching Assignment / Grade Level:** \_\_\_\_\_

**Amount Being Requested:** \_\_\_\_\_ **Dates/Semester of Class:** \_\_\_\_\_

**Number of Credits Completed (*Attach receipts and transcripts*):** \_\_\_\_\_  
\_\_\_\_\_

**Degree Pursuing:** \_\_\_\_\_

**Level of Education for Degree Being Pursued (Circle One):**

ASSOCIATES      BACHELORS  
MASTERS          DOCTORATE  
OTHER \_\_\_\_\_

**Institution (School, College or University):** \_\_\_\_\_

**OR**

**Name of Advanced Course:** \_\_\_\_\_

**Institution (School, College Or University):** \_\_\_\_\_

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

-----  
Tuition Reimbursement is:

APPROVED: ☐      DENIED: ☐      Reason(s): \_\_\_\_\_

\_\_\_\_\_  
**Superintendent Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_