

**SCHOOL ADMINISTRATIVE UNIT 79**

**GDBD**

**SUPPORT STAFF BENEFITS**

Benefits for Gilmananton support staff:

|    |                   | Full-Time year Round                          | Full-time                      | 180/days/<br>*30 hours or<br>More/Wk                       |
|----|-------------------|---|--------------------------------|--|
| 1. | Sick Leave        | 15 days, cumulative to 90 days                | 12 days, cumulative to 90 days | 6 days, cumulative to 90 days, (equal to hours/normal day) |
| 2. | Personal Days     | 3 days, charged to sick leave                 | 2 days, charged to sick leave  | None   |
| 3. | Paid Holidays     | 12 days per calendar year                     | *7 days per calendar year      | *7 days per calendar year                                  |
| 4. | Illness in Family | 3 days, charged to sick leave                 | 3 days, charged to sick leave  | None   |
| 5. | Health Insurance  | See pages 10 and 13                           | See pages 10 and 12            | None   |
| 6. | Dental Insurance  | Single coverage (up to \$400 towards premium) | Single coverage                | None   |
| 7. | Vacation Days     | (see schedule below)                          | None                           | None   |
| 8. | Bereavement Leave | 3 days, immediate family                      | 3 days, immediate family       | 3 days, immediate family                                   |

**YEARS OF SERVICE**

One (1) to Five (5) Years  
Six (6) to Ten (10) Years  
Eleven (11) or More Years

**NUMBER OF PAID VACATION DAYS ENTITLEMENT**

Ten (10) Days  
Fifteen (15) Days  
Twenty (20) Days

No fringe benefits for personnel employed less than 30 hours per week. These employees may, however, join the health insurance plan, but are responsible for paying their own premiums.

**SCHOOL ADMINISTRATIVE UNIT 79**

**GDO**

**EVALUATION OF SUPPORT STAFF**

It will be the responsibility of the Superintendent to implement appropriate support staff evaluation procedures.

1<sup>st</sup> Reading: January 12, 2004

2<sup>nd</sup> Reading: January 26, 2004

Adopted: January 26, 2004

**GILMANTON SCHOOL DISTRICT  
PARAEDUCATOR ANNUAL EVALUATION**

(Teaching Assistants, Individualized Educational Plan Assistants)

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
Assignment: \_\_\_\_\_ SY: \_\_\_\_\_  
Evaluator(s)/Title(s): \_\_\_\_\_

**Key: 1: Excellent 2: Good 3: Satisfactory 4: Inconsistent 5: Improvement Needed N/A: Not Applicable**

1. Cooperation: (Effective in working with others, accepts supervision, maintains positive and honest relationships with others, works toward betterment of school district, flexible, dependable, demonstrates positive attitude, is loyal to and promotes philosophy of school district)

Comments: \_\_\_\_\_

2. Student Management: (Maintains positive and healthy relationships with students, demonstrates consistency and upholds community standards for behavior and performance)

Comments: \_\_\_\_\_

3. Professionalism: (Maintains and enforces the rules of confidentiality, deals effectively with the public is discrete when dealing with sensitive issues, expresses concerns directly, participates in meetings)

Comments: \_\_\_\_\_

4. Efficiency: (Demonstrates self-reliance and resourcefulness, maintains and implements accurate, thorough record keeping and reporting systems, follows school wide procedures, is effective in the current position)

Comments: \_\_\_\_\_

5. Initiative: (Demonstrates the ability to work independently, is willing to offer ideas and suggestions, takes advantage of educational opportunities, promotes new programs and/or ideas and follows through)

Comments: \_\_\_\_\_

6. Financial Management: (Maintains accurate financial records, effectively participates in the budgetary process, cooperates with district-wide budgetary management systems)

Comments: \_\_\_\_\_

7. Punctuality/Attendance: (Is punctual for duties and other responsibilities, follows procedures for leave requests, sick time, etc., works effectively with substitute coverage coordinator)

Comments: \_\_\_\_\_

8. Specific progress applicable to staff development goal: (Actively participates in district's professional development program in respect to district goals and building goals, takes advantage of district's staff development activities to increase effectiveness, to assist in improving student performance and has or continues to work toward certification as a paraeducator)

Comments: \_\_\_\_\_

Areas of strength:

Suggestions for further growth:

Employee signature/date:

Administrator/evaluation signature(s)/date:

Signature indicates receipt.

**GILMANTON SCHOOL DISTRICT  
SUPPORT STAFF ANNUAL EVALUATION**

(Administrative Assistants, Building and Grounds Personnel,  
Food Services, Health Services, Receptionists, Technology Technician)

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

Assignment: \_\_\_\_\_ SY: \_\_\_\_\_

Evaluator(s)/Title(s): \_\_\_\_\_

**Key: 1: Excellent 2: Good 3: Satisfactory 4: Inconsistent 5: Improvement Needed N/A: Not Applicable**

1. Cooperation: (Effective in working with others, accepts supervision, maintains positive and honest relationships with others, works toward betterment of school district, flexible, dependable, demonstrates positive attitude, is loyal to and promotes philosophy of school district)

Comments: \_\_\_\_\_

2. Student Management: (Maintains positive and healthy relationships with students, demonstrates consistency and upholds community standards for behavior and performance)

Comments: \_\_\_\_\_

3. Professionalism: (Maintains and enforces the rules of confidentiality, deals effectively with the public is discrete when dealing with sensitive issues, expresses concerns directly, participates in meetings)

Comments: \_\_\_\_\_

4. Efficiency: (Demonstrates self-reliance and resourcefulness, maintains and implements accurate, thorough record keeping and reporting systems, follows school wide procedures, is effective in the current position)

Comments: \_\_\_\_\_

5. Initiative: (Demonstrates the ability to work independently, is willing to offer ideas and suggestions, takes advantage of educational opportunities, promotes new programs and/or ideas and follows through)

Comments: \_\_\_\_\_

6. Financial Management: (Maintains accurate financial records, effectively participates in the budgetary process, cooperates with district-wide budgetary management systems)

Comments: \_\_\_\_\_

7. Punctuality/Attendance: (Is punctual for duties and other responsibilities, follows procedures for leave requests, sick time, etc., works effectively with substitute coverage coordinator)

Comments: \_\_\_\_\_

Areas of strength:

\_\_\_\_\_

Suggestions for further growth:

\_\_\_\_\_

Employee signature/date:

\_\_\_\_\_

Administrator/evaluation signature(s)/date:

Signature indicates receipt.

## SCHOOL ADMINISTRATIVE UNIT 79

GDQ

### TERMINATION OF NON-CERTIFIED PERSONNEL

If at any time during the employment of a non-certified employee there is an indication that he or she is not carrying out his or her duties as assigned, he or she may be suspended from that duty immediately, and further action, including dismissal, may be recommended by the superintendent.

#### **Suspension**

The Superintendent may suspend a non-certified employee at any time when deemed necessary.

#### **Dismissal**

Non-certified personnel may have their employment terminated at anytime pursuant to the dismissal terms of that employee's employment for violation of school policy, for violation of any law, or for other matters deemed appropriate by the Superintendent. Non-certified employees are not entitled to a hearing before the board unless that right is expressly granted in the employee's employment contract. If such an employee is entitled to a hearing, the hearing will be conducted in accordance with the procedures set forth in Department of Education Rule 204.01.

#### **Voluntary Termination**

Upon retirement or resignation, non-certified personnel will give the immediate supervisor written notice of resignation at least two (2) weeks in advance of the effective date of voluntary termination. This requirement may be waived by the superintendent upon request for justifiable reasons.

1<sup>st</sup> Reading: November 9, 2010  
2<sup>nd</sup> Reading: October 11, 2011  
Adopted: October 11, 2011

**SCHOOL ADMINISTRATIVE UNIT SEVENTY-NINE**  
**GILMANTON SCHOOL DISTRICT**

**MEMORANDUM**

**TO:** Gilmananton Education Association  
**FROM:** Rachel Hatch  
**DATE:** District Policies  
**RE:** February 10, 2010

The Gilmananton School Board undertook the large task of reviewing District policies, beginning back in September of 2008.

The Board first reviewed all of the mandatory policies recommended by the NH School Boards Association. They are currently reviewing the recommended policies from the NHSBA.

Since the Board has completed their review and approval of all of the mandatory policies, I am enclosing copies of the policies in order for the GEA to have all updated policies inserted in their policy book.

Please do not hesitate to contact me if you have any questions regarding this packet.

/rh