

## CERTIFIED NEGOTIATIONS WRITTEN AGREEMENT

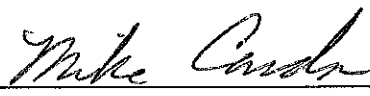
The attached policies are those that have been negotiated and agreed upon by the Board of Education and the Huron Education Association for the school district fiscal year beginning on July 1, 2023 and ending on June 30, 2024.


These policies will be posted to the district's website within 30 days of ratification.


Should any article, section, or clause of these policies be declared illegal by a court of competent jurisdiction, then that article, section, or clause shall be deleted only to the extent that it violates the law. The remaining articles, sections, or clauses shall remain in full force and effect.

Dated this 31<sup>st</sup> day of March, 2023.

**Huron Education Association Huron School District #2-2**

By   
Mike Carda  
President/HEA

By   
Rodney Freeman  
School District Attorney

|   |                                   |  |
|---|-----------------------------------|--|
|  | <b>Huron School District #2-2</b> | Code:<br>GCBC-1(N) Professional Staff<br>Fringe Benefits |
|   | Policies and Regulations          |  |

## Professional Staff Fringe Benefits 2023-2024 Insurance

### Health Insurance

The board of education participates in a group insurance plan covering hospital, surgical, and medical costs. For each certified employee who is employed for at least 75% of a full-time contract:

- **Single Premium:** District will pay \$ 686.70 per month; the employee pays \$ 76.30 .
- **Family Premium:** District will pay \$ 1,142.40 per month; the employee will pay \$ 761.60 .
- **Employee + 1:** District will pay \$ 914.40 per month; the employee pays \$ 609.60 .
- **Employee + Dependents:** District will pay \$ 827.40 per month; the employee pays \$ 551.60 .
- If the district employs both husband and wife for at least 75% of a full-time contract, each employee will pay \$ 76.30 per month for health insurance coverage.
- Employees on a 50% to 74% contract will receive one-half the above listed benefit contributed to the group insurance plan.
- Employees on a less than 50% contract will receive no insurance benefits from the district.
- Premium increases will take effect July 1<sup>st</sup> of each year.

### Dental Insurance

The board of education participates in a group insurance plan covering dental costs. The school district will pay up to the amount of a single premium per year for each certified employee who is employed for at least 75% of a full-time contract. (If the employee chooses to include dependents in his/her plan, he/she must pay the difference in the single and the family premium.) Employees on a 50% to 74% contract will have one-half of the single premium contributed to the group dental plan. Employees on less than a 50% contract will receive no insurance benefits from the district.

### Term Life Insurance

The school district will pay the cost of a single premium or a family premium on a term life insurance policy. Employees on a 50% to 74% contract will have one-half the benefit contributed on a term life insurance policy. Employees on less than a 50% contract will receive no benefits from the district.

The beneficiary amount of the policy shall be \$15,000, plus double indemnity coverage.

There shall be an Employee Insurance Group Committee composed of five (5) teachers, one board member, one administrator, one secretary, and one custodian, which shall make recommendations to the board of education relative to the group insurance carrier and coverage. Under no circumstances shall recommendations be made to the board of education to change group insurance carriers without competitive quotes having been made utilizing the school business manager's normal advertising procedure.

### Activity Passes

Employees will receive an activity pass which admits the employee and significant other, and any children living in the household, who accompany the employee to the event. The pass does not admit anyone to fund-raising activities nor to SDHSAA playoff events.



## Huron School District #2-2

### Policies and Regulations

Code:  
GCBA-1(N) Professional Staff  
Hiring Schedule

### Professional Staff Hiring Schedule 2023-2024

| YEAR<br>EXP | 22-23    | 23-24    | BA+15<br>(MA)<br>\$2,500 | MA<br>\$5,000 | ED.S<br>\$10,000 | ED.D/PH.D<br>\$15,000 |
|-------------|----------|----------|--------------------------|---------------|------------------|-----------------------|
| 0           | \$50,740 | \$53,937 | \$56,437                 | \$58,937      | \$63,937         | \$68,937              |
| 1           | \$51,118 | \$54,292 | \$56,792                 | \$59,292      | \$64,292         | \$69,292              |
| 2           | \$51,292 | \$54,696 | \$57,196                 | \$59,696      | \$64,696         | \$69,696              |
| 3           | \$51,480 | \$54,882 | \$57,382                 | \$59,882      | \$64,882         | \$69,882              |
| 4           | \$51,611 | \$55,084 | \$57,584                 | \$60,084      | \$65,084         | \$70,084              |
| 5           | \$51,742 | \$55,224 | \$57,724                 | \$60,224      | \$65,224         | \$70,224              |
| 6           | \$51,796 | \$55,364 | \$57,864                 | \$60,364      | \$65,364         | \$70,364              |
| 7           | \$51,944 | \$55,422 | \$57,922                 | \$60,422      | \$65,422         | \$70,422              |
| 8           | \$52,158 | \$55,580 | \$58,080                 | \$60,580      | \$65,580         | \$70,580              |
| 9           | \$52,311 | \$55,809 | \$58,309                 | \$60,809      | \$65,809         | \$70,809              |
| 10          | \$52,465 | \$55,973 | \$58,473                 | \$60,973      | \$65,973         | \$70,973              |
| 11          | \$52,646 | \$56,138 | \$58,638                 | \$61,138      | \$66,138         | \$71,138              |
| 12          | \$52,713 | \$56,331 | \$58,831                 | \$61,331      | \$66,331         | \$71,331              |
| 13          | \$52,713 | \$56,403 | \$58,903                 | \$61,403      | \$66,403         | \$71,403              |
| 14          | \$52,780 | \$56,403 | \$58,903                 | \$61,403      | \$66,403         | \$71,403              |
| 15          | \$53,042 | \$56,475 | \$58,975                 | \$61,475      | \$66,475         | \$71,475              |
| 16          | \$53,196 | \$56,755 | \$59,255                 | \$61,755      | \$66,755         | \$71,755              |
| 17          | \$53,377 | \$56,920 | \$59,420                 | \$61,920      | \$66,920         | \$71,920              |
| 18          | \$53,538 | \$57,113 | \$59,613                 | \$62,113      | \$67,113         | \$72,113              |
| 19          | \$54,111 | \$57,286 | \$59,786                 | \$62,286      | \$67,286         | \$72,286              |
| 20          | \$54,684 | \$57,899 | \$60,399                 | \$62,899      | \$67,899         | \$72,899              |

**Note: Formula(s) for advancing hiring schedule each year:**

**Formula A - When raises are % of teachers pay:**

Step 0 of new schedule = (% raise x .90) \* Step 0 + Step 0

Step 1 of new schedule = % raise x Step 0 + Step 0

Step 2 of new schedule = % raise x Step 1 + Step 1

Step 3 of new schedule = % raise x Step 2 + Step 2

Step 4 of new schedule = % raise x Step 3 + Step 3

**Formula B - When raises are flat dollar amount for each teacher:**

Raise = Total \$ available for raise divide by # FTE = Flat \$ Amount per Full time Teacher

Step 0 of new schedule = (\$ raise x .90) + Step 0

Step 1 of new schedule = \$ raise + Step 0

Step 2 of new schedule = \$ raise + Step 1

Step 3 of new schedule = \$ raise + Step 2

Step 4 of new schedule = \$ raise + Step 3

**Formula C - Used in 2016 to reflect Leg Ed Package - Flat rate - New teach = Raise - \$120.00**

2023

**EXTRA DUTY SCHEDULE**

GCBA-2 (N)

2023-2024

To determine the point value for extra duty salaries, each point will equal 1.3 percent of the extra duty base salary. The extra duty base salary represents the previous year's extra duty base salary plus the full % raise teachers received.  $2023-24 = \$48,584$  (22-23 extra duty base)  $\times 1.07$  (7.0 % raise) =  $\$51,985$  \* 1.3 % =  $\$676$  per unit. The extra duty base salary will increase at a rate equal to the average teacher salary increase. *The extra duty base salary is not the base salary on the teacher hiring schedule.*

| POSITION                      | POINTS | SALARY 2023-24 |
|-------------------------------|--------|----------------|
| <b>FOOTBALL</b>               |        |                |
| Varsity – Head                | 13     | \$8,788        |
| Varsity – Assistant           | 8      | \$5,408        |
| Sophomore                     | 8      | \$5,408        |
| 9 <sup>th</sup> Grade         | 8      | \$5,408        |
| 8 <sup>th</sup> Grade         | 5.5    | \$3,718        |
| 7 <sup>th</sup> Grade         | 5.5    | \$3,718        |
| <b>BASKETBALL</b>             |        |                |
| Varsity – Head                | 14     | \$9,464        |
| Varsity – Assistant           | 8      | \$5,408        |
| Sophomore                     | 8      | \$5,408        |
| 9 <sup>th</sup> Grade         | 8      | \$5,408        |
| 7-8 <sup>th</sup> Extramural  | 6      | \$4,056        |
| <b>WRESTLING</b>              |        |                |
| Varsity – Head (boys & girls) | 13     | \$8,788        |
| Varsity – Assistant           | 8      | \$5,408        |
| Middle School – Head          | 6      | \$4,056        |
| Middle School – Assistant     | 5      | \$3,380        |
| Combination MS/HS Assistant   | 4      | \$2,704        |
| <b>TRACK</b>                  |        |                |
| Varsity – Head (boys & girls) | 13     | \$8,788        |
| Varsity – Assistant           | 8      | \$5,408        |
| 7-8 <sup>th</sup> Grade       | 4.5    | \$3,042        |
| <b>CROSS COUNTRY</b>          |        |                |
| Varsity – Head (boys & girls) | 9      | \$6,084        |
| Varsity – Assistant           | 6      | \$4,056        |
| <b>SOCCER</b>                 |        |                |
| Varsity – Head (boys & girls) | 9      | \$6,084        |
| Varsity – Assistant           | 6      | \$4,056        |
| <b>TENNIS</b>                 |        |                |
| Varsity                       | 8      | \$5,408        |
| Assistant Varsity             | 5      | \$3,380        |
| 6-8 <sup>th</sup> Grade       | 4      | \$2,704        |
| <b>GOLF</b>                   |        |                |
| Varsity                       | 8      | \$5,408        |
| Assistant Varsity             | 5      | \$3,380        |
|                               |        |                |

| POSITION                                  | POINTS | SALARY 2023-24 |
|---|--------|----------------|
| <b>GYMNASTICS</b>                         |        |                |
| Varsity – Head                            | 13     | \$8,788        |
| Varsity – Assistant                       | 8      | \$5,408        |
| <b>VOLLEYBALL</b>                         |        |                |
| Varsity – Head                            | 13     | \$8,788        |
| Varsity – Assistant                       | 8      | \$5,408        |
| 9 <sup>th</sup> Grade                     | 8      | \$5,408        |
| 7-8 <sup>th</sup> Grade                   | 6      | \$4,056        |
| <b>CHEER/DANCE</b>                        |        |                |
| Head Competitive Cheer                    | 9.5    | \$6,422        |
| Fall Sideline Advisor                     | 2      | \$1,352        |
| Winter Sideline Advisor w/o Wrest         | 4.25   | \$2,873        |
| Assistant Competitive Cheer               | 6.5    | \$4,394        |
| Head Competitive Dance                    | 9.5    | \$6,422        |
| Assistant Competitive Dance               | 6.5    | \$4,394        |
| <b>ATHLETIC TRAINER</b>                   |        |                |
| Head/3 Seasons (Points per season)        | 8      | \$5,408        |
| Asst/3 Seasons (Points per season)        | 6      | \$4,056        |
| <b>HS STUDENT SENATE</b>                  | 4      | \$2,704        |
| <b>MS STUDENT SENATE</b>                  | 3      | \$2,028        |
| <b>SPECIAL OLYMPICS COACH</b>             | 6      | \$4,056        |
| Special Olympics Assistant Coach          | 4      | \$2,704        |
| <b>COLONY TEACHERS</b>                    | 2.5    | \$1,690        |
| <b>OUR HOME TEACHERS</b>                  | 1      | \$676          |
| <b>STRENGTH &amp; CONDITIONING</b>        |        |                |
| Each Season                               | 3      | \$2,028        |
| <b>HIGH SCHOOL</b>                        |        |                |
| Vocal Music Director                      | 8.5    | \$5,746        |
| Band Director                             | 11     | \$7,436        |
| Summer Band                               | 3      | \$2,028        |
| Marching Band Assistants                  | 8      | \$5,408        |
| Musical Production Advisor (as needed)    | 4      | \$2,704        |
| Musical Orchestra Advisor (as needed)     | 2      | \$1,352        |
| Orchestra Director                        | 7      | \$4,732        |
| Debate Director                           | 13     | \$8,788        |
| Debate Assistant                          | 8      | \$5,408        |
| One-Act Play                              | 4      | \$2,704        |
| Assistant Director/1-Act Play             | 3      | \$2,028        |
| Technical Director/1-Act Play (as needed) | 3      | \$2,028        |
| Three-Act Play                            | 4      | \$2,704        |
| Assistant Director/3-Act Play             | 3      | \$2,028        |
| Technical Director/3-Act Play (as needed) | 3      | \$2,028        |
| Oral Interp/Per Division                  | 1.75   | \$1,183        |
| Yearbook Advisor                          | 7      | \$4,732        |
| Newspaper Advisor                         | 7      | \$4,732        |
| FFA Advisor                               | 3      | \$2,028        |

| POSITION   | POINTS | SALARY 2023-24 |
|--|--------|----------------|
| FBLA Advisor   | 3      | \$2,028        |
| HOSA Advisor   | 3      | \$2,028        |
| Educator Rising  | 3      | \$2,028        |
| Video Productions  | 3      | \$2,028        |
| Quiz Bowl Advisor  | 3      | \$2,028        |
| Key Club Sponsor   | 3      | \$2,028        |
| (½ to be paid by the district, ½ to be paid by Kiwanis Club) |        |                |
| National Honor Society                                       | 3      | \$2,028        |
| International Club   | 3      | \$2,028        |
| Pep Club   | 3      | \$2,028        |
| Social Media Coordinator                                     | 3      | \$2,028        |
| Prom Advisor   | 3      | \$2,028        |
| <b>MIDDLE SCHOOL</b>   |        |                |
| Band Director  | 6.5    | \$4,394        |
| Vocal Music Director   | 4.5    | \$3,042        |
| Orchestra Director   | 4      | \$2,704        |
| MS Play  | 3      | \$2,028        |
| Tiger Cub Follies  | 1.5    | \$1,014        |
| Oral Interp  | 3      | \$2,028        |
| Newspaper Advisor  | 2.5    | \$1,690        |
| Memory Book  | 2.5    | \$1,690        |
| Destination Imagination                                      | 3      | \$2,028        |

#### **WORK ASSIGNMENTS FOR ATHLETIC EVENTS:**

Workers will be paid \$54 per session for working at varsity football, basketball, wrestling, gymnastics, volleyball, cross country, and track. Workers will be paid \$58 per session for working at "AA" district/regional, "A" and "B" regional and state tournaments in all of the above sports.

A session is defined as an event scheduled to last approximately 3 hours. Some events will count as 1/2 credit. A complete listing of events is available in the activities director's office, the business manager's office, and each building.

The work assignments for athletic events base pay will increase at a rate equal to the average teacher salary increase each year.

#### **WORK ASSIGNMENTS FOR BENCH HELP:**

Bench help, defined as main clock operator and scorers, will be paid \$60 per game for working at varsity football, basketball, wrestling, gymnastics, and volleyball.

Bench help will be paid \$66 per game for working "AA" district/regional, "A" and "B" regional tournaments in all of the above sports.

Bench help will be paid \$74 per game for working state tournaments in all of the above sports.

Bench help for cross country will be paid only for ESD, Huron Invitational, and state meets.

The work assignments for bench help base pay will increase at a rate equal to the average teacher salary increase each year.

#### **DRIVER EDUCATION SALARY:**

Salary for driver education is \$36.18 per hour. The driver education instructor's base pay will increase at a rate equal to the average teacher salary increase each year.


**LONGEVITY SCHEDULE**

In addition to the base extra duty allowance, the following experience schedule will apply:  
(effective date - 1981-82 school year)

| <b>EXPERIENCE STEP</b> | <b>EXTRA ALLOWANCE</b>   |
|------------------------|--------------------------|
| 0                      | 1.00 x extra duty salary |
| 1                      | 1.02 x extra duty salary |
| 2                      | 1.04 x extra duty salary |
| 3                      | 1.06 x extra duty salary |
| 4                      | 1.08 x extra duty salary |
| 5                      | 1.10 x extra duty salary |
| 6                      | 1.12 x extra duty salary |
| 7                      | 1.14 x extra duty salary |
| 8                      | 1.16 x extra duty salary |
| 9                      | 1.18 x extra duty salary |
| 10                     | 1.20 x extra duty salary |

All extra duty assignments will start on Step 0 in 1980-81. The second year (1981-82) of experience in the particular coaching area will advance the contract to Step 1, etc. Credited experience for teachers new to the system will be at the discretion of the board of education or its designee.

Experience will apply only in the specific activity.

|   |                                   |   |
|---|-----------------------------------|---|
|  | <b>Huron School District #2-2</b> | <b>Code:</b><br>GCBD-9(N) Professional Staff<br>Leaves and Absences<br>(Short Term Leave) |
|   | Policies and Regulations          |   |

### **Professional Staff Leaves and Absences (Short Term Leave)**

Certified staff members may acquire short term leave by working activities; application form is attached.

Certified staff members who are employed for at least 75% of a full-time contract shall be granted five (5) days short term leave. The first two days will be with no deduction in pay; the third and fourth days will be with substitute pay deduction, and the fifth day will be a substitute deduction of 125% of daily sub rate.

Certified staff members who are employed on a 50% to 74% contract shall be granted two (2) days short term leave. The first day will be with no deduction in pay; the second day will be with substitute pay deduction.

Certified staff members who are employed on less than a 50% contract will not be eligible for short term leave.

Beginning with the 2014-15 school year, certified staff members will carry over - for one year - either or both of the two short-term leave days that have not been used. Carry-over days must be used in the following school year. Any certified staff member who has not used the two days of his/her short term leave by the end of the following school year will be reimbursed for these days up to the amount paid for a full-day substitute. An employee leaving the district will be paid for his/her unused short-term leave days at the conclusion of his/her final year of employment.

#### **Procedures for Leave Requests:**

The certified staff member shall submit his/her request for leave on a leave application form to the building principal's office for principal and superintendent approval at least five (5) working days in advance of the anticipated absence. A copy of the leave form shall be filed with the building principal or immediate supervisor. In cases of an emergency, the staff member shall make application as far in advance of the anticipated absence as is possible.

Leave granted under this policy shall be subject to staffing requirements and shall not, except for extenuating circumstances to be determined by the administration, be granted during the first ten (10) school days or last five (5) school days of the school year, nor the first or last week of the period of the individual's employment, nor on the first working day preceding or following Christmas vacation, nor conference days, nor on any day in the opinion of the administration when the educational process would be unnecessarily disrupted. Short term leave may be granted prior to and following other vacations and holidays.

An applicant for leave under this policy need not state the reasons for which the leave is sought.

Under rare circumstances, the superintendent of schools may grant additional days leave at full pay deduction.

|   |                                   |   |
|---|-----------------------------------|---|
|  | <b>Huron School District #2-2</b> | Code:<br>GCPC-2023(N) Retirement of<br>Professional Staff<br>(Recruitment & Retention<br>Incentive) |
|   | Policies and Regulations          |   |

### **Retirement of Professional Staff (Recruitment and Retention Incentive)**

- A. Full-time employees, (to include former full-time, continuing contract teachers who have been reduced to part-time status at the request of the board of education), electing retirement may qualify for the recruitment and retention incentive payment if they meet the requirements of this policy as noted in paragraph (C).
- B. The recruitment and retention incentive payment is based on the qualifying employee's contractual salary, excluding extra duty, career recognition, etc.; he/she is receiving during his/her last full year of employment, provided that the employee has been in the same pay classification for the past ten years. In the case of an employee moving up or down in classification during the previous 10 years, payments will be based on the following:

Final annual salary x # of years at classification


plus

Final annual salary at all previous classifications x # of years in each classification, divided by 10.

In the case of employees reduced by the board of education to less than full time, payments will be based on the full-time contractual salary. The amount of the payment will be a percentage of the salary; determined by when the superintendent is given written notification of the employee's intent to retire before September 1 of the next school year. See the chart below.

|                  |     |
|------------------|-----|
| Before January 1 | 80% |
| During January   | 75% |
| During February  | 73% |
| March 1-15       | 70% |
| After March 15   | 65% |

- C. In order to qualify for the recruitment and retention incentive payment, and except as noted in paragraph (F), the employee must have completed a minimum of fifteen (15) years of full-time consecutive service (as defined above) to the district while at the same time reaching age 62-64 simultaneously, and the employee must have completed his/her last full year of employment unless the employee is unable to complete his/her last full year of employment due to serious health/medical problems or disability in which the employee would remain eligible. Employees shall be eligible for the recruitment and retention incentive payment only once.
- Employees who are not yet age 62 but will be reaching the age of 62 prior to September 1 of the next school year are eligible to submit, in writing, a binding intent to retire and take the recruitment and retention incentive payment, effective on the date that the retiring employee reaches age 62.

|   |                                   |   |
|---|-----------------------------------|---|
|  | <b>Huron School District #2-2</b> | Code:   |
|   | Policies and Regulations          | GCPC-2023(N) Retirement of Professional Staff (Recruitment & Retention Incentive) |

Employees reaching the age of 64 prior to September 1 of the next school year must submit, in writing, a binding intent to retire and take the recruitment and retention incentive payment, or forfeit the benefit. Any employee employed on September 1 and having reached age 64 is no longer eligible to receive the recruitment and retention incentive payment.

- D. All retiring employees will receive the balance of their contractual salary on their last day of employment with the Huron school district.

If the employee elects retirement during the summer months, payment will be made within forty-five (45) days from the time the employee submits to the superintendent, in writing, a binding intent to retire and take the recruitment and retention incentive payment. However, if retirement is requested during the regular school term, payment will be made the last day of employment with the Huron school district.

- E. The payment of this benefit will be made to the South Dakota Retirement Special Pay Plan on behalf of the employee.
- F. Should the employee, who elects to receive the benefits contained herein, die before receiving all such benefits, the school district shall pay the full amount of the undistributed benefits to the deceased employee's estate within thirty (30) days of the death.
- G. The Early Retirement policy GCPC will remain in force for all current certified staff members hired before the 2003-2004 school year who have remained continuously employed with the District.

Policy GCPC-2014 (N) Retirement of Professional Staff (Recruitment & Retention Incentive) will remain in force for all current certified staff members hired after the 2002-2003 school year and before the 2023-2024 school year who have remained continuously employed with the District.

This Policy GCPC-2023 (N) Retirement of Professional Staff (Recruitment & Retention Incentive) will remain in force for all current certified staff members hired after the 2022-2023 school year who have remained continuously employed with the District.


- H. Career Recognition / Retention Stipend

A teacher who has completed 5, 10, 15, 20, 25, 30, 35, or 40 years service in the district will receive a Career Recognition stipend. The stipend will be given only every 5<sup>th</sup> year as indicated. The provision hereinabove that permits non-continuous years of service to be used in determining the career recognition stipend is only applicable in this particular provision and shall not affect any policy that requires continuous years of service, including but not limited to, the early retirement policy.

#### **POLICY – EFFECTIVE JULY 1, 2023**


##### **Certified Staff**

| Years of Service    | Stipend |
|---------------------|---------|
| 5 years of service  | \$500   |
| 10 years of service | \$500   |
| 15 years of service | \$1,000 |
| 20 years of service | \$1,000 |

|   |                                   |  |
|---|-----------------------------------|--|
|  | <b>Huron School District #2-2</b> | Code:  |
|   | Policies and Regulations          | GCPC-2023(N) Retirement of<br>Professional Staff<br>(Recruitment & Retention<br>Incentive) |

|                     |         |
|---------------------|---------|
| 25 years of service | \$1,500 |
| 30 years of service | \$1,500 |
| 35 years of service | \$2,000 |
| 40 years of service | \$3,000 |
| 45 years of service | \$4,000 |

Stipend checks to be distributed at employee recognition banquet.  
Stipend checks not distributed at banquet will be released June 20.

|   |                                   |   |
|---|-----------------------------------|---|
|  | <b>Huron School District #2-2</b> | Code:<br>GCPC-2014(N) Retirement of<br>Professional Staff<br>(Recruitment & Retention<br>Incentive) |
|   | Policies and Regulations          |   |

### **Retirement of Professional Staff (Recruitment and Retention Incentive)**

- A. Full-time employees, (to include former full-time, continuing contract teachers who have been reduced to part-time status at the request of the board of education), electing retirement may qualify for the recruitment and retention incentive payment if they meet the requirements of this policy as noted in paragraph (C).
- B. The recruitment and retention incentive payment is based on the qualifying employee's contractual salary, excluding extra duty, career recognition, etc.; he/she is receiving during his/her last full year of employment, provided that the employee has been in the same pay classification for the past ten years. In the case of an employee moving up or down in classification during the previous 10 years, payments will be based on the following:

Final annual salary x # of years at classification

plus

Final annual salary at all previous classifications x # of years in each classification, divided by 10.

In the case of employees reduced by the board of education to less than full time, payments will be based on the full-time contractual salary. The amount of the payment will be a percentage of the salary; determined by when the superintendent is given written notification of the employee's intent to retire before September 1 of the next school year. See the chart below.

|                  |     |
|------------------|-----|
| Before January 1 | 80% |
| During January   | 75% |
| During February  | 73% |
| March 1-15       | 70% |
| After March 15   | 65% |

- C. In order to qualify for the recruitment and retention incentive payment, and except as noted in paragraph (F), the employee must have completed a minimum of fifteen (15) years of full-time consecutive service (as defined above) to the district while at the same time reaching age 60-64 simultaneously, and the employee must have completed his/her last full year of employment unless the employee is unable to complete his/her last full year of employment due to serious health/medical problems or disability in which the employee would remain eligible. Employees shall be eligible for the recruitment and retention incentive payment only once.
- Employees who are not yet age 60 but will be reaching the age of 60 prior to September 1 of the next school year are eligible to submit, in writing, a binding intent to retire and take the recruitment and retention incentive payment, effective on the date that the retiring employee reaches age 60.

|   |                                   |   |
|---|-----------------------------------|---|
|  | <b>Huron School District #2-2</b> | Code:<br>GCPC-2014(N) Retirement of<br>Professional Staff<br>(Recruitment & Retention<br>Incentive) |
|   | Policies and Regulations          |   |

Employees reaching the age of 64 prior to September 1 of the next school year must submit, in writing, a binding intent to retire and take the recruitment and retention incentive payment, or forfeit the benefit. Any employee employed on September 1 and having reached age 64 is no longer eligible to receive the recruitment and retention incentive payment.

- D. All retiring employees will receive the balance of their contractual salary on their last day of employment with the Huron school district.  
If the employee elects retirement during the summer months, payment will be made within forty-five (45) days from the time the employee submits to the superintendent, in writing, a binding intent to retire and take the recruitment and retention incentive payment. However, if retirement is requested during the regular school term, payment will be made the last day of employment with the Huron school district.
- E. The payment of this benefit will be made to the South Dakota Retirement Special Pay Plan on behalf of the employee.
- F. Should the employee, who elects to receive the benefits contained herein, die before receiving all such benefits, the school district shall pay the full amount of the undistributed benefits to the deceased employee's estate within thirty (30) days of the death.
- G. The Early Retirement policy GCPC will remain in force for all current certified staff members hired before the 2003-2004 school year who have remained continuously employed with the District.

This Policy GCPC-2014 (N) Retirement of Professional Staff (Recruitment & Retention Incentive) will remain in force for all current certified staff members hired after the 2002-2003 school year and before the 2023-2024 school year who have remained continuously employed with the District.

- H. Career Recognition / Retention Stipend  
A teacher who has completed 5, 10, 15, 20, 25, 30, 35, or 40 years service in the district will receive a Career Recognition stipend. The stipend will be given only every 5<sup>th</sup> year as indicated. The provision hereinabove that permits non-continuous years of service to be used in determining the career recognition stipend is only applicable in this particular provision and shall not affect any policy that requires continuous years of service, including but not limited to, the early retirement policy.

**PREVIOUS / CURRENT POLICY – PRIOR TO JULY 1, 2016 – SEE NOTE BELOW\*\*\***

**Certified Staff**

| Years of Service    | Stipend |
|---------------------|---------|
| 25 years of service | \$2,000 |
| 30 years of service | \$2,500 |
| 35 years of service | \$3,000 |
| 40 years of service | \$3,500 |

|   |                                   |   |
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|  | <b>Huron School District #2-2</b> | Code:<br>GCPC-2014(N) Retirement of<br>Professional Staff<br>(Recruitment & Retention<br>Incentive) |
|   | Policies and Regulations          |   |

### **NEW POLICY – EFFECTIVE JULY 1, 2016**

#### **Certified Staff**

| Years of Service    | Stipend |
|---------------------|---------|
| 5 years of service  | \$500   |
| 10 years of service | \$500   |
| 15 years of service | \$1,000 |
| 20 years of service | \$1,000 |
| 25 years of service | \$1,500 |
| 30 years of service | \$1,500 |
| 35 years of service | \$2,000 |
| 40 years of service | \$3,000 |
| 45 years of service | \$4,000 |

**This policy is being changed effective July 1, 2016.**

Stipends to be removed from salary/hiring schedule policies.

Stipends to be added to recruitment/retention policies.

Catch-up stipends will only be paid out on the 5 year increment dates.


A catch-up stipend is defined as the previous 5 year increment stipend.

Employees not reaching a 5 year increment do not get paid for any catch-up.

Stipend checks to be distributed at employee recognition banquet.

Stipend checks not distributed at banquet will be released June 20.

**\*\*\*Any employee who will receive the 25 year stipend of \$2,000 under current policy by June 30, 2021, shall stay with the current career recognition policy.**

|   |                                   |                                    |
|---|-----------------------------------|------------------------------------|
|  | <b>Huron School District #2-2</b> | Code:<br>GCPC (N) Early Retirement |
|   | Policies and Regulations          |                                    |

### **Retirement of Professional Staff (Early Retirement)**

- A. Full-time employees, to include former full-time, continuing contract teachers who have been reduced to part-time status at the request of the board of education, electing retirement may avail themselves of the following program if they meet the requirements as outlined below:

| RETIREMENT<br>AGE | CONSECUTIVE YEARS<br>OF FULL-TIME SERVICE<br>IN A CERTIFIED POSITION<br>IN THE HURON PUBLIC<br>SCHOOLS REQUIRED | SALARY PAID TO<br>INDIVIDUAL TEACHER |
|-------------------|---|--------------------------------------|
| 55-64             | 15  | 75 PERCENT                           |

- B. Retirement payment will be based on the employee's contractual salary, excluding extra duty, career recognition, etc., he/she is receiving during his/her last full year of employment. In the case of employees reduced by the board of education to less than full time, payments will be based on the full-time contractual salary.


In order to qualify for early retirement benefits, and except as noted in paragraph (E), the employee must have completed a minimum of fifteen (15) years of full-time consecutive service (as defined above) to the district while at the same time reaching age 55-64 simultaneously, and the employee must have completed his/her last full year of employment unless the employee is unable to complete his/her last full year of employment due to serious health/medical problems or disability in which the employee would remain eligible. Employees shall be eligible for early retirement benefits only once.

All employees reaching the retirement age factor prior to September 1 of the next school year are eligible to submit, in writing, a binding intent to elect early retirement, effective on the date that the retiring employee reaches the retirement age factor.

All retiring employees will receive the balance of their contractual salary on their last day of employment with the Huron school district.

If the employee elects retirement during the summer months, payment will be made within forty-five (45) days from the time the employee notifies the superintendent, in writing, of his/her intention to elect retirement. However, if retirement is requested during the regular school term, payment will be made the last day of employment with the Huron school district. The early retirement payment will be made to the South Dakota Retirement Special Pay Plan on behalf of the employee.

- C. Staff members who notify the superintendent prior to January 1 will have their benefits increased by 5%.
- D. Staff members who notify the superintendent January 1 through January 31 will receive regular benefits.


|   |                                   |                           |
|---|-----------------------------------|---------------------------|
|  | <b>Huron School District #2-2</b> | Code:                     |
|   | Policies and Regulations          | GCPC (N) Early Retirement |

Staff members who notify the superintendent February 1 through the last day of February will have their benefits reduced by 2%.

Staff members who notify the superintendent March 1 through March 15 will have their benefits reduced by 3%.

Staff members who notify the superintendent March 16 and thereafter will be reduced by 5%.

- E. Should the employee, who elects to receive the benefits contained herein, die before receiving all such benefits, the school district shall pay the full amount of the undistributed benefits to the deceased employee's estate within thirty (30) days of the death.
- F. The Early Retirement policy will remain in force for all current certified staff. The policy will not apply to certified staff members hired for the 2003-2004 school year and thereafter.

|   |                                   |  |
|---|-----------------------------------|--|
|  | <b>Huron School District #2-2</b> | Code: GCBD-3(N)<br>Professional Staff Leaves<br>And Absences<br>(Sick Leave/Certified Staff) |
|   | Policies and Regulations          |  |

## **Professional Staff Leaves and Absences**

### **Sick Leave/Certified Staff**

- A. Fifteen full days of sick leave for the first year in the Huron School system and ten full days of sick leave for each succeeding year cumulative to 120 days (note exception B) shall be allowed every teacher without any deduction in pay for the sick leave period to which the teacher is entitled.

Sick leave will accumulate on the following schedule. On the first day of the first year in the system the teacher will be granted six days sick leave. At the end of each succeeding calendar month, he/she will be granted one additional day until he/she has earned fifteen days. On the first day of the contract term all teachers not new to the system will be granted one day sick leave. At the end of each succeeding calendar month, he/she will be granted one additional day until he/she has earned ten days. (Note exception B)

Contracted employees with less than a full-time contract will earn sick leave on the same schedule as regular employees; however, sick leave will accumulate on the following basis:

|                     |                         |
|---------------------|-------------------------|
| 75 to 100% contract | 10 days earned per year |
| 50 to 74% contract  | 5 days earned per year  |
| 49 to 0% contract   | None earned             |

Teachers may borrow sick leave from the normal yearly allowance. If the contract is terminated prior to the end of the year, the following procedure will prevail: All used, but non-earned, days will be deducted from the last pay check as outlined in the definition for the school calendar.

Examples of earned days:

|                      |               |                       |                |
|----------------------|---------------|-----------------------|----------------|
| 1 <sup>st</sup> year | 15 days total | 7 <sup>th</sup> year  | 75 days total  |
| 2 <sup>nd</sup> year | 25 days total | 8 <sup>th</sup> year  | 85 days total  |
| 3 <sup>rd</sup> year | 35 days total | 9 <sup>th</sup> year  | 95 days total  |
| 4 <sup>th</sup> year | 45 days total | 10 <sup>th</sup> year | 105 days total |
| 5 <sup>th</sup> year | 55 days total | 11 <sup>th</sup> year | 115 days total |
| 6 <sup>th</sup> year | 65 days total | 12 <sup>th</sup> year | 120 days total |

- B. Those staff members on extended contracts shall earn sick leave on the following schedule: on the first day of the contract term each teacher will be granted one day sick leave. At the end of each succeeding contract month each teacher will receive one day sick leave.

Examples of earned days:

|                   |                  |
|-------------------|------------------|
| 10 month contract | 11 days per year |
| 11 month contract | 12 days per year |
| 12 month contract | 13 days per year |

In addition, teachers new to the system shall accumulate five additional days the first year. Each succeeding year they shall accumulate sick leave according to the above schedule.

|   |                                   |  |
|---|-----------------------------------|--|
|  | <b>Huron School District #2-2</b> | Code: GCBD-3(N)<br>Professional Staff Leaves<br>And Absences<br>(Sick Leave/Certified Staff) |
|   | Policies and Regulations          |  |

- C. Sick leave may be taken because of personal illness, injury, or on order of a physician to remain absent due to exposure to disease, or to obtain the services of a medical professional that cannot be obtained during the non-school hours. One-half day is the minimum sick leave period if a substitute is required.
- D. Employees may utilize their personal sick leave for immediate family illness. The immediate family will include father, stepfather, mother, stepmother, husband, wife, brothers, stepbrothers, sisters, stepsisters, sons, stepsons, daughters, stepdaughters, grandparents, grandchildren, aunts, uncles, all of these in-laws and permanent members of the employee's household.
- With exception of illness regarding the employee, the employee's spouse, children, or stepchildren, the employee's personal sick leave is limited to twenty days per school contract year. The employee may use personal leave and/or leave without pay for the excess of twenty days regarding illness of other members of the immediate family as specified in Section D.
- E. If the disability or incapacity of the teacher to properly perform his/her duties should continue for ninety calendar days after he/she has exhausted all sick leave days, the board of education, at its option, may cancel and terminate this agreement and thereupon be released from all further obligations.
- F. **Doctor's Certificate Clause**  
After an absence from school due to sickness or illness, the employee may be required to furnish proof of illness. This proof will be in the form of a doctor's certificate. The board of education, at its expense, may also request a physical examination of the teacher by a physician designated by the board. The decision of the school physician shall be final.
- G. **Additional Sick Leave Benefits/Sick Leave Bank**
- 1) **Membership:** Membership will be taken during first five working days of the contractual year. Teachers agree to donate one (1) full day of their sick leave to become a member. The bank may build to 300 days and no more than 300 days may be taken in any given year. Days may not be withdrawn if a teacher decides later in the year not to belong. As demands are placed on the bank, each participating member agrees to contribute an equal number of days.
  - 2) **Governing Committee:** Vice President of the HEA, and HEA member from the high school, middle school, and elementary school (total of 4).
  - 3) **Benefits:** Members who have contributed can draw from the sick leave bank if they have used all of their annual and accumulated sick leave and all of their unused short term leave days excluding their two sub deduct days. Sick leave benefits shall not extend beyond the school year.
  - 4) **Withdrawals:** To draw days from the Bank, a teacher must apply in writing to the governing committee. The teacher must state the date he/she will be leaving work, and when he/she will be released to return to work. This must be completed prior to using the days; exceptions may be made due to extenuating circumstances/emergencies and granted on the recommendation of the governing committee.
  - 5) **Limitations:** These days are intended to be used only in the case of personal illness. There will be a cap of 60 days granted per person per school year. In the event of extraordinary circumstances such as serious illness of self, spouse, or child, unusual need for bereavement

|   |                                   |  |
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|  | <b>Huron School District #2-2</b> | Code: GCBD-3(N)<br>Professional Staff Leaves<br>And Absences<br>(Sick Leave/Certified Staff) |
|   | Policies and Regulations          |  |

days, or similar circumstances, withdrawals from the sick leave bank may be made on the recommendation of the governing committee.

- 6) **Responsibilities:** The board of education agrees to honor days of sick leave granted by the Governing Committee in an amount not to exceed the total number of withdrawn days of sick leave donated by the members of the sick leave bank. At the end of the school year, defined in the teacher's contract, total days remaining in the sick leave bank will be carried over to the following year.

- H. Each teacher will be paid .5 one day sub rate per day for each day of earned accumulated sick leave that is eligible for carryover, a maximum of 120 days, when they end employment. Ending employment may be due to retirement or resignation. Accumulated sick leave will not be paid out if the teacher is terminated or if the teacher violates their contract.

Contracted teachers with less than a full-time contract will be paid for each day on a percentage basis equal to the percent of their contract when they end employment.

|   |                                   |  |
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|  | <b>Huron School District #2-2</b> | Code:  |
|   | Policies and Regulations          | GCBA-4(N) Professional Staff<br>Contracts and Compensation<br>Plan/Teachers<br>(Advancement in Salary) |

## **Professional Staff Contracts and Compensation Plan/Teachers (Advancement in Salary)**

### **A. Advancement on the Schedule**

Individual contracts will be modified to reflect qualified changes every year effective at the beginning of the school year, provided the superintendent's office has been notified no later than September 1 of each year. The teacher must provide proof of credits in the form of an official transcript reflecting newly earned credits. A teacher's salary would be advanced as graduate courses/degrees are acquired as specified below:

|                |           |          |
|----------------|-----------|----------|
| BA/BS + 15     | + \$2,500 | Above BA |
| MA/MS          | \$5,000   | Above BA |
| Ed. Specialist | \$10,000  | Above BA |
| Ed. Doctorate  | \$15,000  | Above BA |

**Note: There is no additional compensation for a second BA or a second MA**


### **B. Career Recognition**

A teacher who has completed 25, 30, 35 or 40 years service in the district will receive a Career Recognition stipend. The stipend will be given only every 5th year as indicated. The provision hereinabove that permits non-continuous years of service to be used in determining the career recognition stipend is only applicable in this particular provision and shall not affect any policy that requires continuous years of service, including but not limited to, the early retirement policy.

|                     |         |
|---------------------|---------|
| 25 years of service | \$2,000 |
| 30 years of service | \$2,500 |
| 35 years of service | \$3,000 |
| 40 years of service | \$3,500 |


**NOTE – This policy is in effect for those who completed their 25 years of service by June 30, 2021. For all other certified, CAREER RECOGNITION MOVED TO GCPC-2014(N) – Recruitment and Retention.**

- C. In order to promote master level educators, all education master's degree programs to include, but not limited to, counseling and guidance, special education, health and physical education, curriculum and instruction, educational administration, and the staff member's field of study will be accepted. If the district pays no expenses, approved credit may be used for salary advancement.
- D. Any teacher who changes assignments (extra-curricular assignment not included) at the request of the school administration or board of education will retain his/her salary. All conditions relative to the change of assignment will be in writing and signed by both the superintendent and the teacher affected by the transfer. One copy of this correspondence will be given to the teacher; the other copy will be placed in the teacher's file.
- E. All base salary increases must be rounded to the nearest \$25 increments.
- F. Teachers who have National Board Certification will receive \$1,000 per year from local funds for the life of the National Board certification.

|   |                                   |  |
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|  | <b>Huron School District #2-2</b> | Code:<br>GA-2(N)<br>Preamble to Negotiations<br>Agreements |
|   | Policies and Regulations          |  |

### **Preamble to Negotiations Agreements**

Revised  
April 11, 2023  
April 11, 2022  
April 12, 2021  
July 13, 2020  
April 23, 2019  
April 23, 2018  
May 8, 2017  
May 9, 2016  
April 27, 2015  
April 28, 2014  
May 13, 2013  
May 14, 2012  
April 26, 2011  
April 26, 2010  
April 27, 2009  
April 14, 2008  
April 23, 2007  
May 8, 2006  
April 25, 2005  
August 9, 2004  
April 28, 2003  
April 22, 2002  
May 14, 2001  
April 12, 1999  
April 13, 1998  
August, 1997  
September, 1996  
May 22, 1995  
May 9, 1994  
April 13, 1993  
July 27, 1992  
April 29, 1991  
May 29, 1990  
April 24, 1989  
April 19, 1988  
April 28, 1986  
April 30, 1985  
March 26, 1984  
April 27, 1983  
April 26, 1982  
April 13, 1981  
April 10, 1980  
April 26, 1979

|   |                                   |  |
|---|-----------------------------------|--|
|  | <b>Huron School District #2-2</b> | Code:<br>GA-2(N)<br>Preamble to Negotiations<br>Agreements |
|   | Policies and Regulations          |  |

April 10, 1978  
April 21, 1977  
April 7, 1976  
April 14, 1975  
May 28, 1974  
July 23, 1973  
May 10, 1972  
April 26, 1971