GRANBY PUBLIC SCHOOLS

Educational Support Personnel Document

Granby Public Schools

Resourceful Learners • Effective Communicators • Positive Contributors

July 1, 2026 - June 30, 2027

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Overview

Education Support Positions are non-certified and include all Teaching Assistants working for the Granby Board of Education. Teaching Assistants provide support and assistance in the schools, providing services for the support of students. The specific job functions and responsibilities of the various positions are contained in individual job descriptions. The Board recognizes the need for regular employee input and regular review and updating of this document.

Fair Practices

It is the policy of the Granby Board of Education to forbid acts of discrimination in all matters dealing with employees and applicants for positions with the school district and to further the principle of equal employment opportunity in all actions affecting employees and applicants. The policy covers but is not limited to recruiting, hiring, training, and promotion of persons in all job classification without regard to race, creed, color, religion, sex, national origin, age or disability.

Any individual who wishes to inquire or to register a complaint concerning alleged discrimination in the Granby Public Schools shall have an opportunity to bring such concerns to the attention of the Compliance Coordinators, Superintendent, or for 504, Director of Pupil Services, who have the authority to resolve such complaints. The grievance procedure may be utilized by any student, parent or employee in making a complaint or inquiry. For more information, please view the complete *POLICIES AND PROCEDURES FOR EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITY EQUITY/TITLE IX/504 GRIEVANCE PROCEDURE* posted in your building and on the Granby Public School Website. Information is also available through the Human Resources Office.

No employee shall be suspended without pay or terminated due to job performance issues without just cause

Work Year

District administration establishes the work year at the time of hire. When possible, Supervisors will notify employees of their following school year assignments prior to the end of the year and can be subject to change. Otherwise, a letter of reasonable assurance will be communicated before June 30th.

Employee positions fall within two categories:

A) Full-time employees are scheduled to work up to seven (7) hours per day, five (5) days per week, for a total of 35 hours per week, and up to 182 days with the opportunity for additional professional development time. Full-time teaching assistants cannot be scheduled to work less than 30 hours per week except for scheduled half days. On scheduled half days, Teaching Assistants may be required to work a full day.

B) Part-time employees are scheduled to work 29 hours or less per week for up to 182 days per year. For purposes of calculating leaves, each full day shall be considered the equivalent of two half-days.

Employees will be paid for time worked. Any additional time above the regularly scheduled workday must be approved in advance by Central Services except in the case of emergencies. Any time worked above the normal school day should be documented on time sheets and should include the reason for the additional time worked.

Teaching Assistants are required to attend Opening Day and one additional day designated for professional development during the week prior to the start of school. Teaching Assistants are encouraged to attend Closing Day Ceremonies in June. If the Closing Day Ceremonies fall outside of your normally scheduled work hours, Teaching Assistants will be paid for the time spent attending the ceremony. The final time sheet for the year should reflect those hours.

Unscheduled Early Release/Dismissal

Occasionally, the Granby schools have a delayed opening or early release due to inclement weather conditions. On unscheduled early release days, Teaching Assistants will stay until all students within their school or program are dismissed. Preschool Teaching Assistants follow the preschool schedule. Teaching Assistants who are at work or come to work on a day during which an unscheduled early release/dismissal or delayed opening is called, will be paid for their normally scheduled hours. Please contact your building administrator if you have questions regarding specific timing.

Breaks

Teaching Assistants who work five (5) hours or more in a day will be provided with one paid 15-minute break each day designated by the building administrator or immediate supervisor. Teaching Assistants who work seven (7) hours per day will additionally receive one 30-minute lunch break. In the event that students and /or teachers have a shorter break than 30 minutes, the Teaching Assistant's lunch break will then be for that same time period.

Resignation

A minimum of fourteen (14 days) notice must be given for resignations occurring during the school year. If an employee is either unable to complete the year or will not be returning the next school year, a letter of resignation is to be submitted. It is critical to inform the direct supervisor and the superintendent's office as early as possible. Early notice allows Granby to expeditiously fill a vacant position thus assuring student's needs are consistently met.

Absence of your Student

Teaching Assistants assigned to a student who is absent will be directed to work in another area. On rare occasions, a Teaching Assistant will be assigned to a similar responsibility in another school.

Payroll

Granby Public School employees are paid every two weeks. At the end of each two-week cycle a time sheet, reflecting actual hours worked, must be completed and turned in to the school office. Hours should not exceed those assigned unless it has been pre-approved by the Director of Pupil Service or by the building administrator.

Timesheets are due on Thursday to the school secretary. Missing this deadline may result in a delay in payment. If a timesheet is received by Friday, a paycheck will be generated in the next pay period. Direct Deposit is required and paychecks can be viewed electronically via the Employee Access portal. Direct Deposit forms can be accessed Staff Resources/Employee Access on Granby's website.

Benefits

The Granby Board of Education provides benefits to eligible employees. All employees are eligible for Service Recognition. Eligibility for additional benefits is determined as follows: (See work year for definition**)**

Leave Provisions

Job Category	Sick Days	Personal Days	Medical, Dental, Life, Long-Term Disability Insurance
A Full-Time	15	6	Y
B Part-Time	10	3	N

Sick Days

All Teaching Assistants are eligible for sick leave. Full Time, Category A, employees shall be entitled to (15) fifteen sick days per fiscal year, cumulative, to 180 days. Part-time Category B employees shall be entitled to ten (10) sick days per fiscal year cumulative to seventy-two (72) days. All sick days shall be of comparable length to the employee's workday. Sick days for the first year of employment for employees hired after July 1 shall be prorated based on the number of scheduled work days. A Teaching Assistant may use up to 5 days per year of his/her accumulated sick leave for illness of members in the immediate family who reside in his/her household.

In a case of extreme hardship due to prolonged illness, the Superintendent may grant additional sick days equal to the difference between the substitute minimum pay and the employee's rate of pay. Any employee who has a record/history or illness may be required to provide a physician’s statement regarding the illness.

Call Out Procedures

Unanticipated Absences

All staff members are required to enter unanticipated absences on the Frontline website: https://app.frontlineeducation.com/ Last minute absences should be reported when at all possible prior to 6:00 am the morning of the absence.

Anticipated Absences

Anticipated absence requests should be entered into both OKTA, the Employee Access portal and Frontline. OKTA is accessed through Staff Resources on Granby's website and Frontline can be accessed directly on the website: https://app.frontlineeducation.com/.

Personal Days

Personal days shall be granted without loss of pay for the following reasons:

- Religious holidays;
- Sickness or death of a relative, or member of the immediate household;
- Attendance in court or for other legal demands beyond the employee's control;
- Within the discretion of the Superintendent or his/her designee, absence for personal reasons limited to situations not under the control of the employee which cannot be resolved other than during working hours (not to exceed two days);
- Two (2) personal days with permission but without reason.

Except in the case of a bona fide emergency, permission for a personal day must be obtained from the employee's supervisor prior to the leave. An extension of personal days may be made at the discretion of the Superintendent, based on emergency circumstances (example: multiple deaths in the family within one fiscal year).

Personal days will be prorated for those employees joining the district mid-year. Proration will be based on scheduled work days.

Once accrued Personal Days are exhausted, sick days may be used by (Category A) Teaching Assistants to meet medical appointments which cannot be scheduled outside the work time.

Family Medical Leave

After at least twelve months of employment and at least 950 hours of service during 12 months prior to the commencement of leave, employees are eligible for up to 12 weeks of unpaid leave under provisions of the Family Medical Leave Act. Please see the Department of Labor Poster located in your building for more information regarding your eligibility and rights under the Family and Medical Leave Act. Family and Medical Leave Act information is also available on the Granby Public School Website, and can be obtained through the Human Resources Office located in the Central Services building.

Leave of Absence

An unpaid Leave of Absence may be granted by the Superintendent to any employee after three (3) years of service with the Granby Public School System for one year or any part thereof. An employee seeking a Leave of Absence must present a written request to the Superintendent at least thirty (30) days prior to the date a Leave of Absence may commence. Upon a request to return to active service made at least thirty (30) days prior to the expiration of the Leave of Absence, the employee shall receive reappointment to his/her former position or another position for which he/she is qualified. The specific re-appointed position shall be at the discretion of the Superintendent. An employee returning from a Leave of Absence shall be placed on the salary schedule at the appropriate scale and shall be credited with the accrued sick leave earned prior to leave-taking. During a Leave of Absence, the cost of any insurance coverage for which the employee is eligible and wishes to retain will be borne by the employee.

Jury Duty

Any employee who is called for jury duty shall receive the necessary leave to fulfill this legal obligation. This leave shall not be deducted from sick leave or from personal days. The staff member shall receive a rate of pay equal to the difference between his/her professional salary and the jury fee.

Insurance Benefits

Benefits outlined in this Section are offered to all eligible school year employees.

1. The Board shall provide an HDHP, as described in Appendix A and Dental plans to all eligible Teaching Assistants. Teaching Assistants may participate in the medical plan and/or the dental plan offered.

2. An Open Enrollment period will be held annually.

3. Eligible Teaching Assistants will be able to select individual, two person, or family plan options

4. Employee Premium sharing contributions to these insurance options are as shown below:

Plan	FY27 Employee Premium Sharing Single Plan	FY27 Employee Premium Sharing 2-Person and Family Plan
HDHP	**15.25%**	**60.25%**
Dental	**15.25%**	**60.25%**

The Board will contribute 50% of the annual HDHP deductible based on an annual deductible of $2,000 for an employee plan and $4,000 for an employee plus one or family plan. Funding shall be made in two equal installments in September and January into a Health Savings Account (HSA) of the employee's choosing. The BOE contribution will be prorated for employees hired after July 1, 2026. Employees will assume responsibility for all transaction fees associated with their HSA. It is understood that the Board has no obligation to fund any portion of the HDHP deductible after a participating employee has left the Board's employ.

5. The Board shall provide full premium payment for a Long-Term Disability Insurance Plan with a 180-day waiting period to any Teaching Assistant whose regular work schedule is 30 or more hours per week.

6. The Board shall provide one-half (1/2) premium payment for life insurance at two (2) times salary to all eligible employees who elect to enroll in the life insurance plan.

7. Details of all insurance plans under these employment practices are filed with the Superintendent and may be examined during regular office hours.

8. A 125 plan will be available as allowed by Internal Revenue Service code.

9. Part-time employees (Category B) are not eligible under the Granby Employee Health, Dental, Life and Long-term Disability Insurance Plans.

Worker's Compensation

An employee who suffers personal injury in the performance of his/her duty and who is eligible for payment under the Workers' Compensation Act shall be paid the monetary difference between said employee's biweekly net take home salary and the benefits payable to him/her under the Workers' Compensation Act for the period of such absence not to exceed one calendar year. After 90 work days, one-third (1/3) of each day will be charged to sick leave, provided the injury is not related to an assault.

Tax Deferred Annuity Program

The Board agrees to make the appropriate deduction for all employees who participate in a tax deferred annuity program. The Board may limit the total number of investments that are available to employees. You will be notified annually that you are eligible to participate in our universally available 403(b) plan. This notification will be delivered via email and will include all participating plan providers. For employees who elect to participate in this program, the Board will match the first $300 that an employee contributes annually and applies to both full time and part time employees.

457(b) Deferred Compensation Plan

All part-time employees working under 20 hours, seasonal employees, or temporary employees are required to participate in a 457(b) Deferred Compensation Plan. The participant contributes 7.5% of compensation, pre-tax. Participation in this plan is mandatory, in lieu of contributions to social security. The employer does not contribute to this plan**.**

Professional Development Opportunities

Attendance is required for 2 of the district PD days that are scheduled immediately prior to the start of school. The exact days will be communicated to Teaching Assistants before the end of the previous school year.

Participation in school-based professional development with certified staff is appropriate with approval from the building principal. Teaching Assistants may also attend out of district workshops with approval from the Director of Pupil Services the building principal.

To receive pay for Professional Development (out of district) you must complete the Request for Professional Development Form (located on the District website) and attach it to your timesheet.

Performance Evaluation

Teaching Assistants are at-will employees and will have a six (6) month probationary period. Each employee shall have at least one performance appraisal after 3 months of employment. Additional performance appraisals will be conducted as needed. At least one annual review will take place before March 31st. Evaluation of support professionals is the responsibility of the supervising teacher, with input from other teachers as appropriate.

The Support Professional Evaluation Form is based on the needs of the student(s) being served and the competencies outlined in the document. The dissemination of this information is the responsibility of the supervising teacher. It is expected that the support professional will seek clarification and support as necessary.

Overtime

Overtime is defined as hours worked over forty (40) hours per week. Compensation for overtime shall be as follows:

1. Pay at one and one-half (1-1/2) times the employee's regular hourly rate; if required to work a school holiday, pay at two (2) times the employee's regular hourly rate or:
2. By mutual consent between the Administrator and the employee, compensatory time off may be granted in lieu of additional pay and will equal to one and one- half (1-1/2) times the overtime hours worked and must be taken during the same pay period in which the additional time occurred. This arrangement must be noted when the corresponding timesheet is submitted to the Payroll Department.

Salary Schedule/Job Titles

Teaching Assistants will be assigned to the appropriate job based on their specific duties as assigned by the Director of Pupil Services and the building principals. Job titles and responsibilities are designated below. An employee’s Tier may change within a given year, or from year to year, based on fluctuations in assigned responsibilities. Tiers will not fluctuate from day to day with temporary assignment changes, however Teaching Assistants may be assigned to support any student or students, and their assignment can shift during the school year based on student needs. Teaching Assistants will be paid an hourly rate associated with the following:

Tier 1 - General Education Teaching Assistants

Classroom Teaching Assistants
Lunch/Recess Monitors
Afterschool Monitors

Job duties include but are not limited to the following:

- Under the direction of classroom teachers, assists students with classroom routines and academic, organizational, and behavioral tasks within the general education classroom.
- Collects data as directed by teachers/staff.
- Supervises and monitors students at lunch, recess, in-school suspension, PLC, alternative learning blocks, arrival, dismissal, hallways, after-school activities, etc.

Tier 2 - Library/Media Center or College & Career Center Teaching Assistants

Job duties include but are not limited to the following:

- Fulfills the responsibilities set forth in the Media Center/Technology Assistant job description.
- Acts in accordance with the job description of College and Career Assistant.

Tier 3 -
Special Education Teaching Assistants & Transition Academy Coaches
Campus Supervisors

Special Education Teaching Assistant & Transition Academy Coaches:

Under the direction of certified special education staff members, special education teaching assistants assist in the implementation of specialized instruction and provide support as specified in Individualized Education Programs (IEP). These include but are not limited to the following:

- Assisting with academic, organizational, social/emotional/behavioral, communication and transition needs as well as activities of daily living in accordance with IEPs.
- Providing specialized instruction and supports that may include unique skills and training in Discrete Trial Teaching, behavior plan implementation, de-escalation techniques, psychological and physical management, health care/medical needs, feeding, ambulation, etc.
- Ongoing and frequent data collection and tabulation as specified in the IEP.
- Supporting preparation of specialized learning materials as directed by appropriate special education staff.

- Engaging in regular consultation with special education team members to implement goals / objectives, accommodations, modifications, etc.

Campus Supervisors

Under general supervision of the Superintendent of Schools/Granby Memorial High School Principal/Coordinator of Campus Supervision, to patrol and supervise assigned school campus areas to ensure a safe and orderly environment on the school campus; to maintain traffic control on campus, to assist in the enforcement of school rules, and other duties as assigned.

Teaching Assistants who provide toileting to students in grades K-12 will receive an hourly stipend of $1.00.

Salary Grid

Tier 1 – General Education Teaching Assistants

FY27

A*	**$20.27**
B*	**$22.28**
D*	**$23.94**

Tier 2 – Library/Media Center or College and Career Center Teaching Assistants

FY27

A*	**$21.32**

Tier 3 – Special Education Teaching Assistants

FY27

A*	**$24.83**
B*	**$25.18**

All new hires will be placed on appropriate tier and category A.

*Reflects 3% increase over 2025-2026

Service Recognition Stipend:

In recognition of uninterrupted service in the Granby School System, all Teaching Assistants will receive an annual stipend based upon the following parameters:

- 0-2 Years of Service: $0.00
- 3-4 Years of Service: $150
- 5-9 Years of Service: $200
- 10-14 Year of Service: $350
- 15-19 Years of Service: $400
- 20+ Years of Service: $450

Service shall not be considered interrupted for a break in employment for medical reasons. The stipend will be paid on the last pay date in May. Employees have to work the full year to receive the stipend. Part-time employees will receive a prorated Service Recognition stipend based upon hours worked per day.

Degree Recognition: Must be requested in writing to the Human Resources Department along with proof of degree in order to receive stipend.

Bachelor's Stipend: $100/annual
Master's Stipend: $200/annual

Tuition Reimbursement

In order to be eligible for tuition reimbursement, courses must have been successfully completed and must be in a field related to the Teaching Assistant's educational area. In addition, courses must be approved by the Superintendent. The Teaching Assistant must notify the Superintendent on or before June 15 of the current fiscal year that course work has been successfully completed. Reimbursement will be made upon submission of the transcript or other documents satisfactory to the Superintendent which support course completion and according to the following process.

The Board shall provide a funding pool of a maximum of three thousand dollars ($3,000) for tuition reimbursement for college credits each fiscal year. Funds will be equally divided by the number of courses up to five hundred dollars ($500) per course or the amount of tuition per course, whichever is less. The distribution formula agreed upon for tuition reimbursement is as follows:

1. All reimbursement requests for one course will be met prior to providing reimbursement for additional courses for an individual.

2. If funds are available after funding one course for each eligible recipient, the reimbursement cycle will continue for a second course for an individual.

3. If funds are available after funding two courses for each eligible recipient, the reimbursement cycle will continue for a third course for an individual.

4. If funds are depleted in the middle of a cycle, funds will be distributed equally up to the amount of tuition.