

disciplinary action up to and including termination of employment.

31.11 *Overnight Field Trips*

- A. This includes field trips for which a driver is scheduled for overnight lodging.
- B. For overnight field trips, bus drivers shall be paid \$150.00 per day.
- C. If the departure for an overnight trip is 4:00 p.m. or later, the driver of said trip shall be paid \$90.00 if under 6 hours.
- D. If return from an overnight trip is prior to 4:00 p.m. the driver shall be paid \$90.00 if under 6 hours.
- E. The driver of said trip shall have comparable, separate lodging.
- F. Meals shall be reimbursed only upon presentation of receipts and within Board of Education policy guidelines.
- G. To maintain the integrity of the “equal hours” system, the hours accumulated on overnight fieldtrips will be computed and distributed as follows:
 - Divide the total dollar amount earned on said overnight field trip by the trip rate of pay. This will equal the number of hours applied for accepting or refusing that overnight trip.

ARTICLE XXXII

FOOD SERVICE

32.01

- A. Cafeteria employees scheduled to work when a Building Use Request necessitates use of cafeteria cooking equipment and/or a cafeteria employee that employee will receive their regular hourly rate of pay.
- B. Banquets will be posted on the OAPSE bulletin board by the Employer within 10 working days with seniority the determining factor considered for working banquets.
- C. The Head Cook and Assistant Cook at Briar shall have their contracts extended to include one (1) day before school starts and one-half (1/2) day at the end of the school year.

ARTICLE XXXIII

PARAPROFESSIONALS

- A. OAPSE/PLSD will collaboratively design a paraprofessional growth, reflection and evaluation model. This model will align to new job descriptions and will guide the paraprofessional placement process. The purpose of the model is to:
 - 1. Improve the quality of learning experiences for students;

2. Facilitate communication and cooperation between staff and administrators;
3. Provide specific assistance and feedback for staff to promote professional growth;
4. Provide a continuous written record of professional staff performance and service as an acknowledgement of effective job performance;
5. And, aid the employee in gaining insights as to strengths and weaknesses and to provide a vehicle for continued improvement in job performance.

B. The model will include the following components:

1. Self-assessment
2. Collaborative goal setting
3. Performance rubric
4. Summative evaluation with signature
5. Professional growth plan
6. Preferred placement questionnaire.

C. Placement requirements:

1. All initial paraprofessional positions will be 6.5 hours. As a student's school-day changes, the position's hours may change accordingly.
2. Any additional duties will be assigned per building and based on seniority

D. Placement committee will be apprised of the following members:

1. Director of Student Services
2. OAPSE officer
3. Two paraprofessionals
4. Two (secondary/elementary) administrators

E. Timelines for the paraprofessional growth, reflection and evaluation model are:

1. A paraprofessional must complete self-assessment by April 1st.
2. Principals/supervisors will conduct paraprofessional evaluations by May 1st.
3. The paraprofessional preferred placement questionnaire must be submitted electronically by May 15th. If not returned on time, employee placement will be at the principal/supervisor's discretion.
4. The committee will review questionnaires and place paraprofessionals by the last school day.

ARTICLE XXXIV

EMPLOYEE PERSONNEL FILES

34.01 Discussion shall ensue among the supervisor, affected employee and their union representative prior to any disciplinary action being entered into an employee's