

**Waterford Union High School
Changes to 2026-27 Employee Handbook**

Pages 3-11	Table of Contents – will be updated once Handbook is approved
Page 14	Update Substitute Office to Attendance Office
Page 15	Update Non-Emergency numbers: add E. Klebenow, J. McClowry and remove J. Stobber
Page 16	Update list of District Office Numbers to include the Unite Academy
Page 77	Move/Renumber 5.03 to 2.07 Teacher Absence and Substitutes Renumber 2.07 Emergency School Closures and 2.08 School Calendar to 2.08 and 2.09, respectively
Page 83	5.03 Teacher Absence and Substitutes. Update language to reflect the expectation for notifications made after 5:30 a.m. Delete from Section 5 – Assignments, Vacancies, and Transfers; move to Section 2 - Professional Hours/Workday and renumber as 2.07 Teacher Absence and Substitutes. (See Page 77)
Page 97	2.09 Paraprofessional Absences and Substitutes. Add language to reflect expectations for paraprofessionals, similar to teachers.
Page 97-98	Renumber remaining section topics 2.09 through 2.13 to 2.10-2.14, respectively.
Page 100	4.02 Calendar Year Employees (1.0 FTE Scheduled 260 Work Days Per Year) Add language to address accrual basis. 4.05 Payment Upon Termination/Transfer to a Position Not Eligible for Vacation Revise language to limit payout to earned, unused vacation.
Page 101	4.07 Recovery of Advanced (Unearned) Vacation – Add new subsection
Page 104	9.01 Notice of Termination and Employment – Revise language to expand recovery
Page 114	Section 1. Substitutes – update language to reflect current year.
Page 116	Appendix A - Extra Pay for Extra Work. Update Table 1; remove stipend for Driver Ed.
Page 123	Appendix D – Employee Benefits Overview. Update Cash-in-lieu amounts.
Page 124	Appendix E – Notice of Nondiscrimination – Policy 2260 is included as part of the Neola Vol. 35 No. 2 updates, slated for release in late-July. Update will also include new Compliance Officer Ehren Klebenow (who replaces Jill Stobber for this role). Once the policy is board approved, the Employee Handbook will be updated accordingly.