

**Ada City Schools Support Staff
2026 2027**

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Conditions of Employment

Notification of Employment

The district will provide reasonable assurance in writing to support employees that the district intends to employ for the subsequent school year no later than June 1.

Suspension, Demotion, Termination

The Ada Board of Education has adopted the following procedure for the suspension, demotion or termination of support personnel in accordance with Title 70 of Oklahoma Statutes, Sections 6-101.40 through 6-101.47.

For the purpose of **this** policy "support employee" means a full-time employee as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of one hundred seventy-two days and who provides those services which are not performed by **certified** teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district. Those support employees who work less than one hundred seventy two days (172) are not entitled to due process and shall be employed on an at-will basis.

No support employee who has been employed in the school district for more **than** one year may be **suspended**, discharged, **or** non-renewed except within the provisions of this policy. However, this policy shall not be construed to prevent layoffs **or** reductions-in-force for lack of funds or work.

When the immediate suspension of a support employee is in the best interest of the school, the superintendent **or** the superintendent's designee may temporarily suspend the employee with pay without notice or hearing. If an employee is suspended for a period exceeding ten (10) days, the superintendent shall initiate termination proceedings. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceeding against the employee for termination of employment during or after the suspension.

Prior to demotion, termination or non-renewal and after any suspension, the support employee shall receive an administrative notice by certified mail **of** a proposed demotion in status or release from employment. The notice shall inform the employee of the employee's right to be heard before the Ada Board of Education to protest the demotion **or** termination at hand. The employee may request a hearing at the next or next succeeding, regularly scheduled meeting of the board if the request is received by the clerk of the board at least 10 days prior to such meeting. However, a special meeting may be conducted at the discretion of the board, but no sooner than 10 days nor later than 30 days after receipt **of** the hearing request. The decision of the board shall be final. Distribution of this policy **to** support personnel, verified by employee signature, shall serve as notice that such employees are entitled to a hearing before final termination of employment. Employees will be notified by certified mail of board actions to demote or terminate employment.

The procedures of this policy only protect employees who have been employed more than one year immediately preceding adverse employment action and are suspended or discharged during a contractual period of employment, or are **non**-renewed.

In accordance with Title 70 of the Oklahoma Statutes, Sections 6-101.40 through 6- 101.47, the board hereby adopts the following causes for suspension, demotion, termination or non-renewal of support personnel.

1. Leaving workstation without authorization prior to lunch periods or end of workday.
2. Excessive unexcused absenteeism.
3. Chronic absenteeism for any reason.
4. Excessive tardiness.
5. Persistently wasting time or distracting others during working hours.
6. Leaving the work area during working hours without proper notification and permission.
7. Falsification of personnel or other records (personal or another employee's records).

8. Possession of weapons on the premises at any time.
9. Removing district property, records, or confidential information from premises without proper authority.
10. Willful abuse, misuse, defacing, or destruction of district property, including tools, equipment, or other property of other employees.
11. Theft or misappropriation of property of employees, students, or of the district.
12. Sabotage
13. Refusal to follow instructions of supervisor.
14. Refusal or failure to do work assignment.
15. Unauthorized operation of vehicles, machines, tools, or equipment.
16. Threatening, intimidating, coercing, abusing, or interfering with employees, supervisors, or students at any time.
17. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, students, or the district.
18. Creating or contributing to unsanitary conditions.
19. Practical jokes injurious to employee's or district property
20. Possession, consumption, or reporting to work under the influence of alcohol, nonprescribed drugs, or controlled substances.
21. Creating disturbances on the premises at any time.
22. Disregard of known safety rules or common safety practices.
23. Unsafe operation of motor driven vehicles.
24. Operating machines or equipment without safety devices provided.
25. Gambling, lottery, or any other game of chance on district property.
26. Unauthorized distribution of literature, written, or printed matter of any description of district property.
27. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration.
28. Poor workmanship.
29. Immoral conduct or indecency including abusive and/or foul language.
30. Making or receiving personal telephone calls during working hours, except for emergencies.
31. Walking off the job.
32. Continued poor or negative attitude while on the job, including poor relationship with other staff or students.
33. Smoking in an unauthorized area or at an unauthorized time.
34. Failure to dress appropriately for work assignment.
35. Refusal of job transfer within the district when transfer does not result in demotion.
36. Abuse of rest periods or meal period policies.
37. Inappropriate and/or unauthorized use of the school district's computer network or Internet connections.
38. Insubordination of any kind.
39. Racial discrimination, including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another employee, a student, or a visitor. This includes antisemitism, which is certain perception of Jews, which may be expressed as hatred toward Jews.
40. Violation of any district rule or policy.
41. Violation of any administrative rule or order.
42. Failure or inability to perform the essential functions or duties of the assigned position.
43. If it is in the best interest of the school district, any support person may be suspended, demoted, or terminated.

Personnel Files

At the time of initial employment, each support employee shall file with the district prior to the first day of employment a complete employment history and a complete record of education. For the benefit and use of the school district and of the employee, the district will maintain a complete, up-to-date personnel file in

the superintendent's office. Every employee, or upon written authorization, the employee's designee, shall be allowed to inspect his or her personnel file at any time in the presence of a staff member of the superintendent's office. The employee is entitled to receive a copy of any documents contained therein with the employee receiving the first copy at no cost and paying the cost of reproduction for additional copies.

Material that may adversely affect employment status and/or other negative material may not be placed in an employee's official file until the employee has had the opportunity to read the material and to sign and date the actual copy to be filed. The employee shall receive a copy of said material, at no cost to the employee, at the time of filing. The employee shall have the right, within ten (10) working days, to affix a written response to said material which could be conceived as untrue or unfair.

Access to the employees file will be limited to: the employee or employee's designee, district employees who have a need to review the file in order to complete a job responsibility, members of the Board of Education, public agencies upon official request, otherwise as required by law.

Upon request of the employee and recommendation of the current Superintendent, the Board may remove documentation from an employee's personnel file.

This section of the contract does not include those employees who are employed on a temporary basis.

Admission to School Events

All staff members shall be provided with an identification pass which shall admit the teacher and family members accompanied by the staff member to all school events. These passes are not recognized at OSSAA playoff events that could be held in Ada. These passes are not recognized at OSSAA playoff events that could be held in Ada. Passes also may not be used for fundraisers, banquets or other similar activities.

Employee Protection

Any incident of assault, battery, or assault and battery upon an employee by a student, patron, or school employee shall be reported to the principal immediately. The principal is authorized to take whatever actions are necessary to protect employees and others from assault, battery, or assault and battery.

Monthly Pay

Pay warrants shall be issued on the 28th of each month. In the event the 28th of the month falls on a school holiday or weekend, the warrants shall be issued the last workday preceding the 28th of each month. Employees will have the option of having their warrants electronically deposited through the district bank to their financial institution through a direct deposit system. Following the last day of school in May, employees will receive May and June payments at an arranged time. May and June payments may be directly deposited if that method is the normal method of payment for the employee. July warrants will be distributed as a paper check in May with the Reasonable Assurance Letters.

Support Staff Resignation

Resignations must be dated and submitted in writing to the Superintendent stating the effective date of resignation. All resignations should be indicated on the district's official resignation form. The staff member may attach their own narrative to the form if desired.

Professional Dress

Each staff member is expected to work with the building administrator to determine what is appropriate within their building for educational and program driven purposes. Exceptions may be made for spirit week and fundraisers. Please remember that your dress and how you present yourself affects how your students, parents and other faculty members see you and respect you.

Leave Provisions

Sick Leave

The Board shall provide each staff member ten (10) days of sick leave each year for use in case of personal accidental injury, illness, or pregnancy, or accidental injury or illness in the immediate family.

"Immediate family" shall be defined as a spouse, children, step-children, parents, step-parent, grandparents or grandchildren of the employee. Employees on eleven month contracts shall receive eleven (11) sick leave days, and employees on twelve (12) month contracts shall receive twelve (12) sick leave days. Unused sick leave days may accumulate to a maximum of sixty (60) days.

Any employee may be required to submit appropriate evidence concerning the cause of his absence in order to qualify for sick leave benefits.

Appropriate evidence will be submitted when requested by the principal, immediate supervisor, or the superintendent in the following situations:

- A. Sick leave claim on days of unusual or inclement weather
- B. Sick leave claim during the last four weeks of employment
- C. Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends
- D. Reasonable cause exists to believe that sick leave benefits are being abused

If, after exhausting accumulated leave, a staff member is absent due to personal catastrophic illness or injury, the staff member shall be eligible to apply for days from the Sick Leave Sharing Program in accordance with the provisions of the Program. If, after utilizing the Sick Leave Sharing Program, or after exhausting all accumulated leave, a staff member is absent due to personal accidental injury, illness or pregnancy, the staff member shall receive for a period of not to exceed twenty (20) days his/her full contract salary less the amount actually paid a certified substitute if one is hired.

Sick Leave Sharing Program

This "Sick Leave Sharing Program" permits district employees to donate sick leave to a fellow district employee who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate employment.

Definition of Terms Used in this Program:

1. "Relative of the employee" means a spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee;
2. "Household members" means those persons who reside in the same house, who provide financial support for one another. This term shall include foster children and legal wards even if they do not live in the same household.
3. "Severe or Extraordinary" means serious, extreme or life threatening, including temporary disability resulting from pregnancy, miscarriage, childbirth, and recovery therefrom as determined by the board of education.
4. "District Employee" means a teacher or any full-time employee of the School District.

A district employee may be eligible to receive shared leave pursuant to the following conditions:

1. Donated sick leave will not be available until all maternity leave or sick leave that is available to the requesting employee is exhausted.
2. The receiving employee shall complete a "Sick Leave Sharing Request Form" to be presented to the Board of Education for approval;
3. The receiving employee has presented a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition;
4. The condition has caused or is likely to cause the receiving employee to go on leave without pay or to terminate employment;
5. The receiving employee has abided by district policies regarding use of sick leave.

General Provisions

1. The district employee desiring to donate sick leave shall complete a "Sick Leave Sharing Donation Form" authorizing the deduction from his/her sick leave accumulation. The donor will also specify how many days are to be donated and the name of the district employee who is to receive said days;
2. District employee may not donate excess leave that the donor would not be able to otherwise take;
3. A donating employee's balance, after donation, must be at least 10 sick days. No employee can donate more than 60 sick days in any year, and no employee may receive more than a total of 60 sick days in any year.
4. Donated sick leave may only be used by the recipient for purposes set forth in this program;
5. Any shared sick leave not used by the recipient during the occurrence for which the leave was donated shall be returned to the donor. The shared sick leave remaining shall be divided among the donors on a prorated basis on the original donated value and reinstated to the sick leave balance of each donor;
6. Shared leave records shall be kept separate from other leave records;
7. Sick leave days may not be shared between school districts;
8. In case of disputes, the decision of the board of education shall be final.

Personal Business Leave/Annual Leave

Each employee shall be granted five (5) days of leave each year to conduct personal business; that must be conducted at times that school is in session. Such leave shall be without loss of pay, and a maximum of five (5) days can be accrued as sick leave. Except in emergency situations, and release to observe a family member's participation in a school sanctioned activity, personal business and annual leave may not be used during the five days prior to student arrival, the first five days of each semester and the last five days of each semester unless approved by the superintendent or his designee.

Employees who are on a year round continuous employment shall accrue a total of 18 annual leave days throughout the course of the year.

Bereavement

Each employee shall be granted up to five (5) days leave for each death in the immediate family (parents, father-in-law, mother-in-law, siblings, brother-in-law, sister-in-law, spouse, children, grandparents, grandparents-in-law, and grandchildren) without loss of pay. If no workdays exist between the date the death occurs and the end of the fifth day, no bereavement leave shall be granted.

When additional days are needed or when a death occurs outside the immediate family, the teacher may apply to the Superintendent for additional days.

Non-Chargable, Leave Without Pay, Unauthorized Absences

If an employee believes there is a need to be absent from work for any reason and the appropriate leave within a category has been exhausted, a teacher may request leave without pay from the superintendent. The unpaid leave will result in an amount equal to one (1) day's pay being deducted for each day of such absence. If the leave is not approved, the teacher may not be absent from his/her duties. Staff members who have exhausted all leave and remain absent will be subject to admonishment for excessive absences.

Legal Process Leave

Employees shall be granted leave to serve on a jury or as a witness subpoenaed in a criminal, civil, or juvenile proceeding. An employee serving as a juror or subpoenaed witness shall be paid his/her full contract salary.

Maternity Leave

All female staff members who have worked full time for the district for one year and worked a minimum of 1,250 hours during the 12 months prior to the maternity leave request shall be entitled to six weeks of paid leave. The leave must be taken immediately after the birth of the child. This leave shall run

consecutively without interruption, regardless of breaks in the school calendar. The six weeks of paid maternity leave shall run concurrently with the twelve weeks of unpaid leave in the Family Medical Leave Act.

Compensation

Salary Schedule (attached)

Ada City Schools Support Employee Pay Scale (July 2026)

Yrs Exp	CN Cook/ Server Building Custodian <	Teacher Asst/Para Professional Bus Monitor	CN Manger Building Custodian (Lead)/Health Aide	Yrs Exp	Child Nutrition Asst Director	Utility Maintenance	Bus Drivers	Transportation Mechanic	Yrs Exp	Clerical	Utility/or Custodial Crew Chief / Tech 1	Tech 2	Licensed Utility/Clerical 2	LPN	Yrs Exp
S1	S2	S3	S4	S5	S6	S7	S8	S9	S10	S11	S12				
0	\$11.75	\$11.95	\$13.05	0	\$13.75	\$14.85	\$15.80	\$19.80	0	\$15.35	\$17.25	\$22.35	\$18.25	\$25.10	0
1	\$11.95	\$12.15	\$13.25	1	\$13.95	\$15.05	\$16.00	\$20.00	1	\$15.55	\$17.45	\$22.55	\$18.45	\$25.30	1
2	\$12.15	\$12.35	\$13.45	2	\$14.15	\$15.25	\$16.20	\$20.20	2	\$15.75	\$17.65	\$22.75	\$18.65	\$25.50	2
3	\$12.35	\$12.55	\$13.65	3	\$14.35	\$15.45	\$16.40	\$20.40	3	\$15.95	\$17.85	\$22.95	\$18.85	\$25.70	3
4	\$12.55	\$12.75	\$13.85	4	\$14.55	\$15.65	\$16.60	\$20.60	4	\$16.15	\$18.05	\$23.15	\$19.05	\$25.90	4
5	\$12.75	\$12.95	\$14.05	5	\$14.75	\$15.85	\$16.80	\$20.80	5	\$16.35	\$18.25	\$23.35	\$19.25	\$26.10	5
6	\$12.95	\$13.15	\$14.25	6	\$14.95	\$16.05	\$17.00	\$21.00	6	\$16.55	\$18.45	\$23.55	\$19.45	\$26.30	6
7	\$13.15	\$13.35	\$14.45	7	\$15.15	\$16.25	\$17.20	\$21.20	7	\$16.75	\$18.65	\$23.75	\$19.65	\$26.50	7
8	\$13.35	\$13.55	\$14.65	8	\$15.35	\$16.45	\$17.40	\$21.40	8	\$16.95	\$18.85	\$23.95	\$19.85	\$26.70	8
9	\$13.55	\$13.75	\$14.85	9	\$15.55	\$16.65	\$17.60	\$21.60	9	\$17.15	\$19.05	\$24.15	\$20.05	\$26.90	9
10	\$13.75	\$13.95	\$15.05	10	\$15.75	\$16.85	\$17.80	\$21.80	10	\$17.35	\$19.25	\$24.35	\$20.25	\$27.10	10
11	\$13.95	\$14.15	\$15.25	11	\$15.95	\$17.05	\$18.00	\$22.00	11	\$17.55	\$19.45	\$24.55	\$20.45	\$27.30	11
12	\$14.15	\$14.35	\$15.45	12	\$16.15	\$17.25	\$18.20	\$22.20	12	\$17.75	\$19.65	\$24.75	\$20.65	\$27.50	12
13	\$14.35	\$14.55	\$15.65	13	\$16.35	\$17.45	\$18.40	\$22.40	13	\$17.95	\$19.85	\$24.95	\$20.85	\$27.70	13
14	\$14.55	\$14.75	\$15.85	14	\$16.55	\$17.65	\$18.60	\$22.60	14	\$18.15	\$20.05	\$25.15	\$21.05	\$27.90	14
15	\$14.75	\$14.95	\$16.05	15	\$16.75	\$17.85	\$18.80	\$22.80	15	\$18.35	\$20.25	\$25.35	\$21.25	\$28.10	15
16	\$14.95	\$15.15	\$16.25	16	\$16.95	\$18.05	\$19.00	\$23.00	16	\$18.55	\$20.45	\$25.55	\$21.45	\$28.30	16
17	\$15.15	\$15.35	\$16.45	17	\$17.15	\$18.25	\$19.20	\$23.20	17	\$18.75	\$20.65	\$25.75	\$21.65	\$25.50	17
18	\$15.35	\$15.55	\$16.65	18	\$17.35	\$18.45	\$19.40	\$23.40	18	\$18.95	\$20.85	\$25.95	\$21.85	\$25.70	18
19	\$15.55	\$15.75	\$16.85	19	\$17.55	\$18.65	\$19.60	\$23.60	19	\$19.15	\$21.05	\$26.15	\$22.05	\$25.90	19
20	\$15.75	\$15.95	\$17.05	20	\$17.75	\$18.85	\$19.80	\$23.80	20	\$19.35	\$21.25	\$26.35	\$22.25	\$26.10	20
21	\$15.95	\$16.15	\$17.25	21	\$17.95	\$19.05	\$20.00	\$24.00	21	\$19.55	\$21.45	\$26.55	\$22.45	\$26.30	21
22	\$16.15	\$16.35	\$17.45	22	\$18.15	\$19.25	\$20.20	\$24.20	22	\$19.75	\$21.65	\$26.75	\$22.65	\$26.50	22
23	\$16.35	\$16.55	\$17.65	23	\$18.35	\$19.45	\$20.40	\$24.40	23	\$19.95	\$21.85	\$26.95	\$22.85	\$26.70	23
24	\$16.55	\$16.75	\$17.85	24	\$18.55	\$19.65	\$20.60	\$24.60	24	\$20.15	\$22.05	\$27.15	\$23.05	\$26.90	24
25	\$16.75	\$16.95	\$18.05	25	\$18.75	\$19.85	\$20.80	\$24.80	25	\$20.35	\$22.25	\$27.35	\$23.25	\$27.10	25
26	\$16.95	\$17.15	\$18.25	26	\$18.95	\$20.05	\$21.00	\$25.00	26	\$20.55	\$22.45	\$27.55	\$23.45	\$27.30	26
27	\$17.15	\$17.35	\$18.45	27	\$19.15	\$20.25	\$21.20	\$25.20	27	\$20.75	\$22.65	\$27.75	\$23.65	\$27.50	27
28	\$17.35	\$17.55	\$18.65	28	\$19.35	\$20.45	\$21.40	\$25.40	28	\$20.95	\$22.85	\$27.95	\$23.85	\$27.70	28
29	\$17.55	\$17.75	\$18.85	29	\$19.55	\$20.65	\$21.60	\$25.60	29	\$21.15	\$23.05	\$28.15	\$24.05	\$27.90	29
30	\$17.75	\$17.95	\$19.05	30	\$19.75	\$20.85	\$21.80	\$25.80	30	\$21.35	\$23.25	\$28.35	\$24.25	\$28.10	30
31	\$17.95	\$18.15	\$19.25	31	\$19.95	\$21.05	\$22.00	\$26.00	31	\$21.55	\$23.45	\$28.55	\$24.45	\$28.30	31
32	\$18.15	\$18.35	\$19.45	32	\$20.15	\$21.25	\$22.20	\$26.20	32	\$21.75	\$23.65	\$28.75	\$24.65	\$28.50	32
33	\$18.35	\$18.55	\$19.65	33	\$20.35	\$21.45	\$22.40	\$26.40	33	\$21.95	\$23.85	\$28.95	\$24.85	\$28.70	33
34	\$18.55	\$18.75	\$19.85	34	\$20.55	\$21.65	\$22.60	\$26.60	34	\$22.15	\$24.05	\$29.15	\$25.05	\$28.90	34
35	\$18.75	\$18.95	\$20.05	35	\$20.75	\$21.85	\$22.80	\$26.80	35	\$22.35	\$24.25	\$29.35	\$25.25	\$29.10	35
36	\$18.95	\$19.15	\$20.25	36	\$20.95	\$22.05	\$23.00	\$27.00	36	\$22.55	\$24.45	\$29.55	\$25.45	\$29.30	36
37	\$19.15	\$19.35	\$20.45	37	\$21.15	\$22.25	\$23.20	\$27.20	37	\$22.75	\$24.65	\$29.75	\$25.65	\$29.50	37
38	\$19.35	\$19.55	\$20.65	38	\$21.35	\$22.45	\$23.40	\$27.40	38	\$22.95	\$24.85	\$29.95	\$25.85	\$29.70	38
39	\$19.55	\$19.75	\$20.85	39	\$21.55	\$22.65	\$23.60	\$27.60	39	\$23.15	\$25.05	\$30.15	\$26.05	\$29.90	39
40	\$19.75	\$19.95	\$21.05	40	\$21.75	\$22.85	\$23.80	\$27.80	40	\$23.35	\$25.25	\$30.35	\$26.25	\$30.10	40
41	\$19.95	\$20.15	\$21.25	41	\$21.95	\$23.05	\$24.00	\$28.00	41	\$23.55	\$25.45	\$30.55	\$26.45	\$30.30	41
42	\$20.15	\$20.35	\$21.45	42	\$22.15	\$23.25	\$24.20	\$28.20	42	\$23.75	\$25.65	\$30.75	\$26.65	\$30.50	42

ADA TEACHER EMPOWERMENT PROGRAM DESIGNATIONS

(Must have completed 1 year in the district)

LEAD TEACHER	ADVANCED TEACHER
Meets two of the following three criteria: 3 years in district, 5 years total teaching experience, Masters Degree. Plus the following criteria: Attended Professional Learning Communities at Work Institute and continued PD in PLC principles including collaborative book studies. Must have excellent attendance Holds a valid standard teaching certificate	Three years total teaching experience. Completed 1 year in the district. Excellent attendance. Holds a valid standard teaching certificate. Experience in mentoring and professional development
Modifying and designing assessments. Works with the Administrative PLC Team. Leads and facilitates site team collaboration in identifying essential skills, data analysis, and response to intervention. Leads in providing Professional Development to site and district teachers. Serves on site's Guiding Coalition.	Collaborates with the Instructional Coaching Faculty in executing the New Teacher Academy to start the year. Facilitates the monthly New Teacher Academy Meetings and delivers Professional Development. Serves as an instructional mentor alongside the Instructional Coaching Faculty and site administration.
Ten extra days outside of their teaching contract. Evaluation by site and district administration	Seven extra days outside of their teaching contract. Evaluation by site administration and Director of Teaching and Learning
\$5000 Stipend	\$3000 Stipend