



Northland Pines School District

**EMPLOYMENT HANDBOOK
for
SUPPORT STAFF MEMBERS**

2017-2018 School Year

Revised: August 28, 2017

It is the Board's objective to treat all employees in a fair manner to ensure that the Northland Pines School District retains and supports the most qualified support staff in the district in an effort to support a quality educational environment.

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I. INTRODUCTION

This Employment Handbook has been prepared for support staff members including all Northland Pines employed, custodians, groundskeeper, housekeepers, maintenance, paraprofessionals, Pines Community Wellness Center staff, technology support staff, all secretaries, webmaster/public relations assistant and all district office/business office administrative assistants. The provisions described herein are the terms and conditions governing employment in the Northland Pines School District and compliance with them is required.

Introductory Statement

This Employment Handbook is a collection of selected employment policies and procedures, as well as rules and regulations of Northland Pines School District (“District”). It has been prepared to acquaint all support staff members with the policies, procedures, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District. It is each support staff member’s responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and/or the administrative guidelines promulgated by the District Administrator that are available electronically on the District website, as well as the rules and regulations contained herein.

For the most current, updated version of the Employment Handbook, consult the online version on the staff shared Q: drive or the district website.

If you have questions regarding any of the Board policies and/or administrative guidelines, and/or the rules or regulations set forth in this Employment Handbook, or about matters which are not covered, please direct them to your immediate supervisor or to the district office.

Disclaimer Statement

This Employment Handbook has been prepared for informational purposes only. None of the statements, policies and procedures, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the District’s employees are employed “at-will”, and employment is not for any definite period, unless otherwise provided by individual contract. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the District or the employee. Furthermore, any support staff member who violates any of the terms and conditions of employment set forth in this Employment Handbook may be subject to disciplinary action in accordance with *Policy 4139 – Staff Discipline*.

The provisions set forth in this Employment Handbook may be altered, modified, changed, or eliminated at any time by a majority vote of the full membership of the Board, with or without notice. This Employment Handbook supersedes any and all previous handbooks, statements, Memorandums of Understanding, Letters of Understanding, policies and procedures, rules, or regulations given to employees, whether verbal or written.

Mission Statement

Northland Pines School District is dedicated to empowering all individuals to reach their potential.

We will be accountable and work together to:

- Model what is expected
- Nurture a safe, healthy and trusting environment
- Provide a challenging and engaging curriculum
- Promote life-long learning
- Build school, family and community partnerships
- Celebrate cultural diversity, talents and strengths
- Thrive in a global society
- Foster continuous improvement

II. EMPLOYMENT

Definition of Employment

Regular Full-Time: Employees in this category shall include employees who are assigned a position on a full-time basis for a full calendar year. Full-time is defined as thirty-seven and a half (37.5) or more hours each week.

Regular Full-Time – School Term: Employees in this category shall include those employees who are assigned to a position on a full-time basis during the school term which may include short periods of time before and after the school term. Full-time is defined as thirty-seven and a half (37.5) or more hours each week.

Regular Part-Time – Full Year: Employees in this category shall include those employees who are assigned to a position on a part-time basis, less than full schedule of hours, for a full calendar year. Part-time is defined as less than thirty-seven and a half (37.5) hours each week.

Regular Part-Time – School Term: Employees in this category shall include those employees who are assigned to a position on a part-time basis, for the school term, which may include short periods of time before and after the school term. Part-time is defined as less than thirty-seven and a half (37.5) hours each week.

Limited Term: Employees hired for a limited time on a special project which will not be a permanent position.

Summer Help: Employees who are hired to work on special projects during the summer months when school is not in session.

Skin Tuberculin Test & Physical Examination: As required by Wis. Stat. 118.25, support staff will be required to furnish evidence of skin tuberculin test and physical examination in accordance with the Board's requirements. The skin tuberculin test and physical examination must be performed by a licensed practitioner and the results recorded on a standard form provided by the District. This evidence must be submitted to the District before the effective date of employment. Upon receipt of this evidence, the District will pay for the required examination. A skin tuberculin test taken or a physical examination completed within the ninety (90) calendar days immediately preceding the effective date of the original hire of the staff member and first contact date will be accepted for meeting this requirement.

Days and Hours of Work: Work schedule and hours of work, including starting and ending time, will be determined by the immediate supervisor.

Time Sheet: Hourly support staff personnel will be responsible for logging their time in and out on their electronic time sheet and for submitting it to their supervisor for approval and submission to payroll. Failure of the support staff member to submit their time sheet may result in delay of payroll until the next payroll run.

Overtime: Pre-approval of overtime is required by either the Business Manager or the District Administrator. Overtime is paid in accordance with federal and state wage and hour restrictions. Overtime is payable for all hours worked over 40 per week at a rate of one and one-half times the employee's regular hourly rate, with double time on Sundays and Holidays. Time off on Personal Leave, Vacation Leave, or any leave of absence will not be considered hours worked when calculating overtime. In addition, paid Holidays will not constitute hours worked for overtime calculations.

Employee Code of Conduct: All support staff members are expected to conduct themselves in accordance with the District's Policies.

For the most current, updated version of any district policy, consult the online version on the Northland Pines School District website and/or contact Susie Block, Executive Assistant in the Northland Pines District Office or any administrator at NPSD.

Confidentiality: Pupil information employees obtain as the result of their employment with the District is confidential and protected by law unless such information has been designated as pupil directory data as set forth in Board policy. The law and respect for our students require that student issues are only discussed with employees and parents who need to know the information. In addition to student information, confidentiality is expected in other areas, including employee or District business information. Any requests for student records shall be referred to the appropriate Principal.

Mandatory Reporting: According to Wisconsin Act 81, all school employees are required to report any suspected or threatened child abuse or neglect to the appropriate county departments or agencies in accordance with Section 48.981 of the state statutes. A person making a child abuse or neglect report in good faith may now not only not be discharged from employment for making such report, but may also not be disciplined or otherwise discriminated against in regard to employment or threatened with any such treatment for making such report.

Chain of Command: The District values the comments and suggestions of its employees concerning work methods and operations. Employees should follow the chain-of-command when offering a suggestion or comment. Support staff members should refer to the detailed procedure regarding communication set forth in *Policy 4112-Board-Staff Communication*.

Nondiscrimination and Equal Employment Opportunity: The Board of Education does not discriminate in the employment of support staff on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity) pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.

Wisconsin Act 83 provides that it is not employment discrimination because of a **conviction record** for an educational agency to refuse to employ or to terminate from employment an individual who has been convicted of a felony and who has not been pardoned for that felony.

If the support staff member has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment (s)he should refer to:

- *Policy 4122-Nondiscrimination and Equal Employment Opportunity*
 - AG 4122-Nondiscrimination and Equal Employment Opportunity

Employee Anti-Harassment: The Board of Education is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

For more information employees shall refer to:

- *Policy 4362-Employee Anti-Harassment*
- *Policy 4362.01-Threatening Behavior Toward Staff Members*
 - *AG 4362-Employee Anti-Harassment and/or*
 - *AG 4362A-Reporting Threatening Behaviors*

Student Non-Discrimination and Access to Equal Educational Opportunity: The Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment.

Reporting Procedures: Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity. Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

District Compliance Officer: The Board designates the following individual to serve as the District's "Compliance Officer" (hereinafter referred to as the "CO") - Director of Pupil Services, 1800 Pleasure Island Road, Eagle River, WI 54521 Phone: 715-479-8989 Fax: 715-477-0889

For more information and for complaint and investigation procedures, employees shall refer to board policies posted online on our school district website as follows:

- *Policy 2260 – Non-Discrimination and Access to Equal Educational Opportunity*
- *AG 2260 – Non-Discrimination and Access to Equal Educational Opportunity*

Hiring of Relatives (Nepotism): The District has established clear rules regarding the employment of relatives (nepotism) that can be found in *Policy 4120-Employment of Support Staff*.

Immigration Reform Act Compliance: The District complies with the provisions of the Federal Immigration Reform and Control Act of 1986, including, but not limited to, requiring verification of authorization to accept employment in the United States from all employees. For more information regarding this compliance, please refer to the following: *Policy 4111-Creating a Position*.

Conflict of Interest: Employees are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Employees are expected to perform their duties in a manner free from conflict of interest pursuant to Section 19.59 Wisconsin Statutes.

- *Policy 1130-Conflict of Interest – Private Practice*
- *Policy 4210-Staff Ethics*

Outside Activities of Staff: It is imperative that support staff members avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If a support staff member is involved in an activity that threatens that staff member's effectiveness within the school system, the District Administrator shall evaluate the impact of such interest, activity, or association upon the support staff member's responsibilities.

For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the District, support staff members should review the following: *Policy 4231-Outside Activities of Staff*

Political Activities: Political activities that do not contribute to a positive learning climate may be disruptive, divisive and distracting. Therefore, the Board has concluded that such activities are not appropriate within the school setting. It is the intention of the Board of Education to regulate such activities on all District owned or used property, within all school buildings and at all school sponsored activities. *AG 4231-Outside Activities*

III. EMPLOYMENT STATUS AND RECORDS

Support Staff Categories: The Board establishes the specific categories of employment of support staff members. They fall into the categories denoted in the definition of support staff that is included in Bylaw 0100 – Definitions.

Personnel Files: It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. Further, the access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records of support staff members and grant access to inspect or review those records in accordance with *Policy 8320-Personnel Records* and State law.

Personnel File Record Correction: If there is any disagreement with the content or information contained in an employee's personnel record, the employee will follow the process established in *Policy 8320-Personnel Records* to either have a correction made to the information in question, or to have the content in question removed from the file.

Performance Evaluation: The primary purpose of the evaluations shall be to assist the support staff member in reaching his/her full potential as an employee. This evaluation process shall also focus upon early identification of specific areas in which the support staff member needs improvement so that appropriate assistance may be provided in a systematic way. The evaluations shall be consistent with the following:

- A. Applicable State statutes
- B. *Policy 4220-Evaluation of Support Staff*
- C. AG 4220-Evaluation

Support staff members who are new to the district will be evaluated once per year for the first three years as a minimum. All support staff members will be evaluated at a minimum of every other year. Additional evaluations may be done on any support staff member at any time if necessary or beneficial to the support staff and/or district. A conference will be held between the support staff member evaluated and their evaluator concerning the findings of the evaluation. The staff member may submit a written statement which will be attached to the evaluation. A copy of the evaluation shall be made available to the support staff member evaluated, and also be included in the support staff member's personnel file.

Assignment and Transfers: Notices of vacancies will be posted on WECAN via the Northland Pines website. Any support staff member may apply to fill any vacant position. The District Administrator is responsible for assignments of all support staff members in conformance with any legal requirements or certification requirements. Assignments for the forthcoming school year will be made by the District Administrator in accordance with *Administrative Guideline 4130–Assignment and Transfer*. Further, support staff members may be transferred between schools/positions/grades when the District Administrator determines that the needs of the students, the school, or District so requires.

Staff Discipline: Staff discipline and required investigations regarding potential wrongdoings of a support staff member shall be consistent with the terms established in *Policy 4139–Staff Discipline*.

Representation: In the event an employee is required to meet with District representatives for purposes of an investigation and that investigation could reasonably lead to discipline or discharge, the employee may be accompanied by a representative for the meeting. Nothing in this provision shall prevent the District from meeting with employees to obtain information before a decision to conduct such an investigation can reasonably be made. In addition, the District may remove an employee from the workplace if immediate action is required before an investigation is commenced.

Reduction in Staff: It is the responsibility of the Board of Education to provide the staff necessary for the implementation of the educational program of the district and the operation of the schools and to do so efficiently and economically. The Board may reduce staff based on the best interests of the district when necessary. Such staff reductions will be made in compliance with *Policy 4131–Reduction in Staff*. Reduction in staff once positions have been identified will be based on the following considerations, including but not limited to:

Qualifications	Student/Parent Relationships
Employee evaluations	Professional Dress
Job performance	Professionalism/Attitude
Input from direct supervisors	Attendance
Student Enrollment	Programming

Termination and Resignations: Employees may be terminated for any reason, provided that the decision is not arbitrary or capricious, or in violation of any applicable law. A support staff member may resign in accordance with *Policy 4140–Termination and Resignation*

IV. EMPLOYEE PAY AND BENEFITS

Pay Periods: All hourly support staff members shall be paid biweekly; salaried support staff employees will be paid on the 1st and 15th of each month. If the payday should fall on a Federal holiday, support staff members' payroll will be effective the business day prior. All employees will have their paychecks directly deposited into a bank account. The District complies with State Statutes as to employee compensation.

Benefits: The Board provides a competitive and comprehensive package of benefits to all benefit eligible employees. The Board retains the final authority to establish, modify, rescind, add or in any way affect employee benefits. Annually, in conjunction with the budget process, the anticipated share cost of all employee benefits, specifying both the employee and employer share, shall be approved through Board action.

Full Time Employees are benefit eligible; Part Time Employees are benefit eligible and their benefits will be prorated as determined by the District Administrator. All pro-rations will be based on a 40 hour work week. Support staff members working less than 30 hours per week are **not** benefit eligible for health, dental, life and Long Term Disability insurance plans beginning with July 1, 2017. Anyone hired prior to July 1, 2017, who works 20-30 hours per week may maintain current pro-rated benefits. A reduction in hours post July 1, 2017, results in the loss of benefits. Limited Term Employees and Summer Help Employees are not benefit eligible.

The insurance plans sponsored by the district, the coverage provided by the plans, the cost apportionment of the premiums, deductibles, and co-pays, and the insurance company offering the coverage may be altered, amended or discontinued by the district at any time.

Pines Community Wellness Center: All NPSD employees, full time or part time, will receive a free membership to the Pines Community Wellness Center. Spouses of employees will pay 50% of the current membership rate.

Privacy Protections of Fully Insured Group Health Plans: Eligible Support Staff members who are provided coverage under fully insured group health plans are assured the privacy protections required by Federal and State law. *Policy 4419.02-Privacy Protections of Fully Insured Group Health Plans.*

Medical Plan: All benefit eligible staff members will be provided with a medical plan, single or family coverage. The district may offer two single plans in lieu of a family plan to two staff members who are married. This plan is contributory and a portion of the premium payment will be made by the employee. The district retains the right to select the vendor.

Eligible staff members shall pay 12% of the monthly premium for either the single or family premium. The 12% employee contribution for the medical plan will be waived for married couples when both spouses work full time for the district.

Support staff members will pay his/her own health insurance deductible when applicable. The District may implement a high deductible HRA/HSA account at their discretion; any Board approved district funded HSA payment will be paid by January 20th annually. Beginning January 1, 2018, support staff members will have an out of pocket expense not to exceed \$350/\$700 within the HMO; these amounts will change subject to state and federal HRA/HSA guidelines. There may be further out of pocket expenses for non-HMO services. New hires who start prior to January 1st will receive prorated HSA contributions from the district; therefore, new hires who start prior to January 1st may have additional out of pocket expenses for in and out of network costs.

Alternative Benefit: Full time employees who have family insurance coverage through a spouse's employer, other than the District, may elect to discontinue coverage under the District's Medical Plan and will instead receive a \$5,000.00 stipend to be equally distributed throughout the year via payroll; the employee may also be covered under the dental plan and the 12% premium fee may be waived. Employees must provide proof of other insurance to the district's Payroll & Benefits office in order to receive the stipend.

Dental Insurance: All benefit eligible support staff members will be provided with a dental plan, single or family coverage. The plan is contributory and a portion of the premium payment will be made by the employee. Eligible support staff members will pay 12% of the monthly premium for either the single or family premium. The 12% employee contribution for the dental plan will be waived for married couples when both spouses work for the district and will also be waived for those who receive the alternate benefit. The District retains the right to select the vendor.

Wisconsin Retirement System: All benefit eligible employees will participate in the social security and the Wisconsin Retirement System (WRS), and the Board of Education supports these plans by employer contributions. The Board will comply with the employer contribution requirements of Wisconsin state statute. All benefit eligible staff members will pay the employee share to WRS. These rates are determined by the Wisconsin Retirement System and may change annually.

Tax-Sheltered Annuity Program: A tax-sheltered annuity program, including a 403(b) and Wisconsin Deferred Compensation Plan (457) will be available to employees.

Flexible Spending Account: The District will provide a FLEX plan as permitted by law. These benefits will be provided to all eligible support staff members on a salary deferral basis at the expense of the employee. The District retains the right to select the vendor.

Life Insurance: All benefit eligible staff members shall be provided with term life insurance in an amount equal to his/her annual salary rounded to the next thousand dollars. The District retains the right to select the vendor.

Long Term Disability: All benefit eligible staff members shall be provided with long term disability insurance at 90% benefit level following a total disability waiting period of 60 calendar days. The plan is non-contributory on the part of the employee. The District retains the right to select the vendor.

COBRA: The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the District's medical and dental plans when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, Medicare eligibility, or death of an employee; a reduction in an employee's hours or leave of absence, divorce or legal separation and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage at District's group rates plus an administration fee. The District provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the District's medical and dental insurance plans. The notice contains important information about the employee's rights and obligations.

Maternity/Paternity Leave: Maternity/Paternity leave shall be granted in accordance with FMLA state and federal law.

Military Leave: Military leave so that the employee can perform obligations to the United States Armed Forces; refer to *Policy 4431 – Employee Leaves*.

Sub line procedures: All absences must be called in as soon as possible prior to the day(s) of leave. When you call in, you must identify yourself, your building, the date(s) of leave, and the reason:

1. Sick
2. Medical Appointment for self
3. Sick child
4. Child's Medical Appointment
5. Other Leave
6. Personal Leave
7. Leave Without Pay
8. Bereavement
9. Family Medical Leave (FMLA form must be processed)
10. Jury Duty

See Definitions Below:

Sick Leave: Support staff members may use paid sick leave and must follow the protocol established in *Policy 4432–Employee Sick Leave*. Each staff member must define the type of leave they are calling in for when they contact the substitute line. Staff members will be granted sick leave due to illness of the employee or illness of a member of the immediate household.

Other Leave: Other Leave is defined as any staff development which support staff members are asked/required to attend by their supervisor. This will also include but not limited to, required meetings, IEP meetings, coaching, etc.

Personal Leave: Will be in accordance with the support staff categories (which are defined at the end of this handbook).

Leave without Pay: Any leave without pay must be approved in advance by the Supervisor and the District Administrator. All Personal and/or Vacation leave must be exhausted prior to requesting Leave without Pay. Leave without pay (other than medical/FMLA or extreme emergencies) exceeding five days per school year, will result in docked salary/hourly pay and docked benefits as determined by the District Administrator. The District Administrator may allow additional Leave without Pay days without docking benefits on a case by case basis capped at five (5) additional days.

Bereavement Leave: Allocation of days and bereavement approval must be pre-approved by District Administrator. Days taken as bereavement leave shall be charged to any accumulated paid leave which the employee chooses to use; employee may select personal leave, sick leave or vacation leave. Support staff members are eligible for up to 5 days of bereavement leave in the event of a death of a spouse, parent (including parent-in-law), sibling, child or domestic partner. Support staff members are eligible for up to 1 day of bereavement leave for other relatives not listed above. The District Administrator shall have the right to extend the provisions above given extenuating circumstances asked for in writing and confirmed. Refer to *Policy 4431 – Employee Leaves*.

Family and Medical Leave: In accordance with Federal and State law, the Board of Education will provide family and medical leave for support staff members. The provisions of both the Federal and State family and medical leave provisions require specific eligibility and qualifying reasons to access this leave; to determine if you are eligible or qualify for family and medical leave refer to *Policy 4430.01–Family and Medical Leave of Absence (FMLA)*.

Jury Duty: A support staff member called to appear before legal proceedings in the capacity of a jurist or in relation to his/her job performance (i.e., testify in a child abuse case) shall not lose compensation for the discharge of such civic duty; neither shall he/she gain in compensation for such duty. In the case where the support staff member is paid by some person or organization, other than the District, such payment shall be signed over immediately upon receipt to the District in lieu of having any deduction made from the staff member’s normal and regular paycheck.

V. WORKING CONDITIONS

Travel Expenses: The District may provide for the payment of the actual and necessary expenses, including travel expenses, of any support staff member that is incurred in the course of performing services for the District, whether within or outside the District. If an overnight stay is needed for the training or conference and pre-approved by the Supervisor, then the support

staff member shall follow the procedures on the staff shared drive to complete the **Per Diem Request** form. The form must be submitted two weeks in advance of the travel to the Accounts Payable Department of the District Office. If the request is not received two weeks in advance of date of departure for training/conference, advance payment is not guaranteed. The Per Diem Request is for meals and incidentals only and does not include hotels. All work related support staff travel must be pre-approved by Supervisor.

Mileage Reimbursement: Support staff members travel relating to conferences, workshops, trainings, professional development, etc. will be reimbursed at half the Federal rate. The District Administrator will determine mileage totals. Support staff will carpool and/or use the school vehicle when available. Staff will only be reimbursed mileage if school vehicle was requested and not available.

Parking: All employees will park in designated employee parking areas as determined by administration.

Dress Code: The Board has exercised its authority to specify dress and grooming guidelines for staff. When on duty, support staff members are expected to dress in a manner that is consistent with the expectations described in *Policy 4216 – Support Staff Dress and Grooming*.

Personal Communications: During work hours, personal communications made or received, regardless of whether on a cell phone, office phone or network computer, can interfere with employee productivity, distract others, and/or set a bad example for students. Employees are expected to use discretion at work and limit personal communication to breaks and lunch period and to inform friends and family members of the Board's policy in this regard.

Use of Personal Property At School: Employees may wish to bring personal property to school either for reasons associated with their professional responsibilities or for use during off-duty time. This practice is authorized provided it is understood that the District will not be responsible for any loss, damage, or misuse of such property.

Emergency Closings: The District Administrator shall make the decision regarding emergency closings in accordance with the Plan for Emergency Preparedness as established in accordance with *Policy 8420–Emergency Preparedness*.

VI. SAFETY AND HEALTH

Tobacco: The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. Accordingly, the Board prohibits support staff members from using tobacco in any form on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events. *Policy 4215–Use of Tobacco by Support Staff*

Drug and Alcohol Use: Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the support staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates *Policy 4122.01–Drug-Free Workplace* shall be subject to disciplinary action in accordance with *Policy 4139–Staff Discipline* and the District Administrator’s guidelines.

Pre-Employment Drug Testing: Pre-employment drug testing shall be required as a condition of employment for any individual applying for a safety-sensitive position. “Safety-sensitive” positions are determined by the Board and Administration based on the duties performed in employment positions. Failure to appear for the appointed drug testing within 48 hours from an offer of employment or a positive drug test will result in denial of employment. All pre-employment drug testing shall be completed prior to beginning employment.

Reasonable Suspicion Drug Testing of Any Current Employee: The District shall require an employee to undergo a drug and/or alcohol test when reasonable individualized suspicion exists to believe the employee is under the influence of drugs and/or alcohol. The employee shall be referred to the designated and approved testing facilities for testing and/or may subject permissible on-site testing to refute a finding of intoxication or under the influence (e.g., a breathalyzer test), and may be transported by the District for testing purposes, when appropriate. Refusal to cooperate in this program may result in discipline, up to and including termination. The District reserves the right to take appropriate action in the circumstances, which may include, without being limited to, remediation, accommodation, discipline, or dismissal from employment.

Training: Employees, for whom training in the following areas is deemed necessary and appropriate, may be trained in:

- A. the use of automated external defibrillators (*Policy 8452–Automated External Defibrillators*),
- B. the control of blood borne pathogens (*Policy 8453.01–Control of Blood-Borne Pathogens*)
- C. the control of casual-contact communicable diseases (*Policy 8450–Control of Casual Contact Communicable Diseases*), and
- D. Understanding the method of transmission and prevention of diseases that are direct contact communicable diseases (*Policy 8453–Direct Contact Communicable Diseases*).

Reporting Work Related Injury: Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly first to MedCor and subsequently in writing to the District Business Office in compliance with *Policy 8442–Reporting Accidents*. The injured employee shall complete a form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

VII. EMPLOYEE COMMUNICATION & TECHNOLOGY

Acceptable Use of District Technology, the Internet, and the District's Network: Staff use of the District's Network will be governed by *Policy 7540.04– Staff Education Technology Acceptable Use and Safety* and the related administrative guidelines.

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users should have no expectation of privacy in the content of any files or records of their online activity while on the Network. If a support staff member resigns from the district, computer rights will be terminated within three days of the effective date of resignation. If a support staff member is terminated from the district, the district may terminate computer rights immediately.

Email: All district communications are delivered through staff email. Employees are encouraged to check district email at least once per week during the summer months as inservice agendas and other relevant information will be communicated to staff via email. The general expectation is emails are for work related activities.

When available, the District's e-mail system must be used by employees for any official District e-mail communications. Employees are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a Litigation Hold, and purging all other e-mails that have been read.

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District employees may be public records or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with *Policy 8310– Public Records*.

The District retains the right to monitor or access any District e-mail accounts at any time. **Users should not expect that their communications sent or received through either the District e-mail system or the District network will remain confidential and personal. All employees' computer usage on the network and the email system will be monitored by software surveillance (Aristotle or any other vendor the district chooses).**

Social Media: Staff is encouraged to utilize district provided social media tools for instructional purposes such as Schoology, Google+ and Google Classroom. Staff members may use social media tools such as Facebook and Twitter for **educational** purposes.

All staff members shall not engage students in social media and online networking media, such as Facebook, Twitter, Snapchat, Instagram, etc. for social purposes.

VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

Staff Discipline: Staff discipline and required investigations regarding potential wrongdoings of a support staff member shall be consistent with *Policy 4139–Staff Discipline*.

GRIEVANCE PROCEDURE

Definitions:

1. A grievance shall mean a dispute regarding the application of School Board policies regarding any employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:

- A. the name and position of the grievant;
- B. a clear and concise statement of the grievance;
- C. the issue involved;
- D. the relief sought;
- E. the date the incident or alleged violation took place;
- F. the specific section of the Policy Manual or workplace safety rule alleged to have been violated; and
- G. the signature of the grievant and the date.

2. The term "**days**" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or his or her classification is scheduled to work. The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.

3. A "**grievant**" is an employee as defined by state statutes governing this grievance procedure. At the grievant's cost and request they may be represented by a person of their choice.

4. "**Workplace safety**" means those conditions related to physical health and safety of employees enforceable under federal or state law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.

5. "**Discipline**" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.

6. "**Termination**" means discharge from employment. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

Procedures:

First Step - Within ten (10) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to his/her immediate

supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the District Office. An employee who has been notified of termination may process the grievance commencing at Step 3.

Second Step - If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the District Administrator within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the District Administrator, he/she or the designated representative of the District Administrator will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the District Administrator shall respond to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the District Administrator is aware of other similar pending grievances, he may consolidate those matters and process them as one grievance.

Third Step - Upon the written request of the grievant in response to an adverse decision, the decision at the second step may be appealed to the District Administrator by a written statement particularly describing the reason for appeal. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the Grievant to properly follow the process the matter shall be referred to the Board who shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance only the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator. Any costs incurred by the (IHO) will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be "a preponderance of the evidence". In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision. The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

Fourth Step - Either party may appeal an adverse determination at step three to the Board of Education, by filing written notice appealing the decision of the IHO in the District Office within ten (10) days of the decision of the IHO. The Board of Education shall within thirty (30) days after submission of the appeal schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties. The Board may affirm, reverse, or modify the IHO's decision at the Board's sole discretion.

Timelines

Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute waiver of the grievance and will be considered resolved on the basis of the District's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

Exclusive Remedy

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

Note: Support Staff pay ranges appear on the last page of handbook.

PARAPROFESSIONALS

Regular Full Time Hours - 37.5 hours per week, school year only

Professional Development - Paraprofessionals will be notified if they need to attend inservice days; the employee will be paid if District/Principal requires attendance at inservice. Expenses will be reimbursed on a case by case basis for pre-approved professional development training seminars or workshops.

School Cancellations/weather emergencies – Paraprofessionals will not be paid for days when school is closed due to inclement weather or other emergencies as determined by the District Administrator. They shall later have the opportunity to make up the day if school is rescheduled. If cancelled days are not made up, emergency leave is not available; the days will remain unpaid. Paraprofessionals may use a Personal Day in lieu of a snow day.

Inservice Days – Building principals/supervisors will determine paraprofessionals’ work schedule for any inservice or professional development training day.

Absences – Paraprofessionals must complete leave requests appropriate to the type of leave for the absence. In addition, paraprofessionals must contact the sub line to report their absence.

Tardiness – Paraprofessionals must contact the school office if they are going to be late for work for the day.

Lunch – Paraprofessionals will have a thirty (30) minute unpaid duty free lunch to be assigned by building Principal.

Personal Leave: If hired between July 1st and December 31st, employees will receive two days upon hire; If hired January 1st through June 30th employees will receive one day upon hire. Thereafter, each July 1st employees will receive 2 days. Unused personal days will be paid out at the substitute paraprofessional’s pay rate during the month of June. All Personal leave requests must be approved in advance by Supervisor.

Sick Days - 9 days per year, commencing July 1, cumulative up to 60 days. Sick leave days will be prorated based on date of hire as determined by the District Administrator. Paraprofessionals working less than 4 hours per day shall not be allowed to use sick leave for medical and dental appointments unless requested, confirmed and approved in advance by the Supervisor for extenuating circumstances.

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CUSTODIAL STAFF

Housekeeper, Custodian, Groundskeeper, Maintenance, Lead Custodian
Hours, job classification, and building location will be assigned by your immediate supervisor.

Professional Development – Custodial staff will be notified if they need to attend inservice days; the employee will be paid if District/Supervisor requires attendance at inservice. Expenses will be reimbursed on a case by case basis for pre-approved professional development training seminars or workshops.

School Cancellations/weather emergencies – Custodial staff will be expected to report to work location on days when school is closed due to inclement weather or other emergencies as determined by the District Administrator.

Shift Differential: Full time custodial staff working a shift between 5:00 p.m. and 5:00 a.m. shall receive an additional \$.25 cents per hour for any hours worked within that timeframe.

Off hours: All custodians called in off-hours shall receive a minimum of two (2) hours work or pay at the applicable rate.

Sundays and Holidays: Upon reaching 40 hours worked, employees will be paid double time on Sundays and Holidays only if not part of employee's normal shift or as determined by the Supervisor and District Administrator.

Absences/Tardiness – Custodial staff must contact their immediate Supervisor for any work absence/tardiness.

Lunch – Full time custodial staff will have a 30 minute unpaid duty free lunch or as determined by Supervisor.

Paid Holidays for year round or school year custodial staff: If the holiday falls on a Saturday or Sunday, the employee shall be granted a day off corresponding to a day students are not in school.

Vacation Requests: All vacations must be scheduled and approved in advance by the employee's immediate supervisor. Employees shall request vacation time off two weeks in advance. However, employees may be granted vacation time off without the two week notice with the approval of the Supervisor. Employees may take 10 days of vacation while school is in session or as determined by the Supervisor. Other days of vacation will be taken when school is not in session.

All vacations shall be used within twelve (12) months of the time they are earned, except that five (5) days may be carried over into the next year. Carry over vacation days must be used by August 31st of the new vacation year.

Annual: On July 1 of each year, employees will be credited with their vacation allowance for the period of July 1 of that year to June 30 of the following year. The vacation allowance that is credited at this time should be used prior to June 30 of the following year unless approved in advance by the Supervisor. Should an employee terminate employment after July 1, the employee will be entitled to a payout of the unused vacation hours recorded in the payroll department for that fiscal year.

Anniversary Date: All employees will be assigned a vacation anniversary date of July 1 following their date of hire from which vacation allowance determinations will be made. The amount of vacation time indicated below will be available effective on the employee's date of hire and must be used prior to reaching their anniversary date.

Vacation Allotment:

Employee hired in July	5 days
Employee hired from Aug. to Sept.	4 days
Employee hired from Oct. to Dec.	3 days
Employee hired from Jan. to Mar.	2 days
Employee hired from Apr. to Jun.	1 day

Vacation with Pay: All regular full time year round employees shall receive the following vacation with pay:

On anniversary date	5 days
1 year after anniversary date	10 days
8 years after anniversary date	15 days
15 years after anniversary date	20 days
20 years after anniversary date	25 days

Resignation or Termination of employment: Upon resignation or termination of employment, employees shall be entitled to payout of unused vacation benefits.

Personal Leave: If hired between July 1st and December 31st, employees will receive two days upon hire; If hired January 1st through June 30th employees will receive one day upon hire. Thereafter, each July 1st employees will receive 2 days. All Personal leave requests must be approved in advance by Supervisor.

Sick Leave: Year round custodians will receive 12 days of sick leave per year based on schedule as determined by supervisor, to be prorated first year if hired after July 1st, and as determined by the District Administrator. School year custodians will receive 9 days of sick leave per year based on schedule as determined by supervisor, to be prorated first year if hired after July 1st, and as determined by the District Administrator.

Custodians working less than 4 hours per day shall not be allowed to use sick leave for medical and dental appointments unless requested, confirmed and approved in advance by the Supervisor for extenuating circumstances.

This leave shall be accumulative to 60 days.

An employee requesting sick leave on days before and after vacations or holidays shall contact their Supervisor for approval of the leave request. The Supervisor shall determine if the leave is approved and if a physician's verification of the illness is necessary.

An employee who has been absent from work may be required to submit a return to work notification by a licensed physician. The notification may verify the employee has been sick or may verify the employee is able to return to work, or both.

**SECRETARIAL & BUSINESS OFFICE STAFF
& COMMUNITY RELATIONS/WEBMASTER**

Building Secretaries, Guidance Secretary, Activities Secretary, Pupil Services Secretary, Curriculum Secretary, Business Office Administrative Assistants & Community Relations /Webmaster

Hours, job classification, and building location will be assigned by your immediate supervisor. These positions shall be Ten (10) months or year round (12 months) positions to be determined by Supervisor and District Administrator. Ten (10) month positions are not eligible for vacation leave and other benefits such as Personal Leave and Sick Leave may be different than year round 12 month employees.

Professional Development – Secretarial, Business Office Staff and Community Relations/Webmaster will be notified if they need to attend inservice days; the employee will be paid if District/Supervisor requires attendance at inservice. Expenses will be reimbursed on a case by case basis for pre-approved professional development training seminars or workshops.

School Cancellations/weather emergencies – Year Round Secretarial, Business Office staff and Community Relations/Webmaster will be expected to report to work location on days when school is closed due to inclement weather or other emergencies as determined by the District Administrator. Ten (10) month Secretarial & Business Office Staff may work on these days if approved by Supervisor. Staff may use either a Personal Day or Vacation day in lieu of a snow day according to which type of leave they have.

Absences/Tardiness – Secretarial, Business Office and Community Relations/Webmaster staff must contact their Supervisor for any work absence/tardiness.

Lunch – Secretarial, Business Office and Community Relations/Webmaster staff will have a 30 minute unpaid duty free lunch.

Paid Holidays for year round or school year secretarial, business office staff and Community Relations/Webmaster: If the holiday falls on a Saturday or Sunday, the employee shall be granted a day off corresponding to a day students are not in school as determined by Supervisor.

Vacation Requests - All vacations must be scheduled and approved in advance by the employee's immediate supervisor. Employees shall request vacation time off two weeks in advance. However, employees may be granted vacation time off without the two week notice with the approval of the Supervisor. Employees may take 10 days of vacation while school is in session or as determined by the Supervisor. Other days of vacation will be taken when school is not in session.

All vacations shall be used within twelve (12) months of the time they are earned. Except that five (5) days may be carried over into the next year. Carry over vacation days must be used by August 31st of the new vacation year.

Annual: On July 1 of each year, employees will be credited with their vacation allowance for the period of July 1 of that year to June 30 of the following year. The vacation allowance that is credited at this time should be used prior to June 30 of the following year unless approved in advance by the Supervisor. Should an employee terminate employment after July 1, the employee will be entitled to a payout of the unused vacation hours recorded in the payroll department for that fiscal year.

Anniversary Date: All employees will be assigned a vacation anniversary date of July 1 following their date of hire from which vacation allowance determinations will be made. The amount of vacation time indicated below will be available effective on the employee's date of hire and must be used prior to reaching their anniversary date.

Vacation Allotment:

Employee hired in July	5 days
Employee hired from Aug. to Sept.	4 days
Employee hired from Oct. to Dec.	3 days
Employee hired from Jan. to Mar.	2 days
Employee hired from Apr. to Jun.	1 day

Vacation with Pay: All regular full time year round employees shall receive the following vacation with pay:

On anniversary date	5 days
1 year after anniversary date	10 days
8 years after anniversary date	15 days
15 years after anniversary date	20 days
20 years after anniversary date	25 days

Resignation or Termination of employment: Upon resignation or termination of employment, employees shall be entitled to payout of unused vacation benefits.

Personal Leave: If hired between July 1st and December 31st, employees will receive two days upon hire; If hired January 1st through June 30th employees will receive one day upon hire. Thereafter, each July 1st employees will receive 2 days. All Personal leave requests must be approved in advance by Supervisor.

Sick Leave:

Year round secretarial, business office staff and Community Relations/Webmaster will receive 12 days of sick leave per year based on schedule as determined by supervisor, to be prorated first year if hired after July 1st, and as determined by the District Administrator.

Ten (10) month secretarial and business office staff will receive 10 days of sick leave per year based on schedule as determined by supervisor, to be prorated first year if hired after July 1st, and as determined by the District Administrator.

Secretarial and Business Office staff working less than 4 hours per day shall not be allowed to use sick leave for medical and dental appointments unless requested, confirmed and approved in advance by the Supervisor for extenuating circumstances.

This leave shall be accumulative to 60 days.

An employee requesting sick leave on days before and after vacations or holidays shall contact their Supervisor for approval of the leave request. The Supervisor shall determine if the leave is approved and if a physician’s verification of the illness is necessary.

An employee who has been absent from work may be required to submit a return to work notification by a licensed physician. The notification may verify the employee has been sick or may verify the employee is able to return to work, or both.

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**EXECUTIVE ASSISTANT
TO DISTRICT ADMINISTRATOR & BOARD OF EDUCATION**

Hours, job classification, and building location will be assigned by the District Administrator.

Professional Development – Executive Assistant will be reimbursed for pre-approved professional development training seminars or workshops.

School Cancellations/weather emergencies – Executive Assistant will be expected to report to work location on days when school is closed due to inclement weather or other emergencies as determined by the District Administrator. Executive Assistant may use a Personal Day or Vacation day in lieu of a snow day.

Absences/Tardiness – Employee must contact their immediate Supervisor for any work absence/tardiness.

Lunch – Employee will have a 30 minute unpaid duty free lunch.

Paid Holidays for full time year round Executive Assistant: If the holiday falls on a Saturday or Sunday, the employee shall be granted a day off corresponding to a day students are not in school or as determined by District Administrator.

Vacations

Requests for Vacations: All vacations must be scheduled and approved in advance by the District Administrator. Employee shall request vacation time off two weeks in advance. However, employee may be granted vacation time off without the two week notice with the approval of the District Administrator. Employee may take 10 days of vacation while school is in session or as determined by the District Administrator. Other days of vacation will be taken when school is not in session.

All vacations shall be used within twelve (12) months of the time they are earned, except that five (5) days may be carried over into the next year. Carry over vacation days must be used by August 31st of the new vacation year.

Annual: On July 1 of each year, employee will be credited with vacation allowance for the period of July 1 of that year to June 30 of the following year. The vacation allowance that is credited at this time should be used prior to June 30 of the following year unless approved in advance by the District Administrator. Should employee terminate employment after July 1, the employee will be entitled to a payout of the unused vacation hours recorded in the payroll department for that fiscal year.

Anniversary Date: Employee will be assigned a vacation anniversary date of July 1 following date of hire from which vacation allowance determinations will be made. The amount of vacation time indicated below will be available effective on the employee’s date of hire and must be used prior to reaching their anniversary date.

Vacation Allotment:

Employee hired in July	5 days
Employee hired from Aug. to Sept.	4 days
Employee hired from Oct. to Dec.	3 days
Employee hired from Jan. to Mar.	2 days
Employee hired from Apr. to Jun.	1 day

Vacation with Pay: All regular full time year round employees shall receive the following vacation with pay:

On anniversary date	5 days
1 year after anniversary date	10 days
8 years after anniversary date	15 days
15 years after anniversary date	20 days
20 years after anniversary date	25 days

Resignation or Termination of employment: Upon resignation or termination of employment, employee shall be entitled to payout of unused vacation benefits.

Personal Leave: If hired between July 1st and December 31st, employee will receive two days upon hire; If hired January 1st through June 30th employees will receive one day upon hire. Thereafter, each July 1st employees will receive 2 days. All Personal leave requests must be approved in advance by District Administrator.

Sick Leave:

Executive Assistant will receive 12 days of sick leave per year based on schedule as determined by supervisor, to be prorated first year if hired after July 1st, and as determined by the District Administrator. This leave shall be accumulative to 60 days.

If employee requests sick leave on days before and after vacations or holidays, employee shall contact the District Administrator for approval of the leave request. The District Administrator shall determine if the leave is approved and if a physician’s verification of the illness is necessary.

If employee has been absent from work, employee may be required to submit a return to work notification by a licensed physician. The notification may verify the employee has been sick or may verify the employee is able to return to work, or both.

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TECHNOLOGY SUPPORT STAFF

Technology Software & Training Specialist

Hours, job classification, and building location will be assigned by your immediate supervisor.

Professional Development – Technology Support staff will be notified if they need to attend inservice days; the employee will be paid if District/Supervisor requires attendance at inservice. Expenses will be reimbursed on a case by case basis for pre-approved professional development training seminars or workshops.

School Cancellations/weather emergencies – Technology Support staff will be expected to report to work location on days when school is closed due to inclement weather or other emergencies as determined by the District Administrator. These employees may use a Personal Day or Vacation day in lieu of a snow day.

Absences/Tardiness – Employees must contact their immediate Supervisor for any work absence/tardiness.

Lunch – Employees will have a 30 minute unpaid duty free lunch.

Paid Holidays for full time year round technology support staff: If the holiday falls on a Saturday or Sunday, the employee shall be granted a day off corresponding to a day students are not in school as determined by Supervisor.

Vacations

Requests for Vacations: All vacations must be scheduled and approved in advance by the employee’s immediate supervisor. Employees shall request vacation time off two weeks in advance. However, employees may be granted vacation time off without the two week notice with the approval of the Supervisor. Employees may take 10 days of vacation while school is in session or as determined by the Supervisor. Other days of vacation will be taken when school is not in session.

All vacations shall be used within twelve (12) months of the time they are earned, except that five (5) days may be carried over into the next year. Carry over vacation days must be used by August 31st of the new vacation year.

Annual: On July 1 of each year, employees will be credited with their vacation allowance for the period of July 1 of that year to June 30 of the following year. The vacation allowance that is credited at this time should be used prior to June 30 of the following year unless approved in advance by the Supervisor. Should an employee terminate employment after July 1, the employee will be entitled to a payout of the unused vacation hours recorded in the payroll department for that fiscal year.

Anniversary Date: All employees will be assigned a vacation anniversary date of July 1 following their date of hire from which vacation allowance determinations will be made. The amount of vacation time indicated below will be available effective on the employee's date of hire and must be used prior to reaching their anniversary date.

Vacation Allotment:

Employee hired in July	5 days
Employee hired from Aug. to Sept.	4 days
Employee hired from Oct. to Dec.	3 days
Employee hired from Jan. to Mar.	2 days
Employee hired from Apr. to Jun.	1 day

Vacation with Pay: All regular full time year round employees shall receive the following vacation with pay:

On anniversary date	5 days
1 year after anniversary date	10 days
8 years after anniversary date	15 days
15 years after anniversary date	20 days
20 years after anniversary date	25 days

Resignation or Termination of employment: Upon resignation or termination of employment, employees shall be entitled to payout of unused vacation benefits.

Personal Leave: If hired between July 1st and December 31st, employees will receive two days upon hire; If hired January 1st through June 30th employees will receive one day upon hire. Thereafter, each July 1st employees will receive 2 days. All Personal leave requests must be approved in advance by Supervisor.

Sick Leave: Technology Support staff shall receive 12 days per year commencing July 1. This leave shall be accumulative to 60 days.

Technology Support staff working less than 4 hours per day shall not be allowed to use sick leave for medical and dental appointments unless approved by Supervisor unless requested, confirmed and approved in advance by the Supervisor for extenuating circumstances.

An employee requesting sick leave on days before and after vacations or holidays shall contact their Supervisor for approval of the leave request. The Supervisor shall determine if the leave is approved and if a physician's verification of the illness is necessary.

An employee who has been absent from work may be required to submit a return to work notification by a licensed physician. The notification may verify the employee has been sick or may verify the employee is able to return to work, or both.

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NEUTRAL SITE COORDINATOR

Hours per week vary, based on district/student needs, school year only. This is an hourly position and based on district students' needs. No other benefits will be offered for this position.

Professional Development - The Off Site Coordinator will be notified if she/he needs to attend inservice days; the employee will be paid if District/Principal requires attendance at inservice. Expenses will be reimbursed on a case by case basis for pre-approved professional development training seminars or workshops.

Mileage: The Off Site Coordinator will receive the federal rate for mileage reimbursement.

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PINES COMMUNITY WELLNESS CENTER EMPLOYEES

Hours per week will vary based on district needs. This is an hourly position. Any change of scheduling by employee must be pre-approved by Supervisor.

School Cancellations/Weather Emergencies – PCWC staff will be expected to report to work on days when school is closed due to inclement weather or other emergencies as determined by the District Administrator, unless otherwise notified by their Supervisor.

Absences/Tardiness – PCWC staff must contact their Supervisor for any work absence/tardiness.

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Support Staff Pay Ranges through June 30, 2018

*Must maintain a positive evaluation to receive any increase

Position	17-18 Range
Paraprofessional	13.86 - 17.32
Housekeeper	13.86 - 18.28
Custodian	15.00 - 20.11
Lead Custodian	15.00 - 21.42
Groundskeeper	16.11 - 21.42
Maintenance	18.14 - 24.26
Secretary	13.17 - 21.08
Business Office Staff	17.14 - 25.00
Community Relations/Web	13.86 - 19.39
Executive Assistant	17.14 - 26.37
Technology Specialist	13.86 - 24.26
Part-time Tech Support	Min Wage - 17.61
Neutral Site Coordinator	16.00 - 19.79
PCWC Floor Staff	10.00 - 12.93
PCWC Class Instructor	15.00 - 25.00

Paid Holidays

	Labor Day	Thanksgiving	Day After Thanksgiving	Christmas Eve	Christmas Day	New Year's Eve	New Year's Day	Good Friday	Memorial Day	Fourth of July
Paraprofessionals	Y	Y			Y		Y	Y	Y	
Part Time Nurse	Y	Y			Y		Y	Y	Y	
Custodians - School Year Only	Y	Y			Y		Y	Y	Y	
Custodians - All Year	Y	Y	*Floating	Y	Y	Y	Y	Y	Y	Y
Secretaries - School Year Only	Y	Y			Y		Y	Y	Y	
Secretaries - All Year	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Business Office Staff	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Community Relations/Webmaster	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Executive Assistant	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Technology Software & Training Specialist	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Part time Technology Support	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

*Year Round Full Time Custodians will be given one “Floating Holiday” which may or may not be used the day after Thanksgiving, based on building need and Supervisor approval. In the event it cannot be used the day after Thanksgiving, the Custodian may use it on a different day when students are not in the building, contingent on Supervisor approval.