

# **School District 145 - Waverly**

**2023-2024**



## **Classified Employee Handbook**

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## **FOREWORD**

### **Section 1      Intent of Handbook**

Welcome to Lancaster County School District #145. This handbook is intended to be used by classified employees to provide general information about the District and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "classified employees" are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate.

Each classified employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations adopted after this handbook, will control.

This handbook does not create a "contract" of employment. Classified employee positions and assignments may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District. In the event that a staff member does not understand a provision of this Handbook, it is the staff member's responsibility to seek the administration's interpretation of such provision.

This handbook will be in effect for the 2023-2024 and subsequent school years unless replaced by a later edition.

## **Section 2**      **Board of Education Goals**

- Develop positive relationships with our students by staying engaged and visible within our community, while acknowledging community involvement contributing to student success.
- Emphasize attention to building improvements and maintenance of our school facilities to assure safety and security for our building, students, and staff.
- Maintain cash reserve strength while adhering to budgeting limitations and parameters.
- Recruit and attract quality staff as that need develops over the next few years.
- Reduce paperwork for parents, patrons, and staff.

## **Section 3**      **School Mission Statement**

The Board of Education, administration and staff are committed to providing an environment where every child can grow and learn in a positive environment.

The mission of School District #145 is to provide its students with equitable opportunities for an essential education in an efficient manner. An essential education is one that enables students to reach the following outcomes:

- Proficient in meeting the State’s academic content standards and essential learnings and such additional standards as are established by the Board of Education
- Successful at each educational level and in transitioning between those levels from early childhood through postsecondary education and/or career entry
- Effective in functioning in and contributing to our culturally diverse democratic society

The district seeks to satisfy this mission by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and operational staff;
- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above;
- Comprehensive support programs and services that meet the diverse needs of students;
- Safe, clean and supportive facilities and learning environments;
- Implementation of a curriculum that meets the following:
  - Is based on state standards and such additional standards; as are established by the Board of Education;
  - Is appropriate for the developmental level of the students;
  - Addresses diverse learning needs;
  - Instills a passion for learning and the importance of life-long learning;
  - Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information;
  - Develops expected work ethics, as well as group participation and leadership skills;

- Incorporates character education and multicultural education, including respect for diversity;
- Provides for application of technology in all learning areas;
- Provides access to advanced courses; and
- Is organized in a schedule that is functional and meets student needs in all curriculum areas.
- Providing a supportive learning environment which includes:
  - a welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity;
  - learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and
  - Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

**Section 4      Members of the Board of Education**

Ward I	Jessica Zuniga	402-429-3980	<a href="mailto:jessica.zuniga@district145.org">jessica.zuniga@district145.org</a>
Ward II	Travis Moore	308-440-1377	<a href="mailto:travis.moore@district145.org">travis.moore@district145.org</a>
Ward III	Scott Claycomb	402-617-3980	<a href="mailto:scott.claycomb@district145.org">scott.claycomb@district145.org</a>
Ward IV	Andy Grosshans	402-525-2522	<a href="mailto:andy.grosshans@district145.org">andy.grosshans@district145.org</a>
Ward V	Chad Kendall	402-304-8472	<a href="mailto:chad.kendall@district145.org">chad.kendall@district145.org</a>
Ward VI	Cheryl Landon	402-944-2471	<a href="mailto:cheryl.landon@district145.org">cheryl.landon@district145.org</a>

**Section 5      Administrative Staff**

Name	Position	Contact Information
Dr. Cory Worrell	Superintendent	<a href="mailto:cory.worrell@district145.org">cory.worrell@district145.org</a>
Mikal Shalikow	Business Manager	<a href="mailto:mikal.shalikow@district145.org">mikal.shalikow@district145.org</a>
Adam Bauman	Director of Technology	<a href="mailto:adam.bauman@district145.org">adam.bauman@district145.org</a>
Dr. Angela Plugge	Director of Learning – Curriculum	<a href="mailto:angie.plugge@district145.org">angie.plugge@district145.org</a>
Delanie McMillan	Director of Student Services	<a href="mailto:delanie.mcmillan@district145.org">delanie.mcmillan@district145.org</a>
Philip Steffen	Director of Food Service	<a href="mailto:philip.steffen@district145.org">philip.steffen@district145.org</a>

**Section 6**      For other staff contacts, please visit the school’s webpage at:  
<https://www.district145.org/vnews/display.v/SEC/District%7CStaff%20Directory>.

## Article 1 – SCHOOL CALENDAR AND SCHEDULES

### Section 1 School Calendar

The school calendar is found at Appendix “E.”

### Section 2 Severe Weather and School Cancellations

The Superintendent is authorized by the Board of Education to close the schools in case of severe weather. Representatives of the Superintendent’s staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations and the School Messenger System.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed and through the School Messenger System.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Some staff may be designated as being required to come to school even in the event of a school closing.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day, staff and parents will be notified via media broadcast and the School Messenger System. Employees will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for the remaining students.

Parental Decisions. Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. In this case, employees should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Emergency Conditions. School District #145 has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, employees should implement the school’s established safety procedures.



## **Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS**

### **Section 1      Employment**

Employment occurs when the employee is recommended for employment by the Superintendent and approved by the Board of Education.

Classified employees may be asked in the spring whether they wish to continue in employment during the following school year. This is done for staff planning purposes and does not constitute an offer of employment.

Should an employee wish to resign from employment, the employee should give two weeks' written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education.

Classified employees are "at-will" employees, and may be terminated at any time by the school district. Notice of termination may be delivered by the administration or Board of Education. The termination of employment will be acted upon by the Board of Education at a regular or special meeting.

### **Section 2      Assignments**

The superintendent and superintendent's designees are authorized to assign employees to positions described in board policy and, should staffing needs dictate, transfer employees to different positions for which they are qualified, said actions being subject to board approval. Unless emergency situations prevail, all staff vacancies will be posted in designated offices or work areas. Current employees may apply for existing vacancies by writing a letter of interest to the appropriate administrator who will be identified on the posting notice.

Ordinarily, unless time and the number of in-house applicants mitigates against such, current employees will be granted an interview for other positions for which they are qualified. However, the District does not regard it an obligation to guarantee current employees priority consideration over candidates from outside district employ.

### **Section 3      Personnel File (Policy No. 4030)**

Individual, confidential, employee files will be maintained at the superintendent's office. To the extent necessary, separate employee files, with duplicate information, may be maintained by principals and supervisors.

Employee files shall contain only information pertinent to payroll processing; job performance; initial employment application; any legally required health information, certificates, and transcripts; and employee-initiated response to performance evaluations. Employees are responsible for the accuracy of information on the initial job application as well as relaying any necessary updated payroll-related information to the superintendent's office. Further, it is expected that employees will provided the superintendent's office with current information regarding addresses and phone numbers.

The superintendent, other administrators designated by the superintendent, the employee's immediate supervisor, payroll and personnel clerical staff, and the employee or the employee's designated representative will have access to personnel files. No new information is to be added to an employee's file without the knowledge of the employee. Employees may place materials in their personal file relating to job performance or evaluations thereof. No materials may be removed

from an employee's file without the mutual consent of the employee and the superintendent of schools.

All materials in employee files will be considered confidential, except that information which is legally subpoenaed or is subject to federal and state open record statutes. Employees will not have access to written recommendations on their behalf, which were submitted with an understanding of confidentiality. Anyone having access to personnel files that divulges confidential information about another employee will be subject to disciplinary action.

#### **Section 4      Grievances and Complaints** (Policy No. 4405)

Any classified employee who has a work-related grievance shall first discuss the nature of the grievance with an administrative supervisor. If not satisfied with the administrative supervisor's resolution of the problem, the employee shall, within 10 working days of having received the administrative supervisor's decision, send a written description of the grievance to the superintendent. Upon receiving the written grievance, the superintendent shall, within 10 working days, meet with the employee and attempt to resolve the grievance. If not satisfied with the superintendent's decision, the employee shall, within 10 working days, request in writing to the superintendent that a board of education committee be convened to listen to the grievance. The superintendent shall schedule a meeting, within 15 working days, for the board committee to listen to the grievance. Said meeting will be held in closed session and may be attended by the superintendent, administrative supervisor, the employee and, at the employee's discretion, an advocate for the employee. The board committee will render a decision at the close of the meeting, and said decision will terminate the grievance procedure.

Note that if more than one employee has a grievance of a similar nature, they may as a group invoke the grievance procedure described herein.

#### **Section 5      Compensation**

A committee of the Board of Education will be appointed annually to review and recommend salary increases and benefits for all classified staff job categories. If new salary rates are established or increases approved by the Board of Education, they will become effective with the initial pay period of the new school year. The superintendent's office shall be responsible for maintaining research on comparable pay levels for similarly sized districts in the immediate area and for designing procedures to collect staff input on salary and benefit issues. Current salary schedules will be made available in the Central Office and placed in the Classified Staff Handbook. (Appendix I.)

Paychecks will be issued on the 8th day of the month. Should the 8th fall on a weekend, holiday, or non-work day for employees, the pay date shall be the last employee's workday prior to the weekend, holiday, or non-work day for employees. Paychecks are subject to federal and state mandated deductions. Other deductions maybe designated and authorized by the employee, subject to the approval of the superintendent.

#### **Section 6      Benefits**

Classified employees are provided benefits in accordance with their employment position and Board policy. Annual fringe benefit elections are to be made by September 1 of each school year. Should an employee fail to make such election, the employee election from the immediately preceding school and contract year shall be continued. Employees are responsible for informing the Superintendent's Office in writing of any changes in benefit status.

## Article 2 – Employment, Compensation and Benefits

Continued health insurance benefits are available through COBRA, subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is incorporated into this handbook as Appendix “A.”

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

### **Section 7**      **Payroll and Payroll Deductions**

Payroll deductions are made in accordance with law and elections made by employees.

### **Section 8**      **Expense Reimbursement** (Policy No. 3130)

Mileage reimbursement will be paid to employees who are required to provide their own vehicles during regularly scheduled working hours. Claims for reimbursement will be honored only if the supervisor authorized the travel. Reimbursement per mile will be determined annually. (Appendix F.) Mileage reimbursement forms must be submitted during the proper fiscal year for reimbursement.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Superintendent or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose.

Reimbursable mileage or other reimbursement expenses will be considered separate from compensation and be paid at the time of the next monthly payroll after sufficient support documentation is provided.

Necessary materials and supplies are provided by the district. If an employee needs additional materials for performance of duties, the request should be made to the Superintendent. Employees who purchase materials or supplies without advance approval may not be reimbursed.

Reimbursement for meals or other expenses related to District-required travel must be submitted to and approved by either the Superintendent or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose.

### **Section 9**      **403(b) Salary Reduction Agreements**

The district will cooperate with any employee who chooses to participate in an investment program under Internal Revenue Code Section 403(b) that has been approved by the Board of Education.

## Article 2 – Employment, Compensation and Benefits

### **Section 10    Overtime**

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA is attached as Appendix “D” to this handbook.

Classified employees may be classified as either “exempt” or “non-exempt” for overtime purposes. Employees who are classified as exempt employees are not eligible for overtime. Those who are “non-exempt” are eligible for overtime.

The regular workweek for overtime purposes is from 12:00 a.m. on Sunday through 11:59 p.m. on Saturday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Employees will be expected to accurately report hours worked. Falsification of time cards is a serious offense.

Non-exempt employees must receive prior approval from the Superintendent or their designee to work additional hours beyond their regular work schedule. Non-exempt employees will be paid for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee’s regular rate of pay for hours worked in excess of the 40-hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations.

A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1½ times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

The district’s policy is to not permit improper deductions from the salary of exempt employees who are required to meet a “salaried basis” test for the overtime exemption to be applicable. An employee who feels an improper deduction affecting exemption status has occurred shall submit a complaint to the Superintendent or the Superintendent’s designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The Superintendent or Superintendent’s designee may suspend an employee with or without pay for the employee’s violation of District policy or rules. Such suspensions and deductions (when applicable) will be made pursuant to law.

### Article 3 – ABSENCES FROM WORK

#### Section 1      Absence Procedures

Requesting Leave. Leave requests should be made as soon as practicable under the circumstances. An employee who wants to use available leave is to submit a Request for Leave form to the employee’s supervisor. The request is to be submitted at least 5 duty days prior to the leave. The supervisor may require that more advance notice be given depending on the nature of the employee’s duties or the need to schedule a substitute.

Giving Notice of Unscheduled Absences. An employee who is unable to request advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take a sick or bereavement leave, employees are to contact their supervisor before 7:00 A.M. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to their immediate supervisor whether the employee will be able to return to work on the next duty day. For sick or bereavement leaves occurring in circumstances where the need for the leave can be determined in advance, the employee is to make a report of the need to take the leave as soon as possible.

#### Returning from Absences

1. *Justification for Absences Taken Without Prior Approval.* If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school (student contact days), the employee will be required to give verification (for example, a doctor’s note) to establish that the employee was unable to work for an excusable condition or excusable reason.
2. *Establishing Fitness for Duty.* Employees must present a written statement from their physician or health care provider to their supervisor when absent for any period of time because of injury requiring care from a physician or health care provider, or absent from work for 10 days or more due to a personal health condition. The statement is to clearly verify that the employee is mentally and physically able to return to duty. This statement is to be presented in person to the employee’s supervisor before the employee returns to duty in order that the readiness to perform work can be observed and discussed.

Employees are required to disclose any medical restrictions that limit their ability to perform the essential functions of their position to their supervisor and to request a meeting with the Americans with Disabilities Act (ADA) Coordinator to discuss the provision of reasonable accommodations. The District will not discriminate against any employee due to disability and will provide reasonable accommodations. Information provided about medical conditions or disabilities shall be treated as confidential, as required by state and federal statutes, and will be divulged only to the extent necessary to provide reasonable accommodations.

## **Section 2      Paid Leave - Sick and Personal Leaves**

### **Twelve-month**

- Will receive nine (9) sick days annually accumulative to forty-five (45) days;

### **6+ Hours Daily**

- Will receive seven (7) sick days annually accumulative to thirty-five (35) days;

### **Less than 6 hours daily**

- Including all bus, van drivers and special education van assistants, will receive two (2) days, (three) (3) after ten years of service sick days annually accumulative to twenty (20) days.

All classified staff may contribute one day annually to a sick-leave bank, and one sick-leave day may be used annually to attend to personal business.

Sick leave may be used for personal illness or illness in the immediate family or the illness of an individual who assumes the role of an immediate family member.

Bereavement leave is to be used for purposes of addressing issues related to the death and to attend funeral services. Bereavement leave shall be granted in the event of death of spouse, child, son-in-law, daughter-in-law, parent, parent-in-law, brother, sister, brother-in-law, sister-in-law, grandparents and any other member of the immediate family. Additional bereavement leave may be granted by the Superintendent as needed. Such additional days would come from sick leave. The taking of a bereavement leaves without attending funeral services would be an abuse of bereavement leave, except in the case of the death of the employee's parent, child or spouse, where grief would be expected to impair the employee's ability to function at work.

## **Section 3      Payroll Deductions for Absences in Excess of Paid Leave**

Should an employee be absent from work in excess of the employee's accumulated sick leave or other paid leaves, the employee's salary and fringe benefits (including the cost of premiums for group health insurance) may be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school year as the denominator.

## **Section 4      Leaves of Absence**

An employee may apply to the Board of Education for a leave of absence from the employee's duties. The Board of Education considers such requests on a case-by-case basis. No leave of absence shall extend beyond one school year. All leaves of absence shall be without pay except as may be required under applicable state or federal laws.

## **Section 5      Unpaid Leaves**

At the superintendent's discretion, limited nonpaid leave will be available to classified staff for emergencies and other family-related events.

## **Section 6      Jury Duty Leave**

An employee who is summoned for jury service must promptly notify the Building Principal. The employee will be allowed time off for jury duty, pursuant to law.

There will be no loss of salary or deduction to the employee for time spent in jury service. The District will reduce the employee's salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty service.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by their immediate supervisor.

**Section 7**      **Family and Medical Leave** (Policy No. 4005)

**Employee Rights and Responsibilities under the Family and Medical Leave Act**

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

The “leave year” for purposes of the FMLA is a “rolling” 12-month period, measured backward from the date of any FMLA leave usage.

Substitution of accrued paid leaves for otherwise unpaid FMLA leaves may be required in the discretion of the Superintendent or the Board.

Employees shall be required to submit medical certifications to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five (5) successive days, and in such other cases as deemed appropriate by the Superintendent or the Board based on the nature of the illness or other circumstances surrounding the leave. Second and third medical opinions may, in the Superintendent or the Board's discretion, be required. Employees shall be required to report periodically, at such times as requested by the Superintendent or the Board, on their intent to return to work from FMLA leaves and other leaves. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employee's serious health condition, or from a sick leave taken by reason of the employee's illness, when such leave was of a duration in excess of five (5) successive days, and upon request of the Superintendent or the Board when such is deemed appropriate by the Superintendent or the Board based upon the nature of the illness or other circumstances surrounding the leave.

An "equivalent position" for FMLA restoration purposes shall, in the case of certificated employees, be any administrative, teaching, or instruction related position for which the employee is qualified by reason of endorsement, college preparation, or experience, or other indicia; in the case of coaching or other similar extracurricular duty assignments, be any extracurricular duty assignment, and in the case of other employees or positions, be in a position with or at equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent or the Board.

**Section 7**      **Military and Family Military Leave** (Policy No. 4051)

Military leave and family military leave will be granted to the extent required by state and federal law and in accordance with Board policy.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a District leave request form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, consult with their supervisor to schedule the leave so as to not unduly disrupt

operations of the school, and for leaves of less than 5 days, notify the Superintendent of the leave request as soon as practicable.

Family military leave under the Family and Medical Leave Act (FMLA) will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

**Section 8**      **Adoption Leave** (Policy No. 4223)

School District 145 may grant a leave of absence to an adoptive parent when a child is adopted and physically placed with the employee. Said leave shall be administered in the same manner and upon the same terms as granted to an employee upon the birth of the employee's child pursuant to the district's leave policy, or any other policy of the school district granting leave to an employee because of the birth of the employee's child, except as provided below. Certified teachers should refer to the negotiated agreement between the Board of Education and the Waverly Education Association.

Unless determined otherwise by the Board of Education, the adoptive parent leave absence shall not be granted if the child being adopted is:

- 1) special needs child over eighteen years of age;
- 2) child who is over eight years of age and is not a special needs child;
- 3) stepchild being adopted by his or her stepparent;
- 4) foster child being adopted by his or her foster parent; or
- 5) child who was originally under a voluntary placement for purposes other than adoption without assistance from an attorney, physician, or other individual or agency which later results in a petition for the adoption of the child by the person with whom the voluntary placement was made.

“Special needs child” means a child with mental retardation, hearing impairments including deafness, speech or language impairments, visual impairments including blindness, serious emotional disturbance or behavior disorders, orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities.

**Section 9**      **Subpoena to Testify Leave**

An employee must promptly notify the Building Principal when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the district, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. The Superintendent shall make the final determination as to whether a matter is personal to the employee.

**Section 11**      **Voting Leave**

Employees will be allowed paid time off to vote in an election if the employee: (a) is a registered voter; (b) does not have 2 consecutive hours between the time of the opening and closing of the polls during which the employee is not required to be present at work; and (c) applies for voting leave prior to or on election day with the Building Principal.



When voting leave is available, an employee will be entitled to be absent from work on election day for such period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such absence. The Building Principal may specify the hours during which the employee may be absent for voting leave.

## **Section 12    Paid Vacation**

On the employee's service anniversary date, twelve-month employees will receive annual, paid vacation as follows; ten (10) days after one year; twelve (12) days after five years; fifteen (15) days after ten years and twenty (20) days after fifteen years.

Building secretaries who are not twelve-month employees, but work seven- and one-half hours (7.5) hours a day, five (5) days a week during the school will receive five (5) days' vacation paid annually. Vacation days must be scheduled with the approval of the employee's supervisor.

Employees will receive a payout for unused vacation time on their anniversary date, thus resetting their paid vacation to their allotted days each year. Starting with the 2023-2024 school year and continuing until otherwise modified, the district will annually on the employees hire anniversary date buy out all unused vacation days at the rate of \$50.00 per day. Because the District offers vacation leave as a benefit to employees to recharge and take a break from work, the district expects its employees to exhaust their vacation leave and not accrue vacation leave for additional pay. If an employee is unable to use their desired vacation leave prior to August 01, 2024, that employee may request an extension from the District's Business Manager. Any employee who disagrees with their vacation days or buyout amount must schedule a meeting with the District's Business Manager within 14 calendar days of receiving pay for unused vacation leave. If the employee is not satisfied with the decision of the District's Business Manager, the employee may appeal that decision to the Superintendent within ten calendar days of receiving the Business Manager's decision. The Superintendent's decision shall be final and no employee may appeal that decision to the Board of Education.

## **Section 13    Paid Holidays**

Twelve-month employees will receive eight (8) paid holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Good Friday, Memorial Day, July 4<sup>th</sup> and an additional day that can be used on the Friday after Thanksgiving or on Christmas Eve. Those employed during the school year only for six hours or more daily will receive five paid holidays from those listed above and a sixth on Memorial Day should they be scheduled to work beyond that date. In addition, if building secretaries are scheduled to work beyond July 4, that day will be considered a paid holiday.

## Article 3 – Absences From Work

### **Section 14**    **Non-Paid Leave**

At the superintendent's discretion, limited non-paid leave will be available to classified staff for emergencies and other family-related events.

### **Section 15**    **Health Related Absences**

Any employee who is unable to report to work because of a health-related condition shall contact his or her supervisor or designate at the earliest opportunity.

## **Article 4 – DUTIES AND RESPONSIBILITIES**

### **Section 5      Hours of Work & Meetings**

The normal workday will be 8-1/2 hours unless otherwise assigned. Within the 8-1/2 hours, one-half hour is allowed for lunch. Two other break times, not to exceed 15-minutes will be arranged by the immediate supervisor. Approved overtime, in excess of 40 hours per week, will be paid at time and a half of the employee's regular hourly rate.

Regular, dependable in-person attendance at work is an essential function of a classified employee's employment position.

Employees are required to attend meetings called by the administration or their supervisors, except those meetings which are designated for optional attendance.

### **Section 6      Arrival to Duty Assignments**

Classified employees' work assignments may or may not be related to the regular school day. Classified employees are expected to know their duty dates and times, and to be on time for work.

### **Section 7      Leaving School**

Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the Principal. If approval is given, employees must sign out in the office when leaving the building.

Employees who leave the school during their designated lunch period or for an approved absence must check out and check back in the office. Employees who need to leave during the school day for reason of illness or emergency are to make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

### **Section 8      School Procedures**

Employees are expected to adhere to the following school procedures in the performance of their duties:

1. Use of Cell Phones. Employees are not to use personal cell phones for any purpose during duty time.

Employees are not to use cell phones or otherwise engage in distracted driving while transporting students or using student vehicles. This rule applies to the driver regardless of whether the vehicle is in motion. The only exception to these rules is in the case of emergencies. Employees will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems are to be utilized by all occupants.

2. Checking Out of Equipment. All equipment must be checked out through the Superintendent. School equipment may be used only for school purposes. School equipment and other resources may be used for personal purposes only as authorized by Board policy and Superintendent's approval.

## Article 4 – Duties and Responsibilities

3. Requisition of Equipment and Supplies. Books and supplies which are needed for instruction should be requested through the Superintendent’s office. Employees shall not make purchases on behalf of the district without prior approval of the Superintendent.
4. E-mail. Employees may be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Employees timely respond to e-mails which require a response, but should avoid checking and responding to e-mails during instructional time. Use of the District’s e-mail system for personal communications should be limited to emergency situations, and is subject to the rules governing overall computer usage found in Board policy and this handbook.
5. Employee Mail Box. Employees may be assigned a mailbox. Employees should check for mail upon arrival, in the course of the school day, if possible, and upon departure. If something requires an answer employees are responsible for responding promptly.

### **Section 9**     **Supervision of Students**

Proper supervision of students is necessary. Employees responsible for student supervision are expected to meet the four “P’s” for student supervision and safety. All employees of the school should be familiar with these principles, to the extent they may be involved in supervision of students or interacting with students.

1. Proper Supervision
  - Report to all duty assignments on time.
  - Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
  - Be vigilant while supervising students. Never leave the students unattended; the need to make a copy is not greater than the need to supervise the students. If an emergency requires that an employee leave students, request that another nearby staff member provide supervision for the students, or notify the office so someone can provide assistance. If the employee is on recess duty, the employee’s responsibility is to supervise the students in the assigned area. When talking with other adults or students, remember that the employee’s primary duty is supervision and the employee is to be aware of what all students are doing.
  - If the employee has seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, the employee’s supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
  - Be careful with touching students. Touching students should be limited to that necessary to protect the student. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the

## Article 4 – Duties and Responsibilities

extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.

- Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.
- Be careful with language. Profanity or abusive language should not be used. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

### 2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger, as often as needed. Do not assume because students heard the directions once that they will be remembered.
- When going over safety rules with students, note it in your written records.

### 3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the Principal immediately so repairs may be undertaken.

### 4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the Principal immediately so additional warnings may be given.

### Contact the Principal for Assistance

The Principal should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- fight
- health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the principal cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

## Article 4 – Duties and Responsibilities

### Student Searches

The Principal must be contacted so they can be present during searches of students or their belongings. A student suspected of having an item in violation of school rules should be directed to wait until another adult is present, or to follow the employee to the office if the employee cannot leave his or her assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

### Student Rights

Treat students fairly and consistently without consideration of race (including skin color, hair texture and protective hairstyles), color, religion, gender, or disability. Students who need reasonable special accommodations are to be given those accommodations as needed for them to participate in school and school activities. Follow IEP and 504 Plans for the students for whom you are responsible. Be attentive and respond to “bullying.” Maintain the confidentiality of student records. Student record information should be shared only with other school staff with a need to know the information to perform their duties.

## **Section 7     Dispensing Medication**

Employees are not permitted to give any medication to students unless trained under the Medication Aid Act. To ensure the proper care of our students, employees who are asked to take the medication training and administer medications shall do so.

Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse’s office; with the exception of students who have a diabetes self-management or asthma self-management plan. Medical procedures are not to be administered in the classroom except in accordance with the District’s Safety and Security Management Plan and the District’s Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student’s condition, during school hours, it is the responsibility of the parents or guardians to sign permission slips to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student’s condition. School district personnel are not to administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: student’s name, name of medication, dosage needed, and time of dispensing the medication.

Any questions about these rules are to be addressed with the principal.

## **Section 7     Reporting Child Abuse (Policy No. 5073)**

School employees shall promptly report to the appropriate law enforcement agency and the principal when they have reasonable cause to believe that a child has been subjected to abuse or

## Article 4 – Duties and Responsibilities

neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. The principal will ensure that the report has been made to the proper law enforcement agency or other agency as required by law.

This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competition. The term “promptly” means “within a 24-hour period.”

## **Article 5 – PERSONAL AND PROFESSIONAL CONDUCT**

### **Section 1 Ethics Standards**

School District #145 expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

#### **Principle I - Commitment as a School Employee:**

Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the employee's contractual and personal responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
8. Shall report to the Superintendent any known violation of paragraphs 2 or 5 above.
9. Shall seek no reprisal against any individual who has reported a violation of this rule.

#### **Principle II - Commitment to the Student:**

Mindful that the employee's classified position exists for the purpose of serving the best interests of the school district's students and patrons, the classified employee shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the employee:

1. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.



## Article 5 – Personal and Professional Conduct

2. Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
3. Shall not discipline students using corporal punishment.

### **Principle III - Commitment to the Public:**

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The classified employee bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the employee:

1. Shall not misrepresent an institution with which the employee is affiliated, and shall take added precautions to distinguish between the employee's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of the employee's position.

### **Principle IV - Commitment to Classified Position Employment Practices:**

The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personnel relationships with governing administration and board of education are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to employment practices, the employee:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct job related business through designated procedures, when available, that have been approved by the employing agency.
5. Shall not assign to unqualified personnel, tasks for which an employee is responsible.
6. Shall permit no commercial or personal exploitation of his or her employment position.
7. Shall use time on duty and leave time for the purpose for which intended.

### *Competent Performance*

Employees must possess the abilities and skills necessary to accomplish the designated task.

## Article 5 – Personal and Professional Conduct

Therefore, each employee shall:

1. Keep records for which he or she is responsible in accordance with law and policies of the school system;
2. Supervise others in accordance with law and policies of the District;
3. Recognize the role and function of community agencies and groups as they relate to the District and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

1. Utilize available materials and equipment necessary to accomplish the designated task;
2. Adhere to and enforce written and dated administrative policy of the District which has been communicated to the educator;
3. Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

1. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

*Communication Skills:* In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role, shall:

1. Utilize information and materials that are relevant to the designated task;
2. Use language and terminology which are relevant to the designated task;
3. Use language which reflects an understanding of the ability of the individual or group;
4. Assure that the designated task is understood;
5. Use feedback techniques which are relevant to the designated task;
6. Consider the entire context of the statements of others when making judgments about what others have said;
7. Encourage each individual to state his ideas clearly.

*Management techniques:* The employee shall:

1. Resolve discipline problems in accordance with law, board policy, and administrative regulations and policies;
2. Maintain consistency in the application of policy and practice;
3. Develop and maintain positive standards of conduct.

*Human and Interpersonal Relationships:* Employees shall possess effective human and interpersonal relations skills and therefore:

1. Shall allow others who hold and express differing opinions or ideas to freely express such ideas;
2. Shall not knowingly misinterpret the statement of others;
3. Shall not show disrespect for or lack of acceptance of others;
4. Shall provide leadership and direction for others by appropriate example;
5. Shall offer constructive criticism when necessary;

## Article 5 – Personal and Professional Conduct

6. Shall comply with reasonable requests and orders given by and with proper authority;
7. Shall not assign unreasonable tasks;
8. Shall demonstrate self-confidence and self-sufficiency in exercising authority.

*Personal Requirements:* Each employee within the scope of delegated authority shall:

1. Be able to engage in physical activity appropriate to the designated task except for temporary disability;
2. Be able to communicate so effectively as to accomplish the designated task;
3. Appropriately control his or her emotions;
4. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

*Contractual Obligations:* Employees shall adhere fully to the terms of a contract or appointment.

### **Section 2**      **Role Model**

Employees serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are in all respects to conduct themselves in a professional manner.

### **Section 3**      **Professional Boundaries** (Policy No. 4025)

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school--related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the district.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topic that are not related to a specific curriculum.

## Article 5 – Personal and Professional Conduct

- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the district. A staff member seeking an exception must receive advance approval from his or her administrator. If a staff member is unable to communicate with an administrator in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event.

Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Superintendent as soon as practical.

An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline.

## Article 5 – Personal and Professional Conduct

A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

### **Section 4**      **Relationships**

It is important for employees to maintain an effective working relationship with the administration and all co-workers. Employees are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

### **Section 5**      **Civility**

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the district. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

### **Section 6**      **Notification of Arrest, etc.** (Policy No. 4023)

Employees must notify Superintendent by the next working day after:

1. **Arrest or Criminal Charges.** The employee is arrested, ticketed, or issued a criminal charge where:
  - a. The maximum penalty for the crime equals or exceeds six months incarceration;
  - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
  - c. Conviction would impact performance of employee's job responsibilities, including offenses that:
    - i. Would impact the responsibility to be a role model for students or relations with other employees of the District;
    - ii. Would impact the employee's ability to operate a motor vehicle if the employee's work duties include driving; or
    - iii. Would impact the employee's Commercial Driver's License if the employee's job requires that the employee have a CDL.
  - d. The arrest or the alleged criminal activity occurred while the employee was on duty, on District property, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

## Article 5 – Personal and Professional Conduct

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.
3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employee must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following receipt of this handbook. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, including termination.

### **Section 7**      **Evaluations** (Policy No. 4115)

Classified employees will receive an annual evaluation of their work performance from an administrator or supervisor as designated by the superintendent of schools. The evaluation forms will be designed and supplied by the superintendent's office; one copy will be provided to the employee, and one copy will be kept in a confidential file at the superintendent's office. If they choose, employees may append materials to the file copy of the evaluation.

### **Section 8**      **Employee Complaints or Concerns**

Employees are to inform their supervisor or the Superintendent of any complaints or concerns about the operations of the district using the established chain of command (immediate supervisor, next higher-level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of the district and a duty of all employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their duties, (2) not undermine the authority of their co-workers,

## Article 5 – Personal and Professional Conduct

supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All official communications from employees must be accurate, demonstrate sound judgment, and promote the District’s mission. Employees must ensure that all applicable laws and regulations are followed by the District and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee’s immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

The district will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee’s act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Superintendent or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

### **Section 9**      **Attire** (Policy No. 4075)

The Board of Education expects that all staff, including substitute workers and volunteers will be appropriately attired and groomed in accordance with the specific and general guidelines of this policy and their respective assignments. Staff members are continuously observed by students, parents, patrons, and members of the school community. It is of paramount importance that the members of the staff set good examples in conduct, manners, dress, and grooming. Should an interpretation of “appropriate” be needed, the building administrator or supervisor will determine whether any particular mode of dress, apparel, or grooming is not in compliance with the intent of this policy.

Specific examples that are considered to be inappropriate include spandex apparel, leggings, warmup suits, and no jeans or overalls of any color or fabric are permitted (except as approved for field trips and/or special events).

Administrators may on occasion deviate from this policy for special activities or events and may authorize attire as appropriate for specific work assignments such as physical education, coaching, industrial technology, agriculture, and welding. It is the expectation of the Board of Education that all staff will contribute to the formation of a positive, professional public image by maintaining high standards of personal appearance through appropriate attire and grooming.

### **Section 10**      **Outside Employment**

Employees shall not perform duties unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties. Employees are not required to notify the District of outside employment except: (1) employees who are also employed by another Nebraska school district in order to comply with Nebraska

## Article 5 – Personal and Professional Conduct

State Retirement System regulations and (2) employees who have a work-related injury in order to comply with workers' compensation requirements.

### **Section 11    Employee Fundraising**

Any employee who directly or indirectly seeks to use their position as a District employee to fundraise (such as through a crowd funding initiative) must obtain prior approval from the Superintendent or Superintendent's designee before taking any action to fundraise.

An employee who receives permission to fundraise shall abide by the following requirements:

- a. The employee shall inform the Superintendent or Superintendent's designee of any content (including online messages or requests) that the employee intends to publish.
- b. The employee shall not violate any District policy, rule or law in any fundraising efforts and shall keep all student information confidential.
- c. The employee must account for any money raised through the approved fundraising effort and shall provide evidence to the Superintendent or Superintendent's designee as to how the money was spent.

District employees who engage in fundraising efforts in their private capacities need not abide by this policy.



## **Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT**

### **Section 1     Drug-Free Workplace (Policy No. 4020)**

The Board of Education expressly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by school employees, volunteers, and students on school property or at any school sponsored event or activity. Any employee, volunteer, or student found to be under the influence of alcohol or illegal drugs while on school property or at a school sponsored event or activity will be subject to disciplinary measures. Moreover, the board authorizes and directs school administrators or their representatives to discipline employees, volunteers, or students, consistent with pertinent state and federal law, for any violations of this policy. Discipline for employees may extend to a recommendation for dismissal. While the board does not sponsor directly rehabilitative services, it reserves the right to require that any disciplined employee undergo rehabilitation as a condition of continued employment.

### **Section 2     Smoke and Tobacco-Free Workplace (Policy No. 4021)**

In order to promulgate a healthy environment for students and staff and to encourage healthy behavior in students, there will be no tobacco use on school district property, including, but not limited to any school buildings, outdoor athletic complex and practice areas, or school vehicles. The regulation applies to all students, staff, patrons, and visitors.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

School administrators are charged with the responsibility of administering this policy including, if necessary, the disciplining of violators.

### **Section 3     Weapon-Free Workplace (Policy No. 5012)**

School District #145 prohibits the possession of firearms at school, on school grounds, in school-owned vehicles, and at school-sponsored activities, except as allowed by law.

Firearms may be in the physical possession of a person at school, on school grounds, in a school-owned vehicle, or at a school-sponsored activity, only if that person is:

- a member of the Armed Services of the United States, National Guard of the State, or reserve officers training corps, peace officers, or other duly authorized law enforcement officer when on duty or training or when contracted by a school to provide school security or school event contract services, or
- an authorized firearms instructor or a student under his or her immediate supervision.

Firearms may be present in a vehicle on school grounds only if that vehicle is a private vehicle operated by a non-student adult and the firearm(s) are not loaded and are either (a) enclosed in a case that is expressly made for the purpose of containing a firearm and which is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed, or (b)

## Article 6 – Use of School Facilities and Equipment

held in a locked firearm rack that is within the vehicle. A handgun may be carried as a concealed handgun by a valid non-student adult holder of a permit issued under the Concealed Handgun Permit Act in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by a school. However, prior to exiting the vehicle, the handgun must be locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in, or on such parking area.

School district personnel shall report any firearm unlawfully present at school, on school grounds, in school-owned vehicles, or at school-sponsored activities to the Resource Officer, Superintendent, or designee.

### **Section 4      Use of District Computer Network, Internet and Social Media** (Policy No. 4043)

It is the policy of District 145 to comply with the Children’s Internet Protection Act (CIPA). With respect to the District’s computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access,

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including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.

Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent’s designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

Parental Consent. The district shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.

Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

SOPPA. The district shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

### **Computer Acceptable Use Policy**

Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources as made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District’s mission. The technology resources are to be used, in general, for educational

## Article 6 – Use of School Facilities and Equipment

purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

### Unacceptable Uses.

The following are unacceptable uses of the technology resources:

**Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

**Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the district is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an email to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

**Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

**Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
5. Users shall not copy, change, or transfer any software without permission from the network administrators.
6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

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7. Users shall not engage in any form of vandalism of the technology resources.
8. Users shall follow the generally accepted rules of network etiquette. The Administrator or designees may further define such rules.

Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy or any applicable law. Without limitation, this means that technology resources may not be used:

1. To access any material contrary to the District’s Internet Safety Policy; or to create or generate any such material.
2. To engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
3. To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
4. To promote or tolerate violations of student conduct rules.
5. To engage in illegal activity, such as gambling.
6. In a manner contrary to copyright laws.
7. In a manner contrary to software licenses.

Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network

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administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system.

Sanctions. Violation of the policies and procedures concerning the use of the District's technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

### **Section 5      Use of School Facilities**

An employee who is issued school keys shall not lose their keys and shall not allow others to have access to or to use their keys. Employees are permitted to have access to school facilities during non-school time provided such access is for work-related purposes and the Principal or supervisor has given permission for such access. When employees leave the building, they are to close all windows, lock doors, and make sure that the entry door is fully closed and locked. This is especially important when employees are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.) and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, must not be removed for non-school use without approval from the Principal.

### **Section 6      Care of School Property**

Employees are responsible for the proper care of all books, equipment, computers, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

### **Section 7      Use of Cell Phone**

Personal telephone calls shall not be made during duty time except in the event of an emergency. Employees shall not text or be on their cell phones during duty time.

### **Section 8      Salespersons**

Employees are not to permit any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the employee while engaged in the employee's duties except for such times as may be designated by the Superintendent or designee.

Employees must not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Employees must not use time for which the employee is on duty or paid by the District to engage in any activity for personal

## Article 6 – Use of School Facilities and Equipment

financial profit including any advertisements that directly or indirectly benefit the employee. Any violation of these restrictions will be considered to be willful insubordination.

### **Section 9      Security of Desks and Lockers**

Offices, employee desks, lockers, computers, file cabinets and other such storage devices (“storage devices”) are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The district exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items an employee wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The district is not responsible for any personal property that employees bring to school. Employees are cautioned not to bring large amounts of money or items of significant value to school.

### **Section 10     Video Surveillance**

The Board of Education has authorized the use of video cameras on District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

### **Section 11     Recording of Others (Policy No. 1102)**

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent’s designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

### **Section 12     Bulletins and Web Page**

Bulletin boards and electronic media (web page) and other communication devices are maintained for the purposes of conveying information about the district’s activities and programs

## Article 6 – Use of School Facilities and Equipment

and for educational purposes related to such activities and programs. The District’s communication devices are designated as non-public forums, meaning that the devices are not open for public use.

Information posted or displayed on the district’s communication devices may not include political advertising, communications promoting particular religious beliefs, controversial topics or positions not consistent with the mission of the district, or communications that promote activities not suitable for school-age children.

Any website links on the district’s web page that are permitted to be posted shall not be considered to be endorsed or sponsored by the district. The District makes no representations or warranties of any kind with regard any such links.

### **Section 12    Copyright and Fair Use Policy (Policy No. 6800)**

All district staff shall adhere to the provisions of the federal copyright law and maintain high ethical standards in using copyrighted materials. Persons securing permission, licenses, or entering into other contractual arrangements shall maintain adequate records regarding the use of copyrighted materials. The district shall provide no legal support to any employee who violates the copyright law. Willful infringement of this law by students or staff may result in disciplinary action.

The Board of Education recognizes that computer software piracy contributes to higher costs and decreases commercial incentives for the development of quality educational computer software. In circumstances where the interpretation of the copyright law is ambiguous, the district shall determine appropriate use of computer software by referring to the license agreement and / or policy statements contained in the software packages used in the district.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Employees should seek assistance from administration if there are any questions regarding what may be copied.



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### **Section 13**    **Lost and Found**

Employees who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

### **Section 14**    **Safety** (Policy No. 6360)

#### Safety Program and Safety Committee

The District has established safety committees and safety plans, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with these plans. These plans may be obtained for review or copy from the Principal or the Superintendent.

The district also has a safety committee to address employee accidents, injuries and work place conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers' association. Employees can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers' association representative of the safety committee, (2) contact the President of the teachers' association, or (3) contact the Safety Committee in care of the Superintendent.

#### Safety Practices

Guidelines for safe work practices for employees include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

## Article 6 – Use of School Facilities and Equipment

As required by law, approved safety glasses will be required of every student and employee while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

### Safe Driving

Employees who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Employees will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid.

Employees who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices and are responsible for any injury or accident. Employees are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants. When transporting students or using a school vehicle, employees are not to use cell phones or otherwise engage in distracted driving. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

### Vehicle drivers of small vehicles on activity trips

The District will provide drivers of small vehicles with instruction on and guidance for emergency evacuation procedures, first aid, and emergency equipment. Drivers of small vehicles are generally expected to follow this Plan in the event of an emergency evacuation. The District's director of transportation may provide additional guidance for drivers of small vehicles to increase student safety.

### Student Instruction

At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills.

### Driver Capacity

To confirm a driver has the ability to conduct daily tasks and emergency evacuations, drivers must: (a) pass a prescribed physical examination administered by a Certified Medical Examiner at least every two years and provide the employer with a copy of the medical certificate; (b) pass a transportation screening every year; (c) participate in required in-service training which includes emergency evacuation training; and (d) if required, to have a Commercial Driver's License (CDL) to operate the vehicle, participate in the drug and alcohol testing program as required by federal law. Should a driver have a medical concern throughout the year, the Superintendent or Superintendent's designee will work with the driver to confirm a drivers' ability to conduct the daily tasks and emergency evacuations prior to transporting students.

### Accidents

Every accident which results in a personal injury must be reported to the Principal or supervisor immediately. In the event the injury involves a student, the employee who is responsible for the supervision of the student is responsible for making the report. If the injury occurs in the presence of the employee, the employee is also responsible for making a report.

### Workers Compensation

## Article 6 – Use of School Facilities and Equipment

Employees are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

## Article 7 – STATE AND FEDERAL PROGRAMS

### Section 1 Notice of Nondiscrimination (Policy No. 4010)

School District #145 does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the district and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights (OCR)  
 One Petticoat Lane  
 1010 Walnut St. 3<sup>rd</sup> Floor, Suite 320  
 Kansas City, MO 64106  
 (816) 268-0550 (voice)  
 Fax (816) 268-0599  
 (800) 877-8339 (telecommunications device  
 for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

The U.S. Equal Employment  
 Opportunity Commission (EEOC)  
 Gateway Tower II  
 400 State Avenue, Suite 905  
 Kansas City, MO 66101  
 (800) 669-4000; TDD: (800) 669-6820

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix “C” to this handbook.

### Section 2 Designation of Coordinators (Policy No. 4010)

Any person having inquiries concerning the District’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: School District #145, Box 426, Waverly, NE 68462; phone number 94020 786-2321:

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	Superintendent

Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent Special Services Director for student matters
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

**Section 3     Anti-discrimination & Harassment Policy** (Policy No. 4010)

**ZERO TOLERANCE FOR HARASSMENT**

School District 145 – Waverly is committed to offering employment based on ability and performance, in a productive climate, free of discrimination. Harassment of any kind by supervisors or co-workers will not be tolerated. In addition, School District 145 – Waverly will protect employees in the workplace.

In general, ethnic or racial slurs, jokes or other verbal or physical conduct relating to a person’s race (including skin color, hair texture and protective hairstyles), color, age, sex, national origin, religion, marital status, or disability constitute harassment when they unreasonably interfere with the person’s work performance or create an intimidating work environment.

Sexual harassment by members of the same or opposite sex has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or other physical and verbal conduct of a sexual nature by supervisors or others in the workplace.

Sexual harassment may also exist when co-workers (or non-employees, such as vendors and clients) engage in such conduct, when the conduct unreasonably interferes with an employee’s work performance or creates an intimidating, hostile, or offensive work environment.

If an employee believes that he/she is being harassed by another employee, supervisor, or any other person in connection with his/her employment, he/she should bring the incident to the attention of his/her supervisor. If that would prove to be uncomfortable or the employee is not satisfied with his/her supervisor’s handling of the complaint or feel more comfortable bypassing his/her supervisor, the matter should be brought to the attention of the principal.

If the employee is still not satisfied with the handling or outcome of the complaint, or he/she feels more comfortable bypassing the other steps, the matter should be taken to the Superintendent. School District 145 – Waverly will promptly investigate all allegations of harassment in as confidential manner as possible and take appropriate corrective action if warranted.

Under no circumstances will a supervisor be allowed to threaten or retaliate against an employee who alleges harassment.

For more information refer to Board Policy 4010.

**Section 4     Grievance Procedure for Persons with a Disability**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability.

The following grievance procedure shall be used for resolution of complaints by employees of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within 30 days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have 10 days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within 10 days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).
7. A decision on the request for reconsideration shall be made within 10 days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within 30 days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

**Section 5     Confidentiality of Student Records (FERPA) (Policy No. 5026)**

Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Schools must have written permission from the parent or guardian to release any information from a student's education record. Educators shall "keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law".

A file relating to a student shall exist. All materials placed in the student's file and originating with the school district shall be available to the student and his/her parent or guardian on request for inspection in the presence of the person(s) responsible for keeping the files.

The student shall have the right to answer any material filed and the answer shall be submitted to the person(s) responsible for keeping the files, who shall attach to it all file copies.

Test results and records prepared by any department shall be made available to principals and to the superintendent in a confidential manner.

**Section 6      Disclosure of Student Information to Military Recruiters and Colleges (Policy No. 5016)**

The district will provide access to routine directory information to each student in a high school grade upon request made by a military recruiter, unless the student's parent or guardian has submitted a written request that the student's information not be shared with a military recruiter. The District will provide military recruiters with the same access to a student in a high school grade as the District provides to postsecondary educational institutions or to prospective employers of such students.

If a parent or guardian does not want his or her student's information to be provided to a military recruiter, the parent must submit a written request to the Superintendent.

**Section 7      Breakfast and Lunch Programs**

The district participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

**Section 8      Confidentiality of Protected Health Information**

It is the policy of the district to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

## Appendix F Classified Pay Scale

<b>School District 145 - Waverly Classified Staff Salary Schedule 2023-2024</b>									
Job Classification	Beginning Step	Ending Step	From	To	Steps				
					1	2	3	4	5
School Administrative Assistant	8	32	\$15.35	\$27.76	32	\$27.76			
					2	\$13.23	33	\$28.45	
					3	\$13.56	34	\$29.16	
Central Office Administrative Assistant	12	35	\$16.94	\$31.40	4	\$13.90	35	\$29.89	
					5	\$14.25	36	\$30.64	
Head Cook - Secondary	8	22	\$15.35	\$21.68	6	\$14.61	37	\$31.40	
					7	\$14.97	38	\$32.19	
Head Cook - Elementary	7	21	\$14.97	\$21.15	8	\$15.35	39	\$32.99	
					9	\$15.73	40	\$33.82	
Assistant Cook	6	20	\$14.61	\$20.64	10	\$16.12	41	\$34.66	
					11	\$16.53	42	\$35.53	
Food Service Worker	3	17	\$13.56	\$19.16	12	\$16.94			
					13	\$17.36			
Paraprofessional - Level I	1	12	\$12.91	\$16.94	14	\$17.80			
Paraprofessional - Level II	4	15	\$13.90	\$18.24	15	\$18.24			
Paraprofessional - Level III	7	17	\$14.97	\$19.16	16	\$18.70			
Paraprofessional - Level III + Extensive				\$1.00	17	\$19.16			
SPED Student Support (Certified Teacher)	18	23	\$19.64	\$22.23	18	\$19.64			
					19	\$20.14			
School Nurse - RN	27	42	\$24.53	\$35.53	20	\$20.64			
-Lead Nurse (1) extra nurse duties				\$1.50	22	\$21.68			
					23	\$22.23			
Health Assistant	3	17	\$13.56	\$19.16	24	\$22.78			
					25	\$23.35			
Custodian	12	21	\$16.94	\$21.15	26	\$23.93			
					27	\$24.53			
District Maintenance and Grounds	19	35	\$20.14	\$29.89	28	\$25.15			
					29	\$25.77			
Courier	1	10	\$12.91	\$16.12	30	\$26.42			
					31	\$27.08			
District Technology Assistant	19	36	\$20.14	\$30.64					
Student / Seasonal Worker	1	8	\$12.91	\$15.35					
*New hires will receive up to 8 years of relevant experience									
<b>Sub rates</b>	Rate	Step							
Paraeducators	\$13.90	4							
School Administrative Assistant	\$15.35	8							
Food Services Worker	\$13.56	3							
Health Assistant	\$13.56	3							
RN/Nurse	\$24.53	27							
Summer Supervisor (Age 21+)	\$15.35	8							
<b>Board Modified 06.05.23</b>									



**Appendix H  
Job Classifications and Pay Incentives**

**District Building Maintenance and Grounds**

	<b>Classifications</b>
<b>Maintenance Grounds</b>	General Maintenance and Grounds.
<b>Student Worker</b>	Currently enrolled student. Students who graduated, but were enrolled in the last semester are eligible for student employment.

**Paraeducator**

	<b>Classifications</b>
<b>Para I</b>	General Instruction, Media, ELL, Title I Paras, Security Entrance Monitors, Courier
<b>Para II</b>	Special Education Paraeducators II (MH Mild, MH Moderate, and LD/Resource)
<b>Para III</b>	In-School Support/Recovery and Intervention Paraeducators
<b>Extensive</b>	Intensive care for students with severe adaptive and behavior. This level is determined at the District Level. This level will include \$1.00 added to level III for the duration of care for students with increased care.
<b>SPED Student Support</b>	Approved by the Student Services Director, this category is not a regular SPED Staff Assignment and does not qualify for any extra incentives listed below. This must be a certified teacher and a majority of the time must be outside normal contract hours.

Starting with the 2023-2024 School year, all new hires will qualify for the incentives below.

Paraeducators are provided extra incentive pay for the following:

- Any Paraeducator who has a Bachelor's Degree in Education from an accredited college will have an additional \$1.00 added to their base pay.
- Any Paraeducator who has a Bachelor's Degree from an accredited college will have an additional \$0.50 added to their base pay.
- Any Paraeducator who has a 2-year associates degree from an accredited college will have an additional \$0.25 added to their base pay.

**School and Central Office Administrative Assistant**

	<b>Classifications</b>
<b>District</b>	12 – month, District Office Administrative Assistants
<b>Building</b>	9 – month, Building Specific Administrative Assistant

Starting with the 2023-2024 School year, all new hires will qualify for the incentives below.

Administrative Assistants are provided extra incentive pay for the following:

- Any Administrative Assistant who has a Bachelor’s Degree from an accredited college will have an additional \$1.00 added to their base pay.
- Any Administrative Assistant who has a 2-year associates degree from an accredited college will have an additional \$0.25 added to their base pay.

**Food Services**

	<b>Classifications</b>
Food I	Food Services Prep, General
Food II	Assistant Head cook
Food III	Head Cook

Starting with the 2023-2024 School year, all new hires will qualify for the incentives below.

Food Services are provided extra incentive pay for the following:

- Any Food Services worker who has a culinary degree from an accredited college or approved program by the Food Services director will have an additional \$1.00 added to their base pay.

### Health Services

	<b>Classifications</b>
Lead Nurse	Must be an RN, assigned by student services director
Health Assistant	LPN, CNA, Med Aide
RN	Registered Nurse (RN), Advance Practice Registered Nurse (APRN)

Starting with the 2023-2024 School year, all new hires will qualify for the incentives below.

Health Services workers are provided extra incentive pay for the following:

- Any Health Assistant (not RN) worker who has a Bachelor's Degree in a Health Field from an accredited college will have an additional \$1.00 added to their hourly pay.
- Any Health Services worker who has an LPN will have an additional \$0.50 added to their hourly pay.
- Any Health Services worker who has any of the following, Medication Aide or CNA will receive an additional \$0.25 added to their hourly pay.

### **Technology Services**

Starting with the 2023-2024 School year, all new hires will qualify for the incentives below.

Technology Services workers are provided extra incentive pay for the following:

- Any Technology Services worker who has a Bachelor's Degree in a Technology Field from an accredited college will have an additional \$1.00 added to their hourly pay.
- Any Health Services worker who has an LPN will have an additional \$0.50 added to their hourly pay.
- Any Technology Services worker who has a 2-year associates degree will receive an additional \$0.25 added to their hourly pay.

**Appendix G**  
**RECEIPT OF 2023-2024 CLASSIFIED EMPLOYEE HANDBOOK OF**  
**SCHOOL DISTRICT #145**

This signed receipt acknowledges receipt of the 2023-2024 Classified Employee Handbook of School District #145. This receipt acknowledges that I understand that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

Return to the Principal's Office