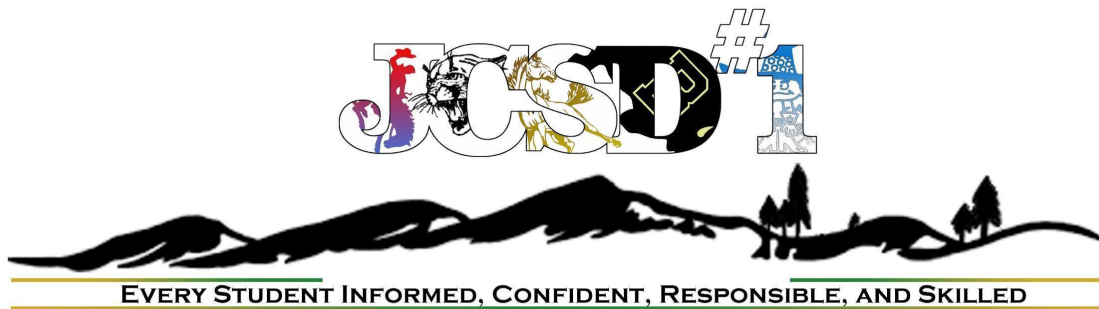


# *Staff Handbook*

2023-2024



EVERY STUDENT INFORMED, CONFIDENT, RESPONSIBLE, AND SKILLED

## Johnson County School District #1

**Vision:** "Johnson County School District #1 guarantees a learning environment where every student grows every day in his or her overall well-being and academic achievement."

**Mission:** "Johnson County School District #1 collaborates with our communities to graduate every student with the information, confidence, responsibility, and skills to be prepared for college, career, and the workforce."

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## Vision

"Johnson County School District #1 guarantees a learning environment where every student grows every day in his or her overall well-being and academic achievement."

## Mission

"Johnson County School District #1 collaborates with our communities to graduate every student with the information, confidence, responsibility, and skills to be prepared for college, career, and the workforce."

## Beliefs

We believe that in order to meet the needs of all students:

- The core business of Johnson County School District #1 is to make learning valuable, satisfying, and challenging for all students.
- Students are our customers, and they volunteer their attention and commitment.
- All students can learn when enthusiastically engaged in their work.
- The learning environment will be challenging, positive, supportive, and safe.
- All students need adult advocates.
- Collaboration among all stakeholders is vital to the success of all students.
- Staff members will continually improve their craft through ongoing professional development, with emphasis on research-based practices.

## Administration Office Support System

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## Special Services

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## School Administrators

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# EMPLOYMENT PRACTICES & POLICIES

## Assignment and Transfer of District Personnel

The ultimate goal of all assignments and transfer of District personnel shall be the improvement of the educational program. The needs of the District shall receive primary consideration in assigning or transferring employees.

Per Board Policy, File: GCK:

“Teachers may be assigned by the superintendent to any school, room, grade, or subject within the district for which they are qualified. An attempt shall be made to suit the wishes of the teacher involved. A teacher may initiate a change in assignment by submitting a written request to the superintendent.

The superintendent shall make the assignments, reassignments, and transfers that are, in his/her professional judgment, necessary to secure the highest efficiency of the entire staff. However, unless administrators and the teacher affected by a change grant their approval, transfers shall be made only with the approval of the Board.

Reassignment of employees working in schools outside Buffalo to schools in Buffalo must have prior Board approval. Only employees who have worked for at least three years in the district shall be considered for such transfer.”

For all staff, the superintendent may also consider these factors:

- Employee’s competency and preference for the vacant position
- Employee’s educational qualifications and experience in the area
- Responsibilities and relative difficulty of the position
- Prior evaluations

## Bereavement Leave

Per Board Policy, File: GCBDD:

The Board will allow up to seven (7) days of paid leave at the time of death of any relative residing in the employee's household and/or the following family members: spouse, parents, step-parents, children, stepchildren, siblings, in-laws, grandchildren, or grandparents.

Further, the Board will allow up to three (3) days of paid bereavement leave at the time of death of any other related family member. This includes an employee who is the spouse of someone who has lost a family member through death.

If an employee is the primary caregiver of a deceased individual who is not a relative and needs bereavement leave (up to seven days), the employee may request bereavement leave days by submitting a letter to the superintendent. This letter must be submitted in a timely fashion and can only be used by the primary caregiver.

Bereavement leave is non-accumulative and will not be deducted from paid leave.

## Bloodborne Pathogens Exposure Control Plan

In accordance with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030, the District has developed an Emergency Medical Services Bloodborne Pathogens Exposure Control Plan. The purpose of the control plan is to: 1) Eliminate or minimize employee occupational exposure to blood or certain other body fluids; and 2) Comply with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030.

Per Board Policy, File: EBBA-R:

Compliance involves the use of Universal precautions to prevent contact with blood or other potentially infectious materials, treating all bodily fluids as potentially infectious. These procedures include engineering and work practice controls, personal protection equipment, and housekeeping and waste disposal procedures.

All employees with occupational exposure will participate in training programs. These programs must be provided during working hours and at no cost to the employees. Training is to be provided on the following occasions.

1. At the time of initial assignment to tasks where exposure may take place.
2. On an annual basis for employees with occupational exposure.
3. Additional training is required when changes or modifications of tasks or procedures affect the employee's occupational exposure.

The training program will cover content as outlined in the Bloodborne Pathogens Exposure Plan.

### **Training Records**

The District will provide periodic training with appropriate documentation.

Training records are to contain the following: 1) Dates of training sessions; 2) Names and qualifications of the people who did the training; and 3) Names and job titles of everyone who attended each training session. Records must be kept on file for three years.

### **Medical Records**

An accurate medical record is to be kept for each employee with occupational exposure. Data within the report is to include: 1) Employee's name; 2) Social security number; 3) HBV vaccination status; 4) Results of examinations, medical testing and follow-up procedures that have resulted from exposure; 5) Copies of information provided to or received from a health care professional. Records are to be kept confidential and must be kept for as long as the regulation requires.

## Staff Complaints and Grievances

The Board believes complaints and grievances are best dealt with and resolved at the lowest possible level. Per Board Policy, File: GBK:

A grievance is a written allegation by an employee of a violation of board policy, administrative procedure, or of a written agreement between the district and its employees.

The term "grievance" will not apply to any matter for which the method of review is prescribed by law or where the board is without authority to act. Matters of employment or continued employment

(termination, dismissal or suspension) or content of evaluations will not be subject to the grievance procedure. Channels will be established for personnel to present grievances which shall permit their resolution at the lowest possible level. Any employee who desires to present a claim of discrimination in the form of a grievance may utilize this policy rather than alternative policies if so desired.

## Drug & Alcohol Free Workplace

In order to provide a drug/alcohol free workplace, and to comply with the Drug-Free School and Communities Act of 1986, 20 U.S.C. 3171 et seq., Johnson County School district shall provide notice to employees.

Per Board Policy, File: GBEC:

You are hereby notified that it is a violation of the policy of this District for any employee to possess or use alcohol in the work place or to unlawfully manufacture, distribute, dispense, possess, or use on or in the work place any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance.

Work place is defined as the site for the performance of work done, including a school building or other school premises, any school owned vehicle or any other school-approved vehicle used to transport student to and from school or school activities, or off school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction of the school district.

You are further notified that it is a condition of your continued employment that you will comply with the above policy of the School District and will notify your supervisor of your conviction of any criminal drug or alcohol statute for a violation that occurred in the work place or a determination that you as an employee used or were in possession of any drug or alcohol in the workplace, no later than five (5) days after the conviction.

Any employee who violated the terms of the District's Drug & Alcohol Free Workplace Policy may be non-renewed or his/her employment may be suspended or terminated at the discretion of the Board of Trustees.

Any employee who violates the terms of the District's Drug & Alcohol Free Workplace Policy shall, unless terminated, satisfactorily participate in a drug and alcohol abuse assistance or rehabilitation program approved by the Board. If the employee fails to satisfactorily participate in such a program, the employee shall be non-renewed or his/her employment may be suspended or terminated at the discretion of the Board.

## Ethical Conduct and Professionalism

This statement of standards for ethical conduct is designed to inspire a quality of behavior that reflects honor and professionalism. Per Board policy, File: GBE:

All staff members have a responsibility to make themselves familiar with, and abide by, the applicable laws of the state, the policies of the Board, and the regulations designed to implement them.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern. The first responsibility of the instructional staff is the education of the student.

Also essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

- Faithfulness and promptness in attendance at work.
- Support and enforcement of policies of the Board and administrative procedures in regard to students.
- Diligence in submitting required reports promptly at the time specified.
- Care and protection of school property.
- Concern and attention toward their own and the Board's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

In their association with students, all school employees will set examples that are an important part of the educational process. Their manner, dress, courteousness, industry, and attitudes establish models that affect the development of young people. **The Board expects its staff members to set exemplary models, as well as provide exemplary instruction.**

All employees of the school district are from time to time exposed to confidential material about fellow employees, school business or student information. Staff members are expected to maintain the confidentiality of information received by them and to maintain the secure printed materials and refrain from discussing sensitive information outside the school or with persons other than those who have a professional interest in the information.

## Ethics in Use of Technology

JCSD1 provides technology services as a resource to support the District mission, vision, and goals.

These services assist student and staff learning, collaboration, and accountability. The Board supports the use of the Internet and other computer networks in the district's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration. The use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.



## Authority

The electronic information available to students and staff does not imply endorsement of the content by the school district, nor does the district guarantee the accuracy of information received on the Internet. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. **The district reserves the right to log network use and to monitor file server space utilization by district users.** Johnson County School District #1 will provide necessary resources to allow network administrators the ability to monitor and administer network activity for which they are held responsible. Network administrators will investigate any network activity deemed to be detrimental to the integrity of the network or in violation of this policy. The Board establishes that use of the Internet is a privilege, not a right; inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

## Responsibility

The district shall make every effort to ensure that students and staff use this educational resource responsibly. Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet. **The building administrator shall have the authority to determine what inappropriate use is, and his/her decision is final.**

The district shall provide reasonable monitoring and instruction in the appropriate and ethical use of the Internet, but shall not be legally responsible for student actions or student(s) accessing objectionable material on the Internet. Filter software will be utilized when possible and feasible. Please be aware that filtering software may not remove all objectionable material.

## User Accounts

User definitions and privileges will follow the guidelines set forth in the Johnson County School District #1 Technology Guidelines. Only the authorized owner of the account will use the network account for its authorized purpose. Network users shall respect the privacy of other users on the system.

## Prohibitions

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and State law. Specifically, the following uses are prohibited:

- Use of the network to facilitate illegal activity.
- Use of the network for commercial or for-profit purposes.
- Use of the network for product advertisement or political lobbying (school sponsored activities may be approved by the building administrator).
- Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.

- Use of the network for any spamming purpose, including: (a) the forwarding of outside mail through a district account to another outside account, (b) the forwarding of chain letters, and (c) the forwarding or distribution of material to district distribution lists that are not educational in nature.
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- Use of the network to access excessive violence, obscene or pornographic material.
- Use of inappropriate language or profanity on the network.
- Use of the network to transmit material likely to be offensive or objectionable to recipients.
- Use of the network to intentionally obtain or modify files, passwords, or data belonging to other users.
- Impersonation of another user, anonymity, and pseudonyms.
- Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
- Loading or use of unauthorized games, programs, files, or other electronic media.
- Use of the network to disrupt the work of other users.
- Destruction, modification, or abuse of network hardware and software, including wasting of limited resources.
- Quoting personal communications (such as email) in a public forum without the original author's prior consent.
- Accessing Chat Rooms without teacher permission and supervision.

## **Security**

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed: Employees and students shall not reveal their passwords to another individual. Users are not to use a computer that has been logged in with another student's or teacher's name.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

## **Safety**

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator. Network users shall not reveal personal addresses or telephone numbers to other users on the network.

## **Consequences for Inappropriate Use**

The network user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use. Vandalism will result in cancellation of access privileges.

Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This includes but is not limited to the uploading or creation of computer viruses.

### **Copyright**

The illegal use of copyrighted software by students and staff is prohibited. Any uploaded to or downloaded from the network shall be subject to "fair use" guidelines and must be cited.

### **E-Mail Policy**

Electronic mail is provided by the school district to conduct school business. All electronic messages created and stored on school district computers or networks are property of the school district and are not considered private. The school district retains the right to access electronic mail if it has reasonable grounds to do so. The contents of electronic mail will not be accessed or disclosed other than for security purposes or as required by law. The school district reserves the right to review all email communications. Messages may be retrieved by the school district even though the sender and reader have deleted them. Such messages may be used in disciplinary actions. Student email may be provided with faculty permission for use in educational projects during school sponsored activities.

To protect the Johnson County School District #1 network from virus infiltration, users shall: (a) not open emails or attachments from unknown sources, (b) have antivirus software running at all times, (c) not download or accept any program (executable) that does not directly contribute to the educational program or work environment of any district building.

Newly hired employees are required to sign the district's Acceptable Use/Security Policy for Technology/Internet.

### **Social Media Use by Employees**

From Board Policy, File: IJNDC

The Johnson County School Board encourages the use of social media technologies to enhance education, learning, engagement, collaboration and communication in support of its mission. The Board acknowledges that technology can provide significant educational and professional benefits to students and staff.

Johnson County School District #1 strives to create professional social media environments that mirror the academically supportive environments of our schools.

The Board is committed to demonstrating expectations of social media use that will define the boundaries of appropriate use and communications; protect the confidentiality of student and staff information, and maximize the potential of new technologies.

### **Definitions**

Social Media is defined as media based on the use of web and mobile technologies, or other similarly networked technologies that allow for user-generated exchanges of information. With proper administration, social media can foster collaboration and communication as an interactive dialogue, enhancing the value of conversations across a global audience.

Professional Social Media is a work-related social media activity that can be either school based (e.g., a building principal establishing a social networking account for his/her school, or a teacher establishing a social media account for his/her class), or non-school-based (e.g., a District office establishing a social networking page to communicate with the larger District community).

Personal Social Media use is a non-work-related social media activity (e.g. a JCSD1 employee establishing a social networking account for his/her personal use).

### **Applicability**

All existing policies and behavior guidelines currently applicable to students and staff similarly apply to the online and social media environment. Any employee or associated person engaging in inappropriate conduct, including that involving the use of social media, may be subject to discipline up to and including termination.

### **Professional Social Media Use**

Employees who engage in strictly personal social media activities shall maintain separate professional and personal accounts, and shall not use their professional accounts for personal social media activities.

All communications, especially those made through professional social media tools, need to remain professionally appropriate, and employees shall maintain no expectation of privacy with respect to those communications. Employees must obtain their supervisor's approval prior to engaging in a professional social media presence. Establishment of a professional social media presence by district employees will require pre-defined goals and intents.

Supervisors and their designees are responsible for ensuring access to all professional social media accounts within their school or department via log-in information and/or administrators' rights when possible.

Professional social media communications shall be in compliance with existing JCSD1 District Policies and administrative procedures or regulations **including prohibitions on the disclosure of confidential information and prohibitions on the use of harassing, obscene, discriminatory, defamatory, or threatening language**. No confidential or proprietary information about students or staff may be posted by JCSD1 employees on social media sites without first securing appropriate permissions.

**Personal Social Media Use** In order to maintain a professional and appropriate relationships with students, JCSD1 employees shall not communicate with students who are currently enrolled in JCSD1 through personal social media activities unless the employee and student have a family-based relationship or the employee has prior approval from the District (IJNDC-R).

Use of District logos or images on a personal social media account is discouraged and should happen only with the prior approval of the Board of Trustees; any promotion, via personal or professional social media presence, of professional events must have prior approval by the employee's supervisor.

## **REQUEST TO USE PERSONAL SOCIAL MEDIA WITH STUDENTS**

JCSD#1 recognizes there may be times when using personal social media with students would be appropriate. Please explain in writing to your supervisor, including a time frame. The approval will require a signature from your supervisor and the Superintendent.

## **Nondiscrimination**

Per requirements of Title IX of the Education Amendments of 1972 and Board Policy, File: AC and GBA:

The school district is dedicated to nondiscrimination in employment and program offerings. Persons who feel discrimination has taken place should contact the District's Civil Rights Coordinator for a statement of rights and grievance procedures.

The school district is dedicated to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, religion, national origin or disability. It is the District's policy to maintain a nondiscriminatory environment free from intimidation, harassment, or bias based on these grounds.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex by any educational institution receiving Federal financial assistance. Officers and employees of the District are prohibited from discrimination on the basis of sex in relation to admission, treatment of students, and terms and conditions of employment. In accordance with the Immigration and Control Act of 1987, the District will employ only United States citizens or aliens lawfully authorized to be in the United States.

In accordance with Section 504 of the Rehabilitation Act of 1973, no otherwise qualified person will, solely by reasons of his/her disability. Be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity sponsored by the District.

Complaints or grievances pertaining to Title IX, discrimination and Section 504 of the Americans with Disabilities Act shall be pursued in accordance with the procedures set forth in Policy AC-R.

## **Paid Leave**

Per Board Policy, File: GCC:

The Board of Trustees trusts employees to take leave as their health and well-being requires.

### **Eligibility:**

Regular full-time employees shall be eligible to accrue leave.

Regular part-time employees, including certified personnel scheduled to carry less than a full teaching load or its equivalent shall be eligible to accrue leave on a prorated basis.

Temporary employees shall not be eligible to accrue leave. Temporary employees who are subsequently appointed as regular employees shall not receive retroactive credit for service from the date of employment for the purpose of calculating leave accrual rates.

**Accrual:**

- Leave will be granted beginning with the first assigned day in each fiscal year. The leave accrual schedule shall be calculated from the employee's primary assignment as follows:
  - Employees assigned to work two hundred sixty (260) or more days will annually accrue:
    - 25 days for the 1<sup>st</sup>–5<sup>th</sup> year of service
    - 30 days for the 6<sup>th</sup>–10<sup>th</sup> year of service
    - 35 days for the 11<sup>th</sup> or more year of service

Employees hired after July 1, 2019 who are assigned to work two hundred sixty (260) or more days will annually accrue:

  - 20 days for the 1<sup>st</sup>–5<sup>th</sup> year of service
  - 25 days for the 6<sup>th</sup>–10<sup>th</sup> year of service
  - 30 days for the 11<sup>th</sup>–15<sup>th</sup> year of service
  - 35 days for 16 or more year of service- Employees assigned to work more than two hundred (200) but less than two hundred sixty (260) days will annually accrue:
  - 15 days (leave is on a prorated basis of a 40 hour week)
- Employees assigned to work 200 days or less, will annually accrue:
  - 12 days (leave is on a prorated basis of a 40 hour week)

All regular part-time employees shall also accrue leave on a prorated basis of a 40 hour week.

The maximum accumulation of leave shall not exceed nine hundred sixty (960) hours.

Eligible employees shall accrue leave from the date of regular employment, excluding time in temporary positions.

Employees otherwise eligible to accrue leave do not accrue leave while on leaves of absence.

When an employee who is eligible to accrue leave transfers or is hired into a different position, the employee shall retain all of his or her accrued leave prior to the date of transfer unless there is a break in contract, at which point, leave buy back. Shall be utilized to address the employee's leave balance.

- **Years of Service for Determining Accrual Rate**

- Anniversary date for computation of leave shall be the beginning date of employment for each employee, except when adjustments in the date must be made because of periods of non-accrual, i.e., leaves of absence, temporary breaks in employment, etc. The rate of accrual for employees will be effective the month following the anniversary date. Leave shall be accounted for and controlled for maximum accumulation purposes on a fiscal year basis.

**Utilization:**

The amount of leave utilized in a single school year shall not exceed the amount an employee accrues in one school year without a physician's note or Superintendent's approval.

Leave shall not be granted in excess of an employee's accumulated leave.

Once an employee has used 2/3 (eight (8) for certified or 9 month classified and more for 12 month classified depending on their level of accrual above) of their leave days in a given year a conversation with their supervisor needs to take place before submitting further requests for days off.

Employees shall receive approval in advance from his or her supervisor; however, notice of absence due to unforeseen circumstances or those related to the illness of the employee should be reported on the first day of absence.

"Blackout Days" are days unable to be used unless there are unforeseen circumstances or they have been pre-approved by an employee's supervisor. These days include the first ten (10) student contact days of the school year, the last ten (10) student contact days of the school year, specified, predetermined professional development days and one (1) day before and after the following holidays: Labor Day, Thanksgiving break, Christmas break, Easter break, spring break and Memorial Day.

Use of leave in an amount less than a full hour shall be charged to the closest quarter hour.

Overtime is paid on time worked, not time compensated. Time spent on leave will not be counted as hours worked for the purpose of computing overtime pay in any given workweek.

**Sick Leave Bank:**

Employees choosing to participate in the District's sick leave bank, shall do so by transferring one (1) day of leave into the appropriate bank.

**Leave Buy Back:**

Employees who have at least 300 hours of accrued leave may convert 2.5 hours of accrued leave to one hour of paid leave not to exceed 24 additional paid leave hours per year.

Pro-rated leave – if separation of service occurs before the assigned days have been completed, overuse of paid leave will be deducted from the employee's final payment.

Upon separation of service, employees with five (5) to nine (9) years of consecutive service with the District shall have up to seventy-five (75) days of his or her leave balance paid at a rate of 30% of his or her current daily rate. Employees with ten (10) years or more of consecutive service with the District shall have up to seventy-five (75) days of his or her leave balance paid at a rate of 40% of his or her current daily rate.

## Parental Leave

Per Board Policy, File: GCBDF:

Parental leave will commence from the date of birth or adoption and will be subject to the following conditions:

1. Employee has been employed by Johnson County School District No. 1 for at least three (3) consecutive months.
2. If the principal questions the employee's ability to continue to perform their duties properly, the superintendent and principal will mutually choose an impartial physician to examine the employee and render a decision binding on both parties.

### Length of Leave:

- A prospective parent(s) shall be granted a parental leave of six (6) consecutive work weeks from the date of birth or adoption. All parental leave will run concurrently as a component of FMLA. This leave will be determined by excluding school calendar vacation days. Summer is not considered vacation days.
- The parental leave will be granted with no loss of pay.
- A parent may also request ten (10) additional consecutive working days immediately following parental leave which will be taken from accumulated leave. These days will be determined by excluding school calendar vacation days
- If both parents work for the school district, one parent may commence their parental leave upon the completion of the other parent's leave.
- For any extenuating circumstances, a decision may be made by the superintendent.
- Additional leave days may be requested if sufficient medical evidence is provided to the superintendent to verify the employee is unable to carry out their duties. In approved cases, the employee will be paid for the full disability up to the limits of his or her accumulated leave.
- The parent(s) will be entitled to return to the same position they held prior to the leave with no loss of any benefits.

### Extra Duty:

If the employee is serving an extra duty contract and is not able to fulfill the entire contract, they will be paid on a prorated basis. If medical emergencies transpire with this leave the superintendent will determine the pro-rated ratio.

### Extended Leave:

A prospective parent or parents may request a leave longer than six weeks but no longer than eighteen months. Normally, such leave will end at the beginning of the school year.

That is, an Extended Leave which begins before March 1, could end the following September; if it began after March 1, it could end either the first of September or the September of the following year. If approved, Extended Leaves of more than six weeks will be granted without pay, without leave, and without salary advancement.

When the employee returns from an approved Extended Leave, he or she normally will be given the option to return to the same position he or she held prior to the leave. However, the Superintendent



may assign him or her to a different, similar position according to the policy provision on assignment if judged in the best interest of the district to do so.

## Patient Protection and Affordable Care Act

Per Board policy, File: GBM:

To insure compliance with the health care coverage requirement under the Federal Patient Protection and Affordable Care Act (PPACA), Johnson County School District #1 has established annual measurement and stability periods for determining how employees will be tracked and which employees are to be offered health care coverage. File: GBM outlines how employee hours will be measured and tracked.

### DEFINITIONS:

**Ongoing Employee:** An employee who has been employed by the employer for at least one full standard measurement period.

**New Employees:** An employee who has been employed by the employer for less than one complete standard measurement period. Also, a variable hour employee who is considered "newly hired" because the employee failed to be employed for at least one hour of service for more than 26 consecutive weeks (excluding special leave and employment breaks of up to 501 hours).

### JOHNSON COUNTY SCHOOL DISTRICT #1 EMPLOYEE CLASSIFICATION FOR ONGOING AND NEW EMPLOYEES:

1. **Permanent Full Time** – Employees who work 30 or more hours per week during their work year. The scheduled work year must be more than 120 days in length.
  - New employees reasonably expected to work full-time will be offered coverage on the first date of the month following employment.
2. **Permanent Part Time** – Employee averaging less than 30 hours per week during their work year. The scheduled work year must be more than 120 days in length.

**Seasonal/ Temporary** –The term *seasonal employee* means an employee who is hired into a position for which the customary annual employment is six months or less.

- Not all employees working less than 6 months may be included in the *seasonal employee* category, as employment must also customarily occur at the same time each year.
- May include coaches, who are not otherwise employees of the district, and temporary groundskeepers.
- Can never include substitute workers.

**Variable** – Based on the facts and circumstances at the employee's start date, the district cannot determine that the employee is reasonably expected to work, on average, at least 30 hours per week. This category may also include a new employee expected to work initially at least 30 hours per week and is reasonably expected to work 30 hours per week for a period of "limited duration". Because of the anticipated "limited duration" of the 30-hour work week, it cannot be determined that the employee is reasonably expected to work, on average, 30 hours per week over the initial measurement period.

- Includes substitute teachers, substitute nurses, substitute bus drivers and other substitute workers.

## **MEASUREMENT PERIODS:**

**Ongoing Employees** - The periods defined below pertain to Ongoing Variable Employees:

### **Standard Measurement Period:**

May 1 through April 30th of each year (12 calendar months).

This is a period to examine whether an employee averaged 130 hours per month (30 hours per week) or 1,560 hours per year to qualify them for insurance coverage.

### **Standard Administrative Period:**

May and June of each year (2 calendar months).

This period is used to compile reports to verify employee eligibility from the measurement period and offer eligible employees coverage.

### **Standard Stability Period:**

July 1 through June of each year (12 calendar months).

If an employee is determined to work at least 30 hours per week during the Measurement Period, they qualify for insurance for the entire subsequent Stability Period (provided the employee remains employed regardless of the average number of hours of service the employee works)

**Newly Hired Variable Hour Employees** - The periods defined below pertain to New Employees:

### **Initial Measurement Period:**

Beginning on the first day of the calendar month immediately following the employee's start date through the last day of the calendar month following the employee's one-year employment anniversary. This is a period to examine whether an employee averaged 130 hours per month (30 hours per week) to qualify them for insurance coverage. The initial measurement period for new variable hour employees is 12 calendar months.

### **Initial Administrative Period:**

One month period beginning the first day after the New Variable Employee's measurement period. This period is used to compile reports to verify employee eligibility from the measurement period.

### **Initial Stability Period:**

Twelve month period beginning the first day of the calendar month following the administrative period. If an employee is determined to work at least 30 hours per week during the Measurement Period, they qualify for insurance for the entire Stability Period.

If determined full-time (average of 30 hours of service during the measurement period), employee must be offered coverage with sufficient time for employee to elect coverage effective the first day of the

calendar month following the administrative period. The stability period must equal 12 calendar months. Employee's hours of service are measured again at the end of the ongoing measurement period. Coverage is offered (or extended) as applicable.

### **Special Unpaid Leave and Employment Break Periods**

When applying the look-back measurement method to an ongoing employee, an educational organization employer determines the employee's average hours of service for a measurement period by:

- Computing the average hours of service after excluding any special unpaid leave and any *employment break period* during that measurement period, and
- By using that average as the average for the entire measurement period.

Alternatively, for purposes of determining the employee's average hours of service for the measurement period, the employer may choose to treat the employee as credited with hours of service for any periods of special unpaid leave and any employment break period during that measurement period at a rate equal to the average weekly rate at which the employee was credited with hours of service during the weeks in the measurement period that are not part of a period of special unpaid leave or an employment break period.

No more than 501 hours of service during employment break periods in a calendar year are required to be excluded (under the first method) or credited (under the alternative method) by an educational organization, provided that this 501-hour limit does not apply to hours of service required to be excluded or credited in respect of special unpaid leave.

## **NEED TO MAKE A PURCHASE?**

**A purchase order must be in place prior to making a purchase.**

**For more detail on purchasing, purchasing and invoice deadlines, using a P-Card / Visa, penalties for making unauthorized purchases and much more, please refer to the JCSD1 Purchasing Manual. All staff will be required to verify by signature that they have read - and will comply with - the purchasing procedures.**

### **PURCHASING CYCLE:**



**Requisition** Document generated by a user or department to notify the purchasing department of items it needs to order, their quantity, and the time frame. Submit these to your building's Administrative Assistant for proper coding and approval.



**Purchase Order** Legal documents that obligate the District to pay for items that are ordered (once an item is delivered and accepted by the District). *Without a properly approved and issued Purchase Order, the District is under no obligation to pay for goods or services received, even if the goods or services were procured by staff.*



**Receiving** Documents that are similar to packing slips: they show what items were delivered, the purchase order number (if applicable), the ship method, who received the shipment, and where. Administrative Assistants need these in order to verify items received.



**Invoice** Document that is issued by a seller to a buyer, relating to a sale transaction and indicating the products, quantities, and agreed prices for products or services the seller had provided the buyer. Payment terms are usually stated on the invoice.

**Board Approval** Approval of warrants documented in board minutes.

## Responsibilities and Duties of Professional Staff

Per Board Policy, File: GCAA

NOTE: The statements listed below set forth the general responsibilities and duties of all teachers in the district. Additional, more specific, duties may be assigned from time to time.

The primary obligations of the teacher are to guide children, youth, and adults in the pursuit of knowledge and skills, to prepare them in the ways of democracy, and to help them become self-disciplined, happy, and useful citizens. It shall be the general responsibility of each teacher to ensure that these obligations are carried out to the very best of their ability. In fulfilling these obligations, the teacher will:

- Deal justly and impartially with students regardless of their physical, mental, emotional, political, economic, social, racial or religious characteristics.
- Recognize the differences among students and seek to meet their individual needs.
- Encourage students to formulate and work for high individual goals in the development of their physical, intellectual, creative, and spiritual endowments.
- Aid students to develop understanding and appreciation not only of the opportunities and benefits of American democracy but also of their obligations to it.
- Respect the right of every student to have confidential information about himself/herself withheld except when its release is to authorized agencies or is required by law.
- Accept no remuneration for tutoring any student the teacher has in class during the school term, nor tutor any other public school pupil except with the approval of the superintendent.

A teacher shares with parents the task of shaping each student's purposes and acts toward socially acceptable ends. In fulfilling these obligations, the teacher will:

- Respect the basic responsibility of parents for their children.

- Seek to establish friendly and cooperative relationships with the home.
- Help to increase the student's confidence in his/her own home and avoid disparaging remarks which might undermine that confidence.
- Provide parents with information that will serve the best interests of their children, and be discreet with information received from parents.
- Keep parents informed about the progress of their children as interpreted in terms of the purposes of the school.

The teacher occupies a position of public trust involving not only the individual teacher's personal conduct, but also the interaction of the school and the community. In fulfilling these obligations, the teacher will:

- Adhere to any reasonable pattern of behavior accepted by the community for professional persons.
- Perform the duties of citizenship and participate in community activities with due consideration for his/her obligations to his/her students, his/her family, and himself/herself.
- Discuss controversial issues from an objective point of view, thereby keeping his/her class free from partisan opinions.
- Recognize that the schools belong to the people of the community, and strive to keep the public informed of the educational program which is being provided.
- Respect the community in which he/she is employed and demonstrate loyalty to the school system, community, state, and nation.

The teacher has inescapable obligations with respect to employment. In fulfilling these obligations, the teacher will:

- Conduct professional business through the proper channels. The teacher shall be directly responsible to the principal of his/her respective building, and shall promptly and consistently carry out the instructions of the principal and the superintendent. Any complaint or grievance that a teacher may have that merits the attention of the Board shall first be submitted through the superintendent of schools. This provision, however, shall not be construed to deprive any teacher of a hearing before the Board.
- **Refrain from discussing confidential and official information with unauthorized persons.**
- Accept no compensation from producers of instructional supplies when one's recommendations affect the local purchase of use of such teaching aids.
- Engage in no gainful employment, outside of his contract, where the employment adversely affects his/her professional status or impairs his/her standing with students, associates, and the community.
- Assume one's professional obligations to enforce the Board's policies, district regulations, and school rules.
- Accept one's obligation to the Board for maintaining a professional level of service.
- Teachers shall devote their time exclusively to school duties during school hours.

- **Preparation period is designed to be used in basic preparation for professional instruction. Conferences with students, parents, community resource people, and such are also considered acceptable.**
- Teachers should understand that public school property cannot be loaned or borrowed for personal use without the approval of the superintendent.
- Teachers shall be responsible for the discipline of pupils enrolled in their classes.
- **Teachers shall report for duty at the time approved by the Board for their particular school.**
- Teachers shall not dismiss their pupils earlier than the regularly scheduled time without permission of the principal.
- Teachers shall be responsible for the proper care of all books, apparatus, bulletins, supplies, and furniture which are under their charge.
- Teachers shall serve on committees which may be formed during the course of the year for improvement of some phase of the school's program.
- The teacher shall notify the principal whenever it is necessary to be absent from school duties.
- All school-related activities shall be held at the school rather than in a teacher's home unless other arrangements are approved by the principal in advance.
- **Maintain an acceptable appearance. Teachers will dress appropriately to their professional duties. If, in the opinion of each building administrator, acceptable appearance is not maintained, a staff member may be asked to moderate a style.**
- Seek continuous professional growth by such procedures as study, research, travel, conferences, and attendance at professional meetings.
- Avoid making disparaging remarks concerning the school district in the presence of the students.
- Appearances, interviews, and performances by personnel will be conducted in a manner which reflects the high standards of the school district.

The teacher shall assume the following obligations in regard to instructional responsibilities, classroom management and other related obligations.

#### **Instructional Responsibilities:**

- Reflect an understanding of learning theory in planning and instruction
- Diagnose the learning needs of children and utilize instructional materials designed to meet the identified needs.
- Utilize appropriate instructional techniques to meet the needs of children, related to the program objectives.
- Identify students' levels of achievement in subject matter and provide instruction and activities appropriate to those levels.
- Identify students' learning problems and provide instruction for overcoming them.
- Identify student interests and use them to promote learning.
- Draw on a variety of techniques, materials, and technology to accommodate different learning styles.
- Evaluate children's academic and social growth on a continual basis, keeping necessary records and completing reports as prescribed by the district.
- Serve as an advisor to each child and assist him/her in developing to his maximum potential.
- Consider the total child's needs when making decisions regarding the child.

- Strive to be a model demonstrating an awareness that a teacher has a significant impact upon the value structure of a child.
- Maintain communication with the parent in relation to the child's development and progress.

#### **Classroom Management Responsibilities:**

- Provide a functional and attractive learning environment for students that creates a positive atmosphere.
- Establish proper classroom control which allows for maximum student growth.
- Strive to be objective in the relationship with students.
- Help develop a spirit of unity in the classroom and nurture a desire to learn on the part of students.
- Be patient and firm in disciplining students and help students assume responsibility in individual and group control.
- Keep the room reasonably neat and attractive with materials and equipment well organized.
- Evaluate classroom conditions and make adjustments when necessary.
- Provide opportunities for communication with parents and the community.
- Communicate with special service personnel and call upon them when necessary.
- Facilitate the work of classroom aides, volunteers, and paraprofessionals.
- Complete district and building reports as required.

#### **Other Responsibilities:**

- Evaluate classroom effectiveness. Strive to improve performance through participation in course work, workshops, etc.
- Perform the job as a professional, accepting responsibilities when assigned, and demonstrate initiative to do what needs to be done.
- Maintain ethical relationships with parents, students, and the staff.
- Participate in district and building meetings and contribute to extra activities related to school.
- Demonstrate a willingness to follow suggestions for improvement.

## **Sabbatical Leave for Professional Staff**

Per Board policy, File: GCBDBG:

The Board of Education of Johnson County School District Number One (1) encourages staff members to continue their professional growth and believes that sabbatical leaves can afford opportunities to staff members for professional growth.

The Board of Education also believes that sabbatical leaves should be granted in a manner that ensures that the leave will have a positive effect on the school district.

A sabbatical leave shall be granted for:

**Study:** A sabbatical leave requested for study shall be for the employee who has been scheduled as a matriculated student at an approved institution of higher learning. That study shall mean participation in at least a minimum of two (2) college level courses (six (6) semester hours) or participation in a supervised experience to develop a thesis or departmental paper as part of the requirements for an

advanced degree each semester of the sabbatical leave. The request should include a tentative list of courses to be studied whether the courses taken are for enrichment, an additional degree, or new certification is being pursued.

**Travel:** Travel shall be defined as being away from the community in which the employee lives for a total period of at least six (6) weeks each semester. A request for this type of leave shall include a travel itinerary showing the relationship of travel to professional growth.

**Other:** The Board may, at its discretion, grant a sabbatical leave for other professional growth experiences. A request for "other consideration" shall include all particulars having potential impact on the leave.

The number of employees on leave for study shall be determined by the budgetary provisions made for this purpose. The budget shall provide for not fewer than one sabbatical leave per year. Acceptance of sabbatical leave incurs a commitment by the employee to return to active duty in this district, immediately following said leave of absence, for two full school years unless physically or mentally unable to do so. At the expiration of the sabbatical leave, the employee shall, unless agreed otherwise, be assigned to a similar position as that held at the time of the granting of said leave of absence.

## Sexual Harassment/Discrimination

Per Board Policy, File: JBAA, AC and ACA:

The District will promptly and carefully investigate all complaints of sexual harassment. All complaints will be investigated. Every reasonable effort will be made to determine the merits of each complaint while protecting the interests and well-being of both the accuser and the accused. The District will act forthrightly to discipline, or dismiss as appropriate, considering the seriousness of the offense, any employee who has been found to sexually harass a student or another employee of the District, or any employee making a false or malicious complaint of sexual harassment. The prohibition against sexual harassment applies whether the harassment is between people of the same or different gender.

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII and Title IX of the Civil Rights Act of 1964, as amended, 42 U.S. C. Section 2000e, et. Seq. and the Wyoming Fair Employment Practices of 1965. Sexual harassment includes but is not limited to unwelcome sexual advances requests for sexual favors, sexual jokes, sexual graffiti, or other verbal or physical conduct of sexual nature.

This District is committed to a policy of nondiscrimination in relation to race, color, sex, age, handicap and religion. This policy shall prevail in all matters concerning staff, students, educational programs and services, and individuals with whom the school district does business.

## Harassment, Intimidation and Bullying

Per Board policy, File: [JICFA](#):



Harassment, intimidation or bullying of students at school is prohibited.

Harassment, intimidation or bullying means any intentional gesture or any intentional written, verbal or physical act that a reasonable person under the circumstances should know will have the effect of:

1. Harming a student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage;
2. Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of school; or
3. Is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or group of students.

## Tobacco-Free Workplace

Per Board Policy, File: GBED/KBC:

The Board of Trustees recognizes that smoking represents a health and safety hazard, which can have serious consequences for the smoker and non-smoker and the safety of the district.

Therefore, the Board hereby prohibits the smoking and/or use of tobacco products by all staff, visitors, or guests while on the school premises, including parking lots. No advertisement of tobacco or tobacco products will be permitted in the school work place.

For the purpose of this policy, the school work place shall be defined as the site for the performance of work done, including a school building or other school premises, any school owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities, or off school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction of the school district.

## Volunteers in the Schools

Per Board Policy, File: IJOC:

The Board of Trustees recognizes that students and schools greatly benefit when parents/guardians and community members are engaged in local education. Hence, the Board encourages school visitors and guests as well as collaboration between schools and volunteers to enhance district programs.

### Definitions

"Visitor" is defined as any person temporarily in the school who is not working with students as part of district programs (ref. KI for further information).

"Volunteer" is defined as any person working collaboratively with schools, without compensation, as part of district programs.

“Background check” is defined as a package of fingerprinting and “State Background Check” and “FBI Background Check” as offered by Wyoming Division of Criminal Investigation and pursuant to W.S. 7-19-106 (k).

### **Volunteer Management**

Collaboration between schools and volunteers will be managed by a certified staff member at each school. School volunteer positions will not conflict with, nor replace, any staff positions. Schools will provide to all volunteers information and training regarding applicable confidentiality rules, policies and laws.

### **Volunteer Requirements**

Volunteers wishing to work in the schools or to chaperone students on overnight trips must either provide a current Wyoming Professional Teaching Standards Board certificate or submit to fingerprinting for the purposes of providing a completed background check to the district.

Each school administrator will identify volunteers needing background checks, and direct those volunteers to appropriate district personnel for assistance obtaining a background check. The cost of the background check will be borne by the district.

### **Volunteer restrictions and Limitations**

**An individual will not be a volunteer at school or for school activities if a criminal background check reveals that an individual has been convicted of, pled guilty or no contest to, or entered into a deferred prosecution or sentencing agreement to:**

- Any felony, or
- Any offense involving the safety or welfare of children or where a child was a victim, or
- Any offense involving the possession, consumption, sale or distribution of illegal or controlled substances, or
- Any other offense in which the Superintendent, or his/her designee, determines would put the health, safety or welfare of students at risk.

## **Benefits for Full-Time Employees**

**Wyoming Retirement** – JCSD#1 pays 14.44% and the employee pays 3.18% equaling a total of 17.62%

**Life Insurance** – JCSD#1 pays for \$20,000 of basic term life insurance coverage

**AD&D** – JCSD#1 pays for \$20,000 of accidental death and dismemberment coverage

**Health Insurance** – JCSD#1 offers three options through WEBT, a non-profit health benefit trust

- o \$1,000 Deductible – Employee cost is: \$139.00 to \$398.00/month
- o \$1,500 Deductible – Employee cost is: \$88.00 to \$253.00/month
- o \$3,500 Deductible – Employee cost is: Free, this is an HSA Eligible High Deductible Health Plan

**Dental Insurance** – JCSD#1 pays for dental coverage (BCBSWY)

**Vision Insurance** – JCSD#1 pays for vision coverage (VSP)

**Paid Leave** – JCSD#1 provides personal time off according to our leave Policy File: GCC

**JCSD#1 offers the following benefits (at the employee's expense) through payroll deductions:**

**FSA (Flexible Spending Account)** – Employee may contribute money into this plan for dental/vision or dependent care. This is a pre-tax payroll deduction.

**Deferred Compensation Plan 457(b)** – Employee may contribute into this plan through the Wyoming Retirement System. This may be a pre-tax or post-tax payroll deduction.

**Life Insurance** – Employee may purchase additional coverage for self, spouse, and/or child(ren)

**AD&D** – Employee may purchase additional coverage for self, spouse, and/or child(ren)

**Prudential Life Insurance** - Employee may purchase this decreasing term life insurance coverage for self, spouse, and/or child(ren)

**Health Insurance** – Employees may purchase coverage for: Employee Only, Employee & Dependents, Employee & Spouse, or Family coverage. This is a pre-tax payroll deduction

**HSA** – If employee selects the \$3,500 Deductible Health Plan, the employee may contribute additional funds pre-tax

**Washington National or Lincoln Supplemental** – Employees may choose from a variety of supplemental insurance coverages. This is a pre-tax payroll deduction (over 10 months). If interested, please ask for information.

**Sick Leave Bank** – Employee is offered the opportunity to join and participate in the District sick leave bank

**NOTE: Rates and/or premiums listed are for FY2023 only.**

## Benefits for Part-Time Employees

**Wyoming Retirement** – JCSD#1 pays 14.94% and the employee pays 3.68% for a total of 18.62%

**Paid Leave** – JCSD#1 provides personal time off according to our leave Policy File: GCC

### **JCSD#1 offers the following benefits (at the employee's) expense through payroll deductions:**

**Deferred Compensation Plan 457(b)** – Employee may contribute into this plan through the Wyoming Retirement System. This may be a pre-tax or post-tax payroll deduction.

**Prudential Life Insurance** - Employee may purchase this decreasing term life insurance coverage for self, spouse, and/or child(ren).

**Washington National or Lincoln Supplemental** – Employee may choose from a variety of supplemental insurance coverages. This is a pre-tax payroll deduction (over 10 months). If interested, please ask for information.

**NOTE: Rates and/or premiums listed are for FY2023 only.**

## STAFF HANDBOOK

**By signing below, I am acknowledging that I have read and agree to abide by the contents in the JCSD1 Staff Handbook.**

Staff Member's Printed Name: \_\_\_\_\_

Staff Member's Signature: \_\_\_\_\_

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

Department/School: \_\_\_\_\_