

Mascenic Regional School District Staff Handbook



Dr. Christine Martin - Superintendent
16 School Street - Greenville - NH - 03048
603-291-2017

Serving Greenville & New Ipswich

It is the policy of the Mascenic School Board, in its actions, and those of its employees, that there shall be no discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin, sexual orientation or gender identity for employment in, or operation and administration of any program or activity in the Mascenic Regional School District. The Title IX Coordinator is Melissa Gray, 603-291-2006. The District 504 Coordinator is Kristin Tevepaugh, 291-2011.

Dear Members of the Mascenic Regional School District Staff,

The purpose of this handbook is to answer the “wonders” you may have about your employment here in Mascenic. Clearly this is a very dry representation of information. With that said, the most valuable point of contact you have for better information is your direct supervisor.

We appreciate your service to our students and thank you for your ongoing commitment to excellence.

All on Behalf of Our Children,

Dr. Martin

TABLE OF CONTENTS	
Vision, Mission, and Core Beliefs	3
Section I - General Information	
Attendance Policy	4
Cancellation, Delays, Early Release	5
Work Rules	5
Benefits	6
Leave Policy	8
Section II - District & School Specific Information	
Policies	9
Appendix	
Appendix I - “Guide to “who’s who” and who to call for what...,”	10
Appendix II - Harassment & Bullying Contacts	11

Mascenic Regional School District Vision

“We will provide students with the skills to become effective participants in a democratic society”.

We will do this by providing students with a sense that:

- Acquiring knowledge is a lifelong pursuit
- Using their skills to assist others and advance society is a worthy objective
- Democracy can only succeed with knowledgeable and active participants

Mission Statement

The Mascenic Regional School District is dedicated to the development of lifelong learners by:

- Providing rigorous, personal and educational opportunities
- Fostering a coordinated continuous learning environment
- Supporting the traditions and character of our communities
- Encouraging high standards of social behavior, ethics and cooperation

We will follow these guiding principles in a fiscally responsible manner as we prepare our students to lead, serve, and thrive in our community, our country and the globe.

Core Beliefs

- We expect excellence in education for all students.
- We believe all students can learn.
- We believe students, staff, teachers and families should be responsible partners in learning.
- Students should be interested and active participants in a democratic society.
- Students should be lifelong learners.

Section I- General Information:

Equal Employment Opportunity

The Mascenic Regional School District hires and promotes the most qualified personnel based upon the individual merits and achievements of applicants and employees. All employment decisions, including, but not limited to, recruitment, hiring, promotion, training, layoff or recall are made without regard to race, creed, religion, color, national origin or ancestry, age, sex, marital status, physical characteristics, disability, sexual orientation, gender identity or the Association membership of any applicant or employee. Any incident that you believe involves discrimination should be brought to the attention of your immediate supervisor or the Office of the Superintendent.

Paperwork required of New Employees

All employees must furnish the following before they may start work: A fully completed employment application, social security number, W-4, completed I-9 (Department of Naturalization and Immigration Form which requires an employee to produce a social security card or birth certificate or US Passport and picture ID or other appropriate evidence of eligibility for employment in the United States), and fully completed health, dental, life and retirement forms as may be applicable.

Background Investigation

The Superintendent, or his/her designee, shall conduct a thorough investigation into the past employment history and other applicable background of any person considered for employment with the District. This investigation shall be completed prior to completing the offer of employment. For the full policy see “Background Investigation and Criminal Records Check” in the policy manual (GBCD revised)

Information on Payroll

Employees in the district are paid from the SAU office on a bi-weekly basis. All salaried employees have their gross bi-weekly pay computed based on their contracted rates. Hourly employees must submit work hours through the Frontline Time & Attendance System. . **Time sheets must be submitted by the employee and his/her supervisor and received at the SAU office no later than 9 am on the Monday of the week that payroll is processed.** Should circumstances occur that delay the timely submittal of your time sheet, please contact the payroll office directly.

Attendance Policy

The purpose of an attendance schedule is to establish regular and punctual hours as one of the conditions of employment at School Administrative Unit 87 and within our schools. (A pattern of unusual absenteeism adversely affects services and may result in disciplinary action if not followed and practiced).

The SAU central office is open Monday through Friday from 8:00 am to 4:00 pm while school is in session. School hours should be posted on the school door. All full time staff will work a 40-hour week; 8 hours a day, this includes a paid half hour meal period. All of the support staff positions are expected to work their designated hours per week. School based staff should follow a similar procedure as stipulated by their contract/employment agreement and the building administrator.

All other employees will work an eight-hour day conducive to business operations, which may differ from the hours stated previously. Part time staff or those working a partial year should consult their contract and/or collective bargaining agreement for designated work hours and days.

Employees paid on an hourly basis may receive overtime pay (after 40 hours) at one and one half the employee's regular rate of pay. Overtime pay is prohibited without the *prior written approval* of your immediate supervisor, except in emergencies, which are addressed on a case-by-case basis. Administrators and other salaried employees are expected to work the hours needed to fulfill their professional responsibilities.

It is the responsibility of the employee to notify his/her immediate supervisor, or designee, if s/he is unable to report to work or plans to be late. Requests for absences must be made using the Frontline Absence Management System. In the case of school cancellation due to weather, all employees are to use their best judgment with respect to safety. However, all personnel are expected to report to work, unless specifically informed otherwise.

While the district expects employees to report to work, in some limited situations-including "snow-days", the district may allow employees to be credited for work from home. In these cases the employees need to receive prior approval from their school administrator or supervisor and compensatory arrangements need to be made (Their work activities or tasks need to be able to be completed in a home environment and be clearly measurable.) The staff member's on-site responsibilities must be covered. There are some positions that do not lend themselves to a "work from home" model because access to their job requires their presence on-site. At no time should at-home hours be incurred during sick-time.

Cancellation, Delays, Early Release

In the event that we need to cancel, delay or release school early an electronic notification will be sent out via Thrillshare to all staff (in-building phone chains are suggested but not required). Office employees and twelve-month employees are expected to work on canceled, delayed or early release school days unless informed otherwise. See above paragraph regarding working from home on days of cancellation, delays, or early release.

Work Rules

Any group of people who come together for a common purpose must have some rules to guide their effort. There are certain standards of honesty and professional behavior that we all must follow. We believe the following rules are necessary and reasonable to ensure proper conduct and professionalism.

No list of rules can be all inclusive and good judgment and common sense are essential. The following areas, however, are expressly described to guide employees in the recognition of certain behavior(s) which are clearly prohibited and which can result in disciplinary action, including written reprimand, suspension, or dismissal. In each instance, appropriate action will be determined at the discretion of the Superintendent of Schools or his/her designee.

The principle rules which, if violated, may result in disciplinary action or dismissal are as follows, and are not set out in any particular order of severity.

- Engaging in an act of discrimination on the basis of race, color, religion, national origin, sexual orientation, sex, marital status, physical or mental disability, or gender identity
- Harassment, sexual or otherwise
- Theft or dishonesty
- Falsifying time slips, district records, or abuse of benefits
- Disclosure of confidential information
- Use of intoxicants or illegal drugs during work hours or reporting to work under the influence of the same

- Repeated unexcused absence or tardiness
- Failure to follow supervisor’s instructions (unless you believe the request to be illegal or unsafe)
- General misconduct, including but not limited to, profane or abusive language, physical violence or threats, possession of firearms or other dangerous weapons on District property
- Abuse of or damage to District property
- Undesirable working habits, i.e. negligence, sleeping on the job, etc.
- Discourtesy and lack of professionalism with colleagues, students and/or to members of the public

Staff/Student Non-Fraternization

Staff members shall maintain professional relationships with students that are conducive to ensuring a safe educational environment. Staff members shall not have any interaction or contact, on or off the job of a suggestive nature with any student at any time regardless of the student’s age, status, or consent. Failure to maintain professional conduct at all times shall be grounds for discipline up to and including dismissal.

Dress Code

Employees and staff are expected to maintain a professional appearance and dress appropriately for their position. They shall maintain a professional image for the public, visitors, students and other school district employees. During the summer and school vacations, snow days, and teacher workshop days, business casual attire is acceptable. Clean, tailored jeans, without holes or frayed hems, are acceptable on these days as well.

All Employees shall consistently utilize safety gear as applicable.

Benefits

Holidays

Holidays are paid in accordance with collective bargaining agreements and individual contracts. The recognized federal holidays are below and are identified in our annual school calendar with the exception of Independence Day. *A floating holiday is provided to employees based on their individual contracts.

New Year’s Day	Labor Day
Martin Luther King Day	Columbus Day
* Floating Holiday	Veteran’s Day
Memorial Day	Thanksgiving and the Day after Thanksgiving
Independence Day	Christmas Day

Certification/Licenses

It is the employees’ responsibility to maintain up to date state certification/licenses.

Paperwork

The completion and submission of all paperwork remains the responsibility of the employee. Failure to meet this standard and any resulting loss of benefits rests with the employee.

Health Insurance

The District complies with the Federal Regulations of the Patient Protection and Affordable Care Act (PPACA). All full-time employees (as defined by PPACA) should inquire about their eligibility for District offered Health Plans. If eligible, eligibility will begin on the first of the month following the date of hire.

For those who qualify for health insurance, the district offers a standard Health Insurance Plan(s) at the negotiated level of premium subsidy, if any, in accordance with your annual contract or collective bargaining agreement.

Dental Insurance

Employees may be entitled to dental insurance based on the applicable contract or collective bargaining agreement.

Life Insurance

Employees may be entitled to life insurance based on the applicable contract or collective bargaining agreement.

Long Term Disability

Employees may be entitled to long term disability insurance based on the applicable contract or collective bargaining agreement.

New Hampshire Retirement System

NHRS is a public employee pension plan which also provides death and disability benefits. The District and Employee will contribute towards the plan at the rate mandated by the State for those eligible to participate.

Section 125- Flexible Spending Accounts

Employees who qualify may have the ability to pay their health insurance premiums pre-tax basis, as well as the ability to participate in the medical and dependent care reimbursement accounts. These benefits, which allow pre-tax dollars to be set aside for out of pocket medical or daycare expenses. Please check with the business office to see if you are eligible to participate.

403(b) Program Availability

All employees working 20 hours or more are entitled to payroll deductions for contributions to a tax sheltered annuity (403(b) Plan). Plan participation is on a voluntary basis. A 403(b) plan is designed to help an employee save for retirement. The amount(s) contributed to a 403(b) plan are not subject to current Federal (and in most cases, State) income taxation. Taxes on the amount(s) you contribute are deferred until these amounts are distributed. If there are any questions, please refer to your contract, collective bargaining agreement or contact the business office.

Direct Deposit

All permanent, regularly scheduled employees are eligible for Direct Deposit into their personal checking and/or savings account(s). Please notify the business office immediately if you have any changes to bank accounts, address, or change of name, to ensure proper and timely processing.

Notification of Change of Status

Employees are responsible for updating the Business Office within 30 days of any changes in name, address, dependents or beneficiaries as it applies to the above benefits.

Workers' Compensation

Workers' compensation is insurance, paid by your employer, that provides cash benefits and medical care should you become disabled because of an injury or illness related to your job. All employees are covered by the worker's compensation law. If death results, benefits are payable to your surviving spouse and dependents as defined by law.

If you have a work-related injury or illness you need to report it immediately to your supervisor and complete an accident report. The supervisor will complete the form if the employee is incapacitated. If you seek medical services, you must advise the provider that this is a work-related injury. The business office will initiate a claim with our insurance company and provide you with the necessary procedures. Claims not reported or filed longer than 24 hours after the incident may be denied.

Leave Policy

Sick Leave

Employees may be entitled to sick leave based on the applicable contract or collective bargaining agreement. Sick leave is earned on a monthly basis per contract. The employee is responsible for providing their supervisor with notice of their absence using the Frontline Absence Management System. Failure to do so may result in the loss of leave benefits for their absence.

Personal Days

Employees may be entitled to personal days based on the applicable contract or collective bargaining agreement. Personal days are defined as time needed to conduct personal business that cannot be conducted outside of regular business hours.

Vacation

Employees may be entitled to vacation based on the applicable contract or collective bargaining agreement.

Employees are expected to use the vacation time in the year earned. Employees may request in writing to the Superintendent by June 20th to carryover up to ten (10) days of unused vacation from the present fiscal year into the new fiscal year. Should the request be approved, the employee must use these vacation days before September 1 of that year.

Professional Leave

Requests for professional leave may be granted based on applicable contract or agreement during school time, based upon the relationship between an employee's professional responsibilities and the training offered. Professional learning related leave requests must be submitted to your supervisor through the MSD2 form, as well as entered into the Frontline Time and Attendance software.

Bereavement Leave

Employees may be entitled to bereavement leave in the event of death in the employee's immediate family based on the applicable contract or collective bargaining agreement. Immediate family for the purposes of SAU 87 is defined as the present: spouse, child(ren) and grandchild(ren); mother, father, siblings, nieces, nephews, and grandparents. Relatives-by-law for whom bereavement leave may be used include: mother, father, siblings, nieces and nephews. Additional bereavement time may be granted by the

Superintendent for travel for a spouse, child or parent. Please check your contract or agreement for further information.

Jury Duty

The SAU will compensate the employee for a full day of Jury Duty with the requirement that any stipend (less mileage if it is included with the stipend) received from the court will be reimbursed to the District. Jury duty shall not be deducted from sick or personal days.

Leaves of Absences including FMLA

Requests for qualified leaves of absence with or without pay shall be administered under the Family and Medical Leave Act of 1993. An employer shall permit employees to take a leave of absence without pay in compliance with said Act. In the event that an employee has accumulated sick leave, said leave may be taken with pay to the extent that such leave has accrued.

Section II- District & School Specific Information

Policies

All approved Mascenic School Board Policies can be accessed and are available on the Mascenic.org website.

SEXUAL HARASSMENT – EMPLOYEE-STAFF – Please see Policy ACAC regarding the District’s policy on Sexual Harassment.

https://drive.google.com/file/d/1oGx_8pzIVcvWemcAdwwcX6byIFurTg8K/view?usp=sharing

FAMILY AND MEDICAL LEAVE ACT – Please see Policy GCCBC regarding the District’s policy Family and Medical Leave Act.

<https://drive.google.com/file/d/1dNv4CWfTcMXieFvTv7O3Cj-MyOrGpusu/view?usp=sharing>

DRUG FREE WORKPLACE – Please see Policy ADB regarding the District’s policy on Drug Free Workplace.

https://drive.google.com/file/d/1rW1kVyIUudgypG8f-_3xyH7Bv6-wAp-O/view?usp=sharing

TECHNOLOGY ACCEPTABLE USE POLICY FOR STAFF - Please see Policy GBEP regarding the District’s policy on Technology Acceptable Use for Staff.

<https://drive.google.com/file/d/17HJl3r41leTLEC5HRSj1UasFMfhFVgNm/view?usp=sharing>

SAFETY PROGRAM/PROCEDURES – Please see Policies EB and EBCA regarding the District’s policy on safety program/procedures.

<https://drive.google.com/file/d/1bstLsM3xFXjfQdmuRwF64Y9mpWuziVEE/view?usp=sharing>

<https://drive.google.com/file/d/1a66DjfSOr-VdkKeJnpwc-Tc0p7VIEg1B/view?usp=sharing>

USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS – Please see Policy EEAD regarding the District’s policy on Sexual Harassment.

https://drive.google.com/file/d/1VHZK_DTvgRkFV2WuJBXf54mZ5i9dtxbX/view?usp=sharing

APPENDIX – School Administrative Unit (SAU) Services

Appendix I

“Guide to “who’s who” and who to call for what...”

<u>Topic</u>	<u>Name</u>	<u>Contact Info</u>
School/Student Related Matters - Principals	MRHS : Elizabeth Pogorzelski BMS: Kevin Fondas HHES: Julia Coquillette	(603) 878-1113 (603) 878-4800 (603) 878-4387
School Budget, Free/Reduced Lunch, General Business	Lizbeth Baker, Business Administrator	(603) 291-2005
Purchasing, Tuition & Workshop Reimbursement	Laurie Olsen, Accounts Payable Coordinator	(603) 291-2004
Payroll, Employee Benefits, Contracts	Irene Woodward, Payroll/Benefits Coordinator	(603) 291-2010
Facilities Use, Building related issues, Safety, Joint Loss, Injuries	Craig Reynolds Director of Facilities	(603) 291-2007
Tech Support, Tech Training, Tech donations	Matt Ballou Director of Technology	(603) 291-2012
K-12 Special Education, K-12 School Guidance, 504 Plans, Homeless, Student Scheduling, Student Support Services	Kristin Tevepaugh Director of Student Services	(603) 291-2015
Special Education Services, Preschool Tuition, SPED Transportation, Homeschool Contact	Tess Pasieka, Administrative Assistant for Student Services and Curriculum	(603) 291-2015
Transportation, Truancy, Student Discipline - Assistant Principals	MRHS: Gregory Pickering BMS: Tami Allen HHES: Lisa Wilkinson	(603) 878-1113 (603) 878-4800 (603) 878-4387
Food Services/Cafeteria	Kent Hardin Director of Food Services	(603) 878-1113
Curriculum, Federal and Local Grants, Title I Services, Title 3 (ESOL) Services, District Website, Professional Development	Melissa Gray Director of Curriculum, Instruction, and Assessment	(603) 291-2006
Superintendent	Dr. Christine Martin	(603) 291-2009

Appendix II

Harassment and Bullying Contacts

<u>DISTRICT HARASSMENT OFFICER & TITLE VI and TITLE IX COORDINATOR:</u> Melissa Gray - Director of Curriculum, Instruction and Assessment 603-291-2006
<u>BUILDING HARASSMENT OFFICERS:</u> MRHS – Elizabeth Pogorzelski, Gregory Pickering 603-878-1113 BMS - Kevin Fondas, Tami Allen 603-878-4800 HHES – Julia Coquillet, Matthew Ballou 603-878-4387
<u>STUDENT TO STUDENT BULLYING REPORTS TO ASSISTANT PRINCIPALS :</u> MRHS – Gregory Pickering 603-878-1113 BMS – Tami Allen 603-878-4800 HHES - Lisa Wilkinson 603-878-4387
<u>STUDENT SERVICES DIRECTOR & DISTRICT LEA:</u> Kristin Tevepaugh, Director of Student Services 603-291-2011
<u>BUILDING LEA REP’S:</u> Principals, Assistant Principals
<u>DISTRICT HOMELESS COORDINATOR:</u> Kristin Tevepaugh, Director of Student Services 603-291-2011
<u>DISTRICT 504 COORDINATOR:</u> Kristin Tevepaugh, Director of Student Services 603-291-2011
<u>HELP LINE:</u> Katie Desrochers, Assistant to the Superintendent 603-291-2008

To Report Neglect or Abuse to DCYF 1-800-894-5533
All staff are mandated to report neglect and abuse
Please Report to: Principals, Assistant Principals, or Guidance Counselors