



Williston Basin School District #7

Employee Handbook 2021-2022

Williston Basin School District #7

1201 9th Ave NW

P.O. Box 1407

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(701)572-1580

www.willistonschools.org

*Williston Basin School District #7 does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Title IX – Judy Billehus/Human Resources Director, 1201 9th Ave NW, Williston, ND 58801, (701)572-1580, humanresource.director@willistonschools.org.
Section 504 – Wyndy McGinley/Director of Student Services, 111 7th Ave W, Williston, ND 58801, (701)572-1580, wyndy.mcginley@willistonschools.org.*

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Employment Relations and Conditions

At-Will Employees (DKBA)

Classified employees and Williston Basin School District #7 are engaged in an at-will employment relationship. All classified employees are considered at-will. Whenever possible, support personnel are requested to give notice of intent to terminate employment two (2) weeks prior to resignation. However, the employer or employee may terminate the employment relationship at any time, with or without cause. The school district is not bound by any oral promises concerning a classified employee's length of employment. Classified employees are not contracted to work a fixed amount of time or term. The policies stated in this handbook, salary agreement letter, or a work calendar do not create an employment contract. The status of "at-will" cannot be changed verbally or in writing by anyone.

The Superintendent may terminate at-will employees at any time, with or without cause.

Discrimination and Harassment Grievance Procedure (AAC-BR)

Complaints and questions should be referred to the building principal or the Human Resources Director. Initial complaint forms for discrimination, harassment, and violence can be found by viewing the discrimination and harassment grievance procedure.

Drug and Alcohol Testing for Employees (DBBA)

Staff who drive district vehicles and transport students are covered by the requirements of the Omnibus Transportation Employee Testing Act. All covered employees are prohibited from using controlled substances and are subject to pre-duty and post-accident alcohol use restrictions contained in Federal law.

Employees who violate this policy will be removed from safety sensitive positions and may be terminated from their position with Williston Basin School District #7.

Employees who drive any district vehicles, even those not transporting students, are required to submit to a pre-duty drug and alcohol test by the district. Once this is completed, you will be entered into a random testing pool. See policy for more details. Employees will need to complete this test at:

Preble Medical Services, Inc.
4401 16th Ave. W
Williston, ND 58801
(701)577-6021

Employees who do not wish to comply with this requirement will not be allowed to drive district vehicles.

Drug Free/Tobacco Free Workplace (DEAA)

Williston Basin School District #7 maintains a drug and alcohol-free workplace and enforces the Drug-Free Workplace Act. The school district prohibits employees from:

1. Unlawfully manufacturing, distributing, dispensing, possessing, or using a controlled substance or alcohol on district property and grounds, in any vehicle belonging to the district, and at any school-related activity;
2. Knowingly or intentionally aiding or abetting in any of the above activities.

As a condition of employment, each employee shall agree to abide by this policy and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Violation of this policy may result in mandatory participation in the Employee Assistance Program (EAP), disciplinary action, including termination, and the notification of law enforcement.

All information received by the district as a result of this policy is confidential.

Employment Evaluations

The Human Resources Office shall make available to all supervisors a Support Staff Review Form and shall require from all supervisors a written job performance review annually. Each supervisor shall discuss the employee's strengths, weaknesses, and job performance with each employee. After completion of the job performance review, the employee's signature acknowledging the performance review form shall be sent to the Human Resources Office. A copy of such completed review form shall be retained by the supervisor and a copy given to the employee. Where need for improvements in an employee's job performance is indicated, the supervisor shall discuss and document in writing the needed improvements with the employee, how the improvements may be accomplished, and the amount of time in which the improvements will be completed.

Employee Exit Procedure (DKBA)

Whenever possible, personnel are requested to give a two (2) week notice of intent to terminate. All exiting employees are required to turn in all school property to their building administrator. This includes, but is not limited to, ID Badge, keys, planners, and electronic devices. We ask that all employees complete an exit survey. The survey can be found on the district website under Documents > Staff > Human Resources Documents > Exit Interview.

Employee Orientation Procedure

All new employees are required to contact the Human Resource Office at the Business Office to complete any necessary paperwork before employment begins and attend orientation.

Employee Proximity Card and Photo Identification Badges

Proximity Card Badges will be issued upon employment and should be kept for all the years of an employee's employment. Photo Identification Badges will be issued in the fall and should be kept only for the school year listed on the badge. These identification badges serve numerous purposes throughout the district, including providing security and safety within our buildings.

If a proximity card badge or photo ID is lost, stolen, or damaged, it must be reported within 24 hours to payroll@willistonschools.org. A replacement fee of \$5.00 will be imposed for each badge that needs to be replaced. Fees can be paid in the form of cash, checks made out to Williston Basin School District #7, or by a payroll deduction. Replacement badges will not be replaced without a completed badge replacement form and payment. Badges may be replaced after 3 years depending on wear and tear and approval.

Nondiscrimination and Anti-Harassment Policy (AAC)

Williston Basin School District #7 does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Title IX – Judy Billehus/Human Resources Director, 1201 9th Ave NW, Williston, ND 58801, (701)572-1580, humanresource.director@willistonschools.org. Section 504 – Wyndy McGinley/Director of Student Services, 111 7th Ave W, Williston, ND 58801, (701)572-1580, wyndy.mcginley@willistonschools.org.

Employee Conduct

Attendance (DEAB)

Regular attendance is required of all employees subject to applicable leave provisions and, for instructional staff, the negotiated agreement. Excessive absences or tardiness, unauthorized leave, or unexcused absences may result in disciplinary action including termination of employment in accordance with law.

If you need to take a leave of absence for a sick day, vacation day, or other reasons not listed, you must enter the leave into absence management within 24 hours of the absence. If you miss the 24-hour deadline, you must notify your supervisor who will enter that information.

Child Abuse – North Dakota Century Code (SFN 960 Form)

Williston Basin School District #7 requires all school employees to fully comply with the mandatory reporting provisions concerning child abuse and neglect.

TO REPORT suspected child abuse and neglect, call the **NEW Statewide toll-free Child Abuse & Neglect Reporting Line 1-833-958-3500 BEGINNING Jan. 4, 2021.**

- **Available 8 a.m.–5 p.m. Central Time, Monday through Friday (7 a.m.– 4 p.m. Mountain Time)**
- A dedicated team of specialized CPS intake professionals will answer your call and gather all needed facts so local CPS workers can act more quickly to protect children.
- Beginning Jan. 4, 2021, calls to the local human service zone office to report suspected child abuse and neglect will be rerouted to the NEW Centralized Child Abuse & Neglect Reporting Line.
- **IMPORTANT:** If it's an EMERGENCY and a **child is in immediate DANGER, CALL 9-1-1 NOW.**

Confidentiality (DEBA)

Employees have a responsibility to protect the privacy of students and their parents. This responsibility applies to time spent at school, as well as away from school.

Questions from the general public concerning students or staff will be referred to an administrator. Employees that violate this policy may be subject to disciplinary action up to, and including, termination of employment in accordance with district policy.

All employees are required to complete FERPA training annually within the first 30 days of school, or first 30 days after start date if after the first day of school. Training is coordinated and tracked by the Technology Department. If this is not completed, the employee will lose privileges.

Community Activities

Employees are encouraged to take an active part in the affairs of the community.

Dress Code (DEAC)

Staff members are encouraged to dress in a manner that exemplifies their professionalism, and yet affords them the flexibility of serving students based upon classroom arrangements and activities. Business casual attire is required of all staff, unless the nature of your work dictates reasonable accommodation. If you have questions about this, please see your supervisor. If a uniform has been provided, it must be worn during scheduled hours. These departments are defined by these colors: Technology Department Blue, Custodians Tan, Food Services Charcoal Gray, Safety Green, Maintenance Dark Green, Bus Drivers Black Coats.

Expense/Travel Reimbursement (Not to Include Activities)

Employees who are wanting to travel for conferences, trainings, and other work-related travel* will need to follow these steps:

1. Speak to your supervisor and get verbal approval for your travel.
2. Put in a time off request in Frontline Absence Management.
3. Fill out the Travel Request form found on Coyonet.
4. The Business Office will register you, make hotel reservations, plane tickets, etc. for you and then email you with your trip details.**
5. After you have returned, your per diem*** will be submitted to Accounts Payable and you will receive a check in the mail for those amounts after the school board has approved those payments.

*This is **not** the process for requesting travel for activities/athletics or field trips. Please refer to the Athletic Department and the Transportation Department for instructions on how to submit those requests.

**If you will be unable to attend the event after the arrangements have been made, please contact Melissa so that she can cancel the arrangements no later than 24 hours prior to your departure date. Failure to do so may result in the district asking you to reimburse all monies lost due to late cancellations.

***Per diem payments will include applicable meals, and mileage. The district will reimburse based on the State of North Dakota employee per diem rates. If travel is outside of North Dakota, we will figure per diem rates using GSA.gov guidelines.

Injuries/Accidents – Work Related

If an employee is injured at work, an Employee Incident/Accident Report Form must be submitted to Pam Hoff, pam.hoff@willistonschools.org, within 24 hours of the injury/incident. All incidents/accidents must be promptly reported, even if no medical attention is deemed

necessary. Incident/Accident Forms can be found on the District Website under Documents>Staff>[Accident Report Forms](#).

Outside Employment (DEBB)

Employees shall not engage in any outside employment that would interfere with effectiveness in performing assigned duties, nor shall any outside employment be conducted during the hours assigned to fulfill duties within the district.

Professionalism

The administration does its best to find professionals who are an excellent fit for the entire Williston Basin School District #7 community. An excellent fit is defined as a person who is positive, respectful, flexible, mature, teachable, and strives to always do what's best for the students. Furthermore, this person provides our students with the highest moral example of character and ethics. He/she continuously works hard to become a better teacher and professional. The professional recognizes that the success of our school district is based on our ability to work respectfully, collaboratively, and in a supportive role with each other. This is done by respectfully asking hard questions and developing ways to solve problems, rather than simply pointing them out. School staff will work together to create a learning environment that is free from clutter, distractions, personal concerns, and biases. Teachers will enter their classroom sites prepared to teach after having planned academically appropriate lessons. Family and personal concerns will not be allowed to interrupt or influence the school environment except in emergency situations.

Responsible Use of Technology (ACDA and DEAD)

The use of electronic resources, technologies, and the internet, whether district owned or personal, on district owned/rented/contracted property is a privilege, not a right. Use of technology should be in support of education and consistent with the educational goals, objectives, and priorities of the school district. Staff shall have no reasonable expectation of privacy when using district technology, or using technology on district property, or at district affiliated events. All use may be monitored to maintain the integrity of the system and to ensure proper and responsible use. Teachers, professional support staff, support staff, and administrators will exercise supervision of student use and educate students on responsible use.

Employees are solely responsible legally, and will be personally liable, legally, financially, or otherwise, for their own misuse of the district's systems/networks, district technology, and/or district internet. Misuse may also result in disciplinary action, including reducing or revoking technology use privileges, and restitution for costs associated with repair of equipment/software associated with improper use, and/or termination.

Employees are prohibited from using electronic devices in an area where others have a reasonable expectation of privacy, such as a lavatory or locker room.

All employees are prohibited from conducting district business through the use of electronic devices while driving.

Staff members are encouraged to secure any available communication device in the event of an emergency that threatens the safety of students, staff, or other individuals.

School Safety Drills

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Staff Hours

Staff workday hours are set by your administrator, for both classified and certified staff. Certified staff workday is 7.25 hours plus a 35-minute duty-free lunch. Classified staff workday varies based on the job assignment.

Staff-Student Relations (DEBD)

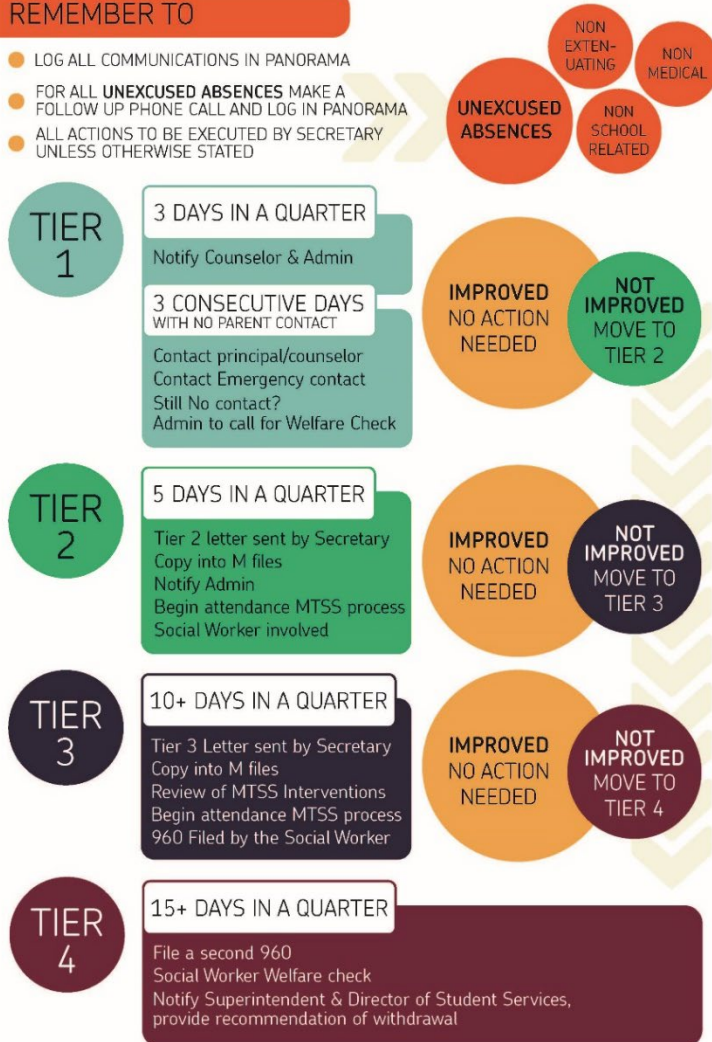
All employees are expected to exercise good judgement and maintain professional boundaries when interacting with students at all times, on and off school property.

Student Attendance

ATTENDANCE | K-8

REMEMBER TO

- LOG ALL COMMUNICATIONS IN PANORAMA
- FOR ALL **UNEXCUSED ABSENCES** MAKE A FOLLOW UP PHONE CALL AND LOG IN PANORAMA
- ALL ACTIONS TO BE EXECUTED BY SECRETARY UNLESS OTHERWISE STATED



Student Supervision and Staff Duties (FC)

All students must be supervised at all times, and safety measures enforced. Failure to properly supervise will result in disciplinary measures.

Responsibilities while on duty:

1. UNDER NO CONDITIONS SHOULD STUDENTS BE UNSUPERVISED.
2. The teacher will notify the office before sending students to the office.
3. Intervene immediately when encountering inappropriate or aggressive behavior either in play or during transitional movement.
4. Do not dismiss any incident as minor in nature; all situations of questionable behavior should be addressed and dealt with by all staff.
5. Administrators must be informed of circumstances such as bullying, sexual harassment, or attempts to physically fight.
6. Report all unsafe equipment or conditions to the office.
7. Teach, model, and supervise appropriate transition hallway behavior that will not disrupt other classes.
8. Teachers must be present in the hallways to supervise students during transitions.
9. Meet and greet students at the door as they enter the classroom.
10. Fighting or altercations should be dealt with immediately. Make every effort to de-escalate the situation. Afterward, disperse the crowd while noting any students adding to the situation.
11. All staff are required to enforce their Building Wide Behavior Plan.

Speech and Communications (DEBF)

When an employee is acting in the official capacity as school district employees, they shall use sound judgement when making statements, and only to the extent that they possess accurate information. Speech that is knowingly false or inaccurate may be grounds for disciplinary actions. Speech for this purpose includes statements made orally, in writing/print, electronically, and/or visual medium.

Vendors and Employee Relations (DEBE)

Employees are prohibited from endorsing a product on behalf of the school district, and employees are prohibited from making purchases on behalf of the school district unless authorized.

Vendors and Gifts to District Personnel (DEBC)

Employees shall not accept anything of value from individuals or companies attempting to sell/lease equipment or materials to the school district.

Weapons Prohibited on District Property (DEAG)

Employees shall not possess a dangerous weapon or firearm on district property, or at school sponsored events. Employees in violation of this policy will be subject to discipline up to and including dismissal in accordance with the law.

Employment Laws and Regulations

Federal Employment Laws

Williston Basin School District #7 complies with all Federal employment laws, including, but not limited to: *The Civil Rights Act of 1964 and 1991* which prohibits discrimination on the basis of race, color, sex, religion, or national origin; the *Family Medical Leave Act (FMLA)* which provides leave benefits for those employees who meet certain conditions relating to qualifying family and medical circumstances; the *Americans with Disabilities Act* which prohibits discrimination on the basis of disability; the *Fair Labor Standards Act* which governs minimum wage and overtime issues; the *Consolidated Omnibus Budget Reconciliation Act (COBRA)* which provides extended health insurance at the expense of the insured upon meeting qualifying conditions; the *Health Insurance Portability and Accountability Act of 1996 (HIPPA)* which is intended to ensure transferability of health insurance and to protect employees' health information; and the *EEOC Sexual Harassment* guidelines which prohibit sexual harassment of any nature.

Any employee having a question relating to any of these Federal laws should contact the Human Resources Office for additional information.

North Dakota Workforce Safety and Insurance (WSI)

All employees are covered under North Dakota Workforce Safety and Insurance, which assists employees in the event of an injury sustained while on the job.

www.workforcesafety.com

North Dakota Unemployment Compensation

All employees are covered under North Dakota Unemployment Compensation. It is designed to assist the employee in the event of unemployment.

www.jobsnd.com

North Dakota Department of Labor Regulations

Federal Labor Law posters are required to be posted and accessible in each school building. These posters are also posted in the Human Resources Office at the Business Office. Williston Basin School District #7 complies with all North Dakota Department of Labor rules and regulations applicable to wage and hour standards, deductions from pay, working conditions, nondiscrimination, and employment record keeping.

www.nd.gov/labor

Employee Benefits – Insurance

An employee must work 30 hours or more per week to be eligible for insurance benefits. Effective date is 1st of the month following the hire date. An employee's insurance coverage termination date will be the last day of the month in which the employee last worked, at which time, the employee has the option for continued coverage through COBRA.

Employees who receive 11 or fewer paychecks per year will pay their premiums based on a 9-month calculation.

Temporary staff, coaches, subs and those who work less than 30 hours per week are not eligible for group benefits.

Health Insurance

Group health insurance is available to employees who work a minimum of thirty (30) hours per week. Employees may enroll within thirty (30) days of employment, during the Open Enrollment period (coverage to begin in January) in any year, or within thirty (30) days of a qualifying event. The district contributes 80% toward the policy premium for eligible employees. Employees who work less than thirty (30) hours per week are not eligible for benefits.

Married Couples Provision – Married couples who are both eligible for benefits and employed by Williston Basin School District #7 will receive 100% of their premium paid for a family plan. This benefit does not apply if two single plans or employee + child(ren) plan is chosen.

Dental Insurance

Group dental insurance is available to employees who work a minimum of thirty (30) hours per week. Employees may enroll within thirty (30) days of employment, during the Open Enrollment period (coverage to begin in January) in any year, or within thirty (30) days of a qualifying event. The district does not contribute toward the premium of dental insurance.

If you work less than thirty (30) hours per week and would like to inquire about available dental coverage, please reach out to the Benefits Department.

Vision Insurance

Group vision insurance is available to employees who work a minimum of thirty (30) hours per week. Employees may enroll within thirty (30) days of employment, during the Open Enrollment period (coverage to begin in January) in any year, or within thirty (30) days of a qualifying event. The district does not contribute toward the premium of vision insurance.

If you work less than thirty (30) hours per week and would like to inquire about available vision coverage, please reach out to the Benefits Department.

Life Insurance

Group life insurance is provided for employees who work a minimum of twenty (20) hours per week. The plan pays a death benefit up to \$20,000 for employees who work 30+ hours per week, and up to \$10,000 for employees who work 20-29 hours per week, in the event of the death of the employee.

The purchase of supplemental life insurance coverage is available for qualified employees, their spouses, and their children. To review the guidelines for supplemental life insurance, please contact the Benefits Department.

Insurance Waiver

Employees will not be reimbursed for the cost of insurance if they do not enroll in district offered benefits.

Initiation of Insurance Benefits

Insurance coverage for new employees will be effective on the first of the month following the date of hire and will end the last day of the month in which they severed employment.

Employee Benefits – Leaves

Use of Paid Time Off

An electronic leave form must be completed by the employee for any absence or leave. Employees are required to request leave through Absence Management.

Vacation Leave (DDBA)

Twelve-month employees who do not follow the school calendar, and who are scheduled to regularly work 52 weeks yearly earn vacation leave. All time will be prorated based upon a July 1st accrual start date as follows:

Years of Service	Days Earned Per Year
0	8
1 – 3	10
4 – 8	13
9 – 12	17
13+	20

Unused vacation leave will not be carried over. The anniversary date for vacation shall be the 1st of July each year. The vacation leave schedule is not associated with years of experience given upon hiring for salary classification.

Sick Leave (DDA)

All eligible employees accrue sick leave at a rate of one day per month starting the first full month of employment. Sick leave may accumulate indefinitely. Sick leave may be used for immediate family. Immediate family is defined as spouse, child(ren), parents, grandparents, grandchildren, or anyone of like relationship by marriage, or persons standing in loco parentis, or other family member when the employee is the sole caregiver. Verification of need may be required.

Any excessive absences may require a doctor's note. Illness or disability that is in excess of accumulated sick leave will be leave without pay. Sick leave may not be used after resignation or termination has been approved, or within two weeks of employment end date, unless approved by the Superintendent or designee.

Payment for Unused Sick Leave (DDA)

After twenty (20) years of continual service (continual service previously recognized by former District 1 and District 8 shall count towards the 20 years continual service in District #7), each employee will be compensated for unused sick leave days. The rate of compensation will be 40%

of the daily substitutes gross pay, before payroll taxes. One of the two options must be chosen at the time of initial employment within the district.

The first option is to accumulate unused sick leave days until retirements, resignation, RIF, or death (the death benefit will be payable to the beneficiary on file in the payroll office). Payment for the unused days will be made the following July after leaving the district.

The second option is to receive an annual payment for days exceeding 120 full-time unused sick leave days. An annual payment for sick leave days that are earned in the current year and not used will be paid each year in the following October payroll. Current employees who make the second choice will be paid for days over 120 to bring their total days down to 120. This payment will be spread over four (4) years, with the payment being made each October. The annual buyout referred to above will also be made to these individuals each year. However, if the payment is \$900.00 or less, it will be paid according to the following schedule: If the total payment is \$300.00 or less, payment will be paid in 1 installment. If the total payment is more than \$300.00 and less than \$600.00, it will be paid in 2 installments. If the total payment is more than \$600.00 and less than \$900.00, it will be paid in 3 installments.

The maximum payout of unused sick leave is \$5,000.00, regardless of what option is chosen above.

Sick Leave Bank (DDAE)

A sick leave bank shall be available to all employees of Williston Basin School District #7 who qualify for accumulated sick leave. The purpose of this bank shall be to compensate employees in the event their regular accumulated sick leave days are exhausted due to their own and/or their immediate family member's unexpected and catastrophic illness and/or injury. Each participating employee shall invest two sick leave days in the bank their first year (pro-rated for part-time employees). Whenever the balance falls below 180-days, each member shall be assessed sufficient days to restore a minimum 180-day balance.

The offer to join the sick leave bank is a one-time offer. Upon employment with the district, each employee shall accept or reject sick leave bank participation.

Personal Leave

Williston Basin School District #7 full-time classified employees will receive three (3) paid days of personal leave annually. Unused personal leave will not carry over into the next year*. The number of personal days received will be prorated by the individual's hire date to reflect a July 1st accrual date. Requests for personal leave should be submitted to the appropriate supervisor five (5) days in advance of the desired leave date.

Unless waived by the Superintendent and/or designee, personal leave will not be granted for the following days:

1. The first five (5) days of the school year.
2. The last five (5) days of the school year.

Leave balances will be rounded to the nearest quarter hour. In the event an employee is no longer actively working for the school district during the year the personal leave is given, personal leave amounts will be adjusted to a prorated amount based on their length of employment during that year.

**The handbook previously stated that classified employees would receive 3 paid days of personal leave annually, cumulative to 5 days. This information was incorrect, and has been corrected above.*

Emergency Leave

Five (5) days of non-cumulative emergency leave will be allowed annually. The number of days will be prorated by the individual's hire date. Any unused emergency leave days will not be paid or carried over. The decision to grant emergency leave will be made by the Superintendent and/or designee. Emergency leave shall be reported to the building principals and forwarded to the Superintendent and/or designee. Leave balances will be rounded to the nearest quarter hour.

After five (5) emergency days have been exhausted, absences due to necessity will be taken from accumulated sick leave.

Emergency Leave Day definitions are as follows:

1. Illness: Emergency leave covers serious illness of an employee or immediate family member requiring diagnosis and/or treatment of the employee or immediate family member within a 48-hour period.
2. Bereavement – Immediate Family Member: Emergency leave covers the death of an immediate family member.
3. Bereavement – Other: Emergency leave covers the death of an individual not categorized as an immediate family member. The death of one who is not an immediate family member will be allowed as a day of emergency leave with a maximum of two (2) days per year.
4. Weather Related: Two (2) days of emergency leave may be used for school-related out of town weather-related emergencies. The decision to grant or not grant this day shall be made by the Superintendent and/or designee.

For emergency leave purposes, immediate family members shall be defined as a spouse, child, mother, father, sister, brother, grandparent, grandchild, stepchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, or daughter-in-law.

Jury Duty Leave (DDEA)

Williston Basin School District recognizes that jury duty is an important public service. Therefore, in accordance with NDCC 27-09.1-17, no employee of the district will be deprived of employment, laid off, penalized, threatened, or otherwise coerced as a result of the employee receiving or responding to a jury summons or subpoena, serving as a juror or witness pursuant to a summons or subpoena, attending court for jury service or to give witness testimony pursuant to a subpoena or in accordance with this policy. Non-exempt Employees During jury duty or when subpoenaed to appear as a witness, non-exempt employees shall be paid regular wages based on the number of hours typically worked but not to exceed 40 hours per week but shall remit any statutory compensation received for jury duty to the district. In addition, non-exempt employees shall remit to the district any compensation received for appearing as a witness pursuant to a subpoena or as approved by administration. Exempt Employees shall be paid regular wages but shall remit to the district any statutory compensation received for jury duty. In addition, exempt employees shall remit to the district any compensation received for appearing as a witness pursuant to a subpoena or as approved by administration. Expert Testimony Employees shall not voluntarily serve as an expert witness unless such service is not in conflict with the interests of the district and is preapproved by administration.

Family and Medical Leave Act (FMLA) (DDAA, DDAA-BR)

Family and Medical Leave is available to any employee who has been employed for at least 12 months and has worked at least 1,250 hours. To verify that you meet these requirements, please contact the Human Resource office. Any employee who qualifies for FMLA will be provided twelve (12) weeks of unpaid leave. FMLA provided retention of benefits, at the employee's expense, during the paid/unpaid leave and guarantees an equivalent position of employment. To find out more information about FMLA, please visit their website at <http://www.dol.gov/whd/fmla>.

Paid Holidays (DDBB)

All regular, classified employees shall receive regular pay based upon their current work schedule for the holidays outlined in [NDCC 15.1-06-02](#).

Employee Benefits – Other

Public Employees Retirement System

All employees will be enrolled in the North Dakota Public Employees Retirement System, provided the employee is 18 years of age, employed a minimum of 20 hours per week for 20 weeks per year, and employment is permanent in nature. The district contributes 15.26% of the employee gross salary. This contribution is based upon NDPers current calculation.

North Dakota Teachers' Fund for Retirement

The school board will assume 11.75% of the teacher's contribution to the Teacher's Fund for Retirement. The 11.75% is exempt from Federal Income Tax under 15.35.1-09(.2) of the NDCC.

Employee Assistance Program

An employee assistance program (EAP) is available to all employees of the district. The program assists employees and/or immediate family members with personal problems affecting their private life or job performance. The program is strictly confidential. To find out more information, contact CHI St. Alexius Health at 1-800-327-7195, 701-530-7195, or www.chistalexiushealth.org.

FLEX Benefit Plan

Employees may elect to have pre-tax dollars withheld from their paycheck as a contribution to a FLEX plan for approved medical and/or dependent care expenses. Enrollment in the program must be renewed on an annual basis. Please note that you cannot take the FSA health plan and be enrolled in the high deductible health plan with the HSA.

Employee Activity Passes

All district employees can use their badge to gain access for themselves + one (1) guest to most of the middle school or high school athletic events and concerts. Employee passes are not valid for WHS musicals, WHS One Act Play, or Post-Season events/tournaments such as WDA/West Region/State.

Payroll and Timesheets

Direct Deposit

Williston Basin School District #7 pays through direct deposit. Paystubs will be emailed to your school or personal email account, and it will be available on the Employee Access portal.

<https://tyler-willistonbasinsd007nd.okta.com/>

Employee Records

Employees are required to complete and maintain various payroll and personnel forms relating to insurance coverage, tax withholding, etc. Please promptly notify the District Office in writing to payroll@willistonschools.org of any change (name, address, phone number, marital status, dependents, etc.) to ensure accurate employee data.

Payroll Periods

Employees are paid on the 20th of each month. Should the 20th fall on a weekend or Federal holiday, payment will be made on the business day prior to the 20th. The pay period runs from the 11th of the previous month to the 10th of the current month.

Employee Work Schedule

The district determines the number of hours offered and the supervisor determines the work schedule for each classified staff position based on the needs within each building. This schedule will also be used to determine hours for holiday pay, sick, personal, and vacation time. You must receive prior approval from your supervisor to work more hours than you are scheduled. All adjustments to work schedules to defer using sick, personal, or vacation, must have written supervisor approval. This is required for payroll and scheduling purposes. (Example – working longer hours to take an afternoon/morning off.)

Time and Attendance Reporting

All classified employees are required to use our current automated record keeping software to track hours worked.

Overtime (DCB)

Classified employees who physically work more than 40 hours per week will earn overtime at 1 ½ times their regular pay. Any overtime must have prior approval by the building principal before time is worked.

Williston Basin School District #7
Handbook Acknowledgement Form

I, _____ (please print), have received and read the 2021-2022 Williston Basin School District #7 Employee Handbook, which defines the policies, benefits, and expectations of WBSD7, along with my responsibilities as an employee.

I understand this handbook serves as a general guide to the policies and practices of this organization, and is not a contract of employment and should not be deemed as such.

I understand that the contents of the Employee Handbook may change at any time, but I will be notified of such changes.

I have familiarized myself with the contents of this handbook; I hereby acknowledge, understand, accept and agree to comply with the rules stated in this handbook.

I acknowledge that this will be recorded in my personnel file.

Employee Signature

Date