



Williston Basin School District #7

Employee Handbook 2023-2024

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 – Kevin Klassen/Assistant Superintendent, 1201 9th Ave NW, Williston, ND 58801, (701)572-1580, kevin.klassen@willistonschools.org.*

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Introduction

Williston Basin School District #7 is an educational community that is focused on providing students with a safe environment where we will support their intellectual, social, and emotional growth with our innovative curriculum to prepare them for the next level of education, work, and life. As employees of the district, you all play an essential part in the overall accomplishment of our Mission, Vision, and Beliefs.

The purpose of this handbook is to acquaint you with general School Board policies and regulations, along with administrative procedures and practices. This handbook also contains information on the benefits available to you as an employee. Please note that all policies of The Board are binding on employees of the District. We encourage each of you to read the board policies contained within this handbook, along with those that were not included. All policies can be found on our [District Website](#).

Please read through this handbook and keep it for future reference. We do ask for your comments about this handbook, which our handbook committee will review quarterly. Please send your comments about additions, deletions, or corrections to Judy Billehus at the District Office (Judith.billehus@willistonschools.org).

Our Mission is to inspire and prepare students for the next level of education, work, and life.

Our Vision is to foster student growth and build trusting partnerships between students, staff, family, and community. An education at WBSD#7 will support our student's intellectual, social, and emotional growth. We will provide students with an innovative curriculum supported by various co-curricular activities. The outcome of our efforts will empower students to make a difference in their community and world.

Our Belief: We believe in providing a safe environment where healthy relationships and student growth are priorities.

Employee Definitions:

Classified Staff: Any employee other than licensed educators and administrators who does not receive an individual employment contract with the District.

Certified Staff: Any employee who is a licensed educator or administrator who receives an individual employment contract with the District and may be covered under the Negotiated Agreement or Administrator's Agreement.

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-BR1 and AAC-BR2)

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, DEAA-AR, DEAA-E1)

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 (DFA, DFAA)

The Human Resources Office shall make available to all supervisors an Employee Performance Review Form and shall require from all supervisors a written job performance review twice annually for classified staff. Certified staff shall be evaluated in accordance with [ND Century Code 15.1-15](#). 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 Performance Review](#)

[Employee Warning Form](#)

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.

Lactation Accommodation

In an effort to support new mothers upon their return to work, Williston Basin School District #7 provides:

- Reasonable break time for an employee to express breast milk for her nursing child for one (1) year after the child's birth. Employees needing this break shall visit with their supervisor if there is a need to plan for coverage. If employee is an hourly employee, they must clock out during this time.
- A private place, with a chair, other than a bathroom, for the employee to express breast milk that includes access to an electrical outlet for the use of an electric breast pump. There shall be a water source available near the private space for use in washing hands and any equipment.
- An available refrigerator to store pumped milk or the employee can bring a small cooler for storage.

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 – Kevin Klassen/Assistant

Superintendent, 1201 9th Ave NW, Williston, ND 58801, (701)572-1580,
kevin.klassen@willistonschools.org.

Professional Development

To ensure that all staff of Williston Basin School District #7 receive required trainings and opportunities to continue to build skills related to their job functions, professional development days are required for all staff members.

12-month classified staff are required to work all professional development days on the calendar.

10-month and 11-month classified staff are required to work two (2) professional development days, as directed by their immediate supervisor.

Required Trainings

Williston Basin School District #7 utilizes Vector Solutions as their training platform for required trainings. Failure to complete these required trainings may result in disciplinary action. All staff are required to complete the following trainings annually:

- FERPA
- Sexual Harassment (mandated per policy [AAC](#) and [AAC-E3](#))
- Mandated Reporter
- McKinney Vento

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.

Reporting Absences: All employees are required to report any unscheduled absences directly to their immediate supervisor or follow the procedure established by their immediate supervisor. In the event of an absence, at a minimum, employees must contact their supervisor at least one hour prior to the start of their work shift with the following information – name, position, building assignment, reason for absence and expected date of return to work. All absences must be electronically recorded within 24 hours of absence.

Classified Staff: Absence from work for three (3) consecutive workdays without notifying your supervisor is considered job abandonment, which is considered a voluntary resignation.

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.**

Community Activities

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

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.

Dress Code (DEAC)

Williston Basin School District #7 employees serve as role models for the students and as representatives of Williston Basin Schools. Consistent with these roles, all employees, volunteers and substitutes shall dress professionally and appropriately.

Administrators and administrative support employees are expected to project a professional image and should dress appropriately for an office/business environment. District level employees must adhere to the Staff Dress Code.

Teachers, volunteers, and support personnel (paraprofessionals) are expected to project a professional image that sets positive dress and grooming examples for students and shall adhere to standards of dress and appearance that are compatible with an effective learning environment.

School based personnel shall follow this procedure on ALL days students are in attendance. Principals may designate specific days when reasonable modifications to this procedure may be made. Principals may also determine the appropriate dress to be worn on workdays students are not in attendance. All other personnel shall follow the procedure on all work days unless directed differently by their supervisor.

Physical Education teachers, coaches and athletic volunteers should wear the appropriate athletic attire necessary to meet the requirements of their job responsibilities.

Special Education employees are prohibited from wearing dangling and hooped earrings. The only facial piercings allowed are small stud piercings. No bars, spikes, hoops or other piercing types are allowed. Drawstrings on hoodie sweatshirts are prohibited. Name badges should be secured with "break away lanyards." These items pose a safety risk for the staff member and students.

All employees are expected to dress in a professional manner. Clothing must be neat, clean, in good repair, and appropriate for on the job appearances at all times. Employees shall not wear on the outside of their clothing any jewelry or similar artifacts that are obscene, distracting, or may cause disruptions to the educational environment.

Flip-Flops are NOT allowed. Protective footwear is required when employees are working in areas where there is danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where there is a possibility of the employee's feet being exposed. Food Service, Custodians, and Maintenance employees MUST wear closed toe shoes with backs.

Tattoos that are considered offensive, racist, vulgar, show scenes of violence, drug-related, contain strong sexual imagery, gang related or contain obscene phrases may not be visible.

By enacting this dress code procedure the Williston Basin School District recognizes that there are occasions when individuals may need to wear specific clothing due to medical reasons. When such is the case, the employee must provide the proper medical documentation that gives rise to the need for deviation from this dress code procedure.

It is the responsibility of the Administration to enforce the dress code procedure at their location. Failure to do so may be subject to discipline. **Any employee deemed inappropriately dressed according to this dress code policy will be given a verbal warning and sent home to change. In the event of a second offense a written warning will be issued and employee will be sent home to change.**

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 (this includes classified and certified staff).
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. If you will be unable to attend the event after the arrangements have been made, please contact the travel secretary 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.
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. 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.

*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.

For Classified Hourly Employees **Only**:

North Dakota's law requires employers to count the following time spent by employees traveling as hours worked for purposes of its minimum wage and overtime requirements:

- Travel during an employee's regular work hours;
- Travel on the employee's non-work days during the employee's regular work hours;
- Travel from job site to job site or from office to job site;
- Time a driver spends traveling when required by the employer;
- Time spent as a driver or passenger on one-day travel assignments as required by the employer.

Employers are not required to count the following travel time as hours worked:

- Time spent outside of regular working hours as a passenger on an airplane, train, bus, or automobile;
- Travel for incidental activities in a vehicle provided by the employer for commuting home to work.

Injuries/Accidents – Work Related

If an employee is injured at work, an Employee Incident/Accident Report Form must be submitted to Darla Ratzak, darla.ratzak@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

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Staff Code of Conduct (DE)

All school district employees, including teachers, administrators, other contracted staff, and ancillary staff, are required to adhere to this policy. All staff members are responsible for becoming familiar with and abiding by the laws of the state as they affect their work, professional codes of ethics associated with their licensure if applicable, the school district's policies, and the regulations designed to implement them.

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.

Per [North Dakota Admin. Code 46-02-07-02\(5\)](#): A minimum 30-minute meal period must be provided in shifts exceeding five hours when there are two or more employees on duty. Other breaks (such as 15 minute "coffee" breaks) are not required by law.

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



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.

More information about insurance plans is available on the [district website](#).

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

Vacation leave is available to full-time employees who are scheduled to work 30-40 hours per week. Vacation leave is available to part-time employees who are scheduled to work 20-29 hours per week on a prorated scale. Employees working less than 19 hours per week are not eligible for vacation leave. All schedules will be based upon their approved scheduled hours for the school year. Vacation leave is subject to the negotiated agreement for licensed staff. Employees who are not employed by July 1 of the year will receive pro-rated vacation days.

Vacation is awarded immediately but earned/accrued on a per pay period basis and is pro-rated based on hire date. New employees are subject to a 90-day introductory period where they will accrue vacation leave but will not be able to use that time for the first 90 days of employment, nor will they be compensated for their accrued vacation pay if they terminate their employment within their first 90 days.

Employees will be allowed to “borrow” up to five (5) days of vacation, which is subject to their supervisor’s approval. Requests to “borrow” more than five (5) days of vacation is subject to Superintendent approval. Upon an employee’s separation from the district, any vacation leave taken but not yet accrued will be subject to reimbursement to the District.

Twelve-month hourly 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	Days Earned Per Month
0	8	0.6667
1 – 3	10	0.8333
4 – 8	13	1.0833
9 – 12	17	1.4167
13+	20	1.6667

Up to 40 hours of unused vacation leave will be carried over into the next fiscal year. 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.

Use of Sick Leave

Sick leave may be used for the following reasons:

1. Personal illness, injury or disability that prevents an employee from performing their duties; or
2. Personal medical appointments; or
3. Illness of or medical appointments for a member of the employee's immediate family that necessitates the employee's attendance.

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.

Employees are encouraged to schedule personal or family medical appointments outside of work hours when possible. Employees who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during significant public health events. In the event of a significant public health event, schools may be closed to just students, or to all employees and students. If schools are closed only to students, employees are expected to work regular schedules, unless directed otherwise by administration, or use appropriate leave.

Sick leave cannot be used to make up for work missed due to weather conditions, blocked roads or other similar circumstances. In those situations, unpaid leave, personal leave, vacation leave or pay dock must be used. After being absent for five consecutive days, an employee may be asked to provide a note from their medical provider confirming the need for sick leave.

Any false claim for or fraudulent use of sick time can be cause for disciplinary action, up to and including termination.

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 four (4) 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.

**During the 6/13/2022 school board meeting, the board approved the carry-over of up to 2 personal days for classified staff into the 2022/2023 school year on a one-time basis.*

Emergency Leave

Five (5) days of non-accumulative emergency leave will be allowed annually. Any unused emergency leave days will not be paid. The decision to grant any 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.

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

Immediate family member shall be defined as Spouse, or domestic partner, Children (including foster children), Mother, Father, Sister, Brother, Grandparents, Grandchildren, Stepchildren, Stepparents, Mother and Father-in-law, Sister and Brother-in-law, Son and Daughter-in-law. Any exception to this policy can be approved by the Superintendent and/or designee.

Illness: Emergency leave covers serious health conditions of immediate family member requiring diagnosis and/or treatment by a health care professional of the immediate family member within a 48-hour period. The Superintendent and/or designee may require documentation from a health care professional for all emergency leave based on this section. For purposes of this section, serious health condition is defined according to the definition in the Family Medical Leave Act (FMLA).

Bereavement: Emergency leave covers the death of an immediate family member. In the case of a spouse or child's death, an additional five (5) days of paid emergency leave will be granted above the five (5) days allowed annually. A 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.

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.

Military Leave (DDBD, DDBD-E1)

An employee is entitled to time off at full pay for certain types of active or inactive duty in the National Guard or as a Reserve of the Armed Forces. Any full-time or permanent part-time employee is entitled to military leave.

1. A full-time employee working a 40-hour work week will accrue 120 hours (15 days x 8 hours) of military leave in a fiscal year July 1- June 30). Military leave will be prorated for permanent part-time employees on the number of hours in the employee's regularly scheduled pay period.
2. Inactive Duty Training is authorized training performed by members of a Reserve or National Guard component not on Active Duty. It is performed in connection with the prescribed activities of the Reserve or National Guard. It consists of regularly scheduled unit training periods, additional training periods, and equivalent training.
3. Eligible employees may use 15 calendar days per year for Active Duty, Active Duty Training, and Inactive Duty Training. An employee can carry over a maximum of 15 days into the next fiscal year (July 1 – June 30).
4. Up to 22 workdays of military leave may be granted per calendar year for emergency duty as ordered by the President of a State Governor. This can be for law enforcement or the protection of life and property.
5. Reserve and National Guard Technicians are entitled to 44 workdays of military leave for duties overseas under certain conditions.

6. Military leave should be credited to full-time employee on the basis of an 8-hour workday. The minimum charge to leave is one hour. An employee may be charged military leave only for the hours that the employee would otherwise have worked and received pay.
7. Employees who request military leave for Inactive Duty Training (which generally is two, four, or six hours in length) will be charged only the amount of military leave necessary to cover the period of training and necessary travel.
8. An employee's pay remains the same for periods of military leave. The employee's pay is reduced by the amount of military pay for the days of military leave. However, an employee may choose not to take military leave and instead take annual leave in order to retain both company pay and military pay.
9. When the employee requests military leave, they must make an appropriate request and provide copies of their military orders.

Family and Medical Leave Act (FMLA) (DDAA)

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>.

Unpaid Leave (DDC)

Unpaid leave may not be taken without your immediate supervisor's authorization. Supervisors may grant up to two (2) days of unpaid leave. Any request for additional unpaid leave must be made to the Superintendent. If an employee's request for unpaid leave is denied, they are expected to work their scheduled shift. If the employee fails to show for their scheduled shift, they will face disciplinary action up to and including termination.

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](#).

186 Contracted	10-Month Staff	11-Month Staff	12-Month Staff	Date Observed
			Independence Day	07/4/2023
Labor Day	Labor Day	Labor Day	Labor Day	09/04/2023
Veteran's Day	Veteran's Day	Veteran's Day	Veteran's Day	11/10/2023
Thanksgiving Day	Thanksgiving Day	Thanksgiving Day	Thanksgiving Day	11/23/2023
	Christmas Day	Christmas Day	Christmas Day	12/25/2023
	New Year's Day	New Year's Day	New Year's Day	01/01/2024
	President's Day	President's Day	President's Day	02/19/2024
	Good Friday	Good Friday	Good Friday	03/29/2024
		Memorial Day	Memorial Day	05/27/2024

All eligible classified staff will also receive one (1) floating holiday per year. The days eligible to use this floating holiday are:

- Day after Thanksgiving
- Christmas Eve
- New Year's Eve
- Easter Monday
- Employee's Birthday

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.

Williston Parks & Recreation Center Memberships

Eligible employees of Williston Basin School District #7 will receive one (1) Adult Membership to the Williston ARC paid for by the District.

Employees will be able to purchase memberships for their spouse or children for 50% off.

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.

Pay Period	Start Of Pay Period	End of Pay Period	Pay Day
1	6/11/2023	7/10/2023	7/20/2023
2	7/11/2023	8/10/2023	8/18/2023
3	8/11/2023	9/10/2023	9/20/2023
4	9/11/2023	10/10/2023	10/20/2023
5	10/11/2023	11/10/2023	11/20/2023
6	11/11/2023	12/10/2023	12/20/2023
7	12/11/2023	1/10/2024	1/19/2024
8	1/11/2024	2/10/2024	2/20/2024
9	2/11/2024	3/10/2024	3/20/2024
10	3/11/2024	4/10/2024	4/19/2024
11	4/11/2024	5/10/2024	5/20/2024
12	5/11/2024	6/10/2024	6/20/2024

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 2023-2024 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