

## ALL EMPLOYEE HANDBOOK

The Board values all employees in the district and believes an all-employee handbook provides the governance of rules and procedures for employees.

This handbook is a general source of information and may not include every possible situation that could arise. It is not intended and does not constitute a contract between the school district and employees. It is the employee's responsibility to refer to the district policies and/or administrative procedures for further information. Whenever the provisions of this handbook are in conflict with those of a board-adopted policy, an applicable collective bargaining agreement, or any other formal employment contract, the terms of the policy, collective bargaining agreement, and/or employment contract will govern.

Although every effort will be made to update the handbook on a timely basis, there may be occurrences where the district changes policies, procedures, benefits, and terms of employment.

The Board also recognizes the need for a consistent and orderly system, therefore, if, at all possible, handbook changes will occur on an annual basis. These changes will be shared with the handbook committee prior to board approval.

The handbook committee is comprised of the superintendent, business director, Board HR committee representation, food service director, transportation director, facilities director, representatives from food service, transportation, facilities, teacher associates, secretaries, and three teachers. The committee members will be on a three-year term. If more than one employee represents a group, those committee members will be on rotation. The first year, one member would be appointed to a three year term, one to a two year term, and one to a one-year term. The committee will not be larger than 15 at any time. Each department/group helps select individuals to represent them on this committee.

It is the responsibility of the superintendent, in conjunction with central office staff to set the agenda and meeting dates. The meetings will take place at least quarterly for an hour at a time. Handbook Committee Members will email the superintendent's secretary with subjects/items they would like to see placed on the agenda for possible discussion.

The responsibilities of the committee include bringing forward items from the handbook for discussion at the committee level. Committee work may include best practices, research on the system's organizational health, other district employee handbooks, or current working practices within the district. As a committee, a general consensus of what may work for FCSD will be shared for possible consideration by district management. The final handbook will be taken to the board annually prior to the start of the fiscal year.

The board has the final approval of the handbook.

Approved: June 18, 2018

Reviewed: May 21, 2018

Revised: May 21, 2018