

2019
2020

EIGHT MILE SCHOOL DISTRICT

Employee Handbook



Mission Statement:

"Trenton School is committed to developing lifelong learners who respect themselves and others, contribute to their community, and are productive in a changing world."

Welcome to the Eight Mile School District! You are an important part of a significant team dedicated to providing an extraordinary and meaningful education to the children of the community.

This handbook describes some general employee policies, work rules, and compensation and benefits available to you. It is designed for easy reference to guide and assist you in answering questions that may arise.

This handbook has been prepared solely to provide the Eight Mile School District employees with information about policies and procedures. It is intended to facilitate, not replace, any established District procedures or policies. **It is not intended to constitute an employment contract.**

We are pleased that you are a part of the Eight Mile School District team. We hope that this handbook will be a helpful reference resource for you.

Table of Contents

- Absenteeism.....2**
- Accidents.....2**
- Automobiles.....2**
- Change of Status.....2**
- Confidentiality.....3**
- Conflict of Interest.....3**
- Discipline.....3**
- Disclaimer.....4**
- Dispute Resolution.....4**
- Dress Code.....5**
- Drug Free Workplace.....5**
- Equal Employment Opportunity.....5**
- Falsification of Records.....6**
- Hazardous Materials.....6**
- Holidays.....6**
- Inspection of Personnel Records.....6**
- Insubordination.....6**
- Interaction with Students.....7**
- Open Record Law and Email.....7**
- Overtime.....7**
- Pay Advances.....7**
- Payroll.....7**
- Performance Review.....8**
- Physical Examinations.....8**
- Professionalism.....8**
- Reduction-In-Force.....8**
- Safety.....8**
- Sexual Harassment.....9**
- Sick and Medical Leave.....9**
- Social Networking.....10**
- Staff Hours.....10**
- Voluntary Termination.....10**
- Involuntary Termination.....10**
- Transfers.....10**
- General Notices.....11**

COBRA Continuation Coverage	11
Non-Discrimination	13
FMLA	13
HIPAA	13

**“I will try to set standards that will make other people
wish they were on our team.”
- Ken Horne**

**THESE RULES WILL BE REVISED PERIODICALLY TO KEEP THEM
CURRENT**

ABSENTEEISM

You are expected to report to work on time and on a regular basis. Unnecessary absenteeism and lateness are expensive and place an unfair burden on other employees. If you are going to be absent or late for any reason, you must notify your supervisor as far in advance as possible. If you are absent frequently, you will be required to furnish documentation, including medical statements from your doctor. Unsatisfactory attendance will result in disciplinary action, including suspension and discharge, as well as having an adverse effect on any promotion considerations. Note: Absence includes late arrival at work as well as early departure. All lost time on the job for unexcused reasons is subject to disciplinary action. An employee who fails to call in for three successive days and fails to produce an acceptable excuse will be considered terminated.

ACCIDENTS

Every accident must be reported to your supervisor immediately. Any employee who suffers any work-related accident may be subject to a medical examination and drug test within 24 hours or face disciplinary action which can include discharge.

Following treatment for the accident, an employee must:

- a. Complete a worker's compensation report within 24 hours of accident happening
- b. Keep medical appointments scheduled
- c. Return to work when cleared by a physician. Employees returning must provide certification from a physician indicating they will be able to work satisfactorily and safely

AUTOMOBILES

The Eight Mile School District provides parking facilities for the use of employees. These facilities are not for extended periods of time. The District assumes no responsibility for damage to vehicles or theft of articles from vehicles while on District property. All vehicles parked on District property are subject to random searches when there is reasonable suspicion of wrongdoing. Certain employees may be required to use company-owned vehicles to carry out their duties. When the vehicles are not being used for business, they will be kept on company premises, unless temporarily located elsewhere for repairs. All personal use is prohibited without approval from administration. An employee who operates a District vehicle must follow these rules:

- All drivers are strongly encouraged to drive school vehicle when possible
- If a personal car is used, the driver is paid only for gas, and must provide receipts
- The employee must possess a valid operator's license for the class of vehicle being driven
- The employee is responsible for the safe and proper parking and securing of all cargo
- The employee is responsible for checking the vehicle at the beginning of each trip for safety and maintenance features
- The employee is required to report any damage or repair needs to the Director of Maintenance
- All accidents must be reported promptly. Failure to report an accident can result in discharge
- Employee's involved in an accident are subject to immediate drug/alcohol test
- Fines resulting from traffic violations are the exclusive responsibility of the employee
- All vehicle drivers must fill out logbook in each vehicle

CHANGE OF STATUS

The Eight Mile School District needs certain data on employees to satisfy legal requirements and assure the efficient functioning of the Business Office. If the information in your records is not correct, problems could arise concerning your taxes, employee benefits, or paychecks.

Please report promptly changes in any of the following to the Business Manager immediately

- Name
- Address
- Marital status
- Telephone number

- Dependents
- Person(s) to notify in case of an emergency
- Insurance or retirement plan beneficiary
- Physical problems that may limit your ability to work
- Medical coverage plan
- Courses completed.

CONFIDENTIALITY

Employees may have access to records and other personal information about students and other employees. Employees should never discuss this information with any person not employed by the District or with anyone employed by the District who does not "have a need to know". Should an employee leave the District for any reason, the obligation to not disclose personnel and student information continues. Violators may be subject to further legal action according to FERPA law.

CONFLICT OF INTEREST

It is expected that employees avoid activities which create a conflict of interest with your responsibilities to the District. The Eight Mile School District also expects all employees observe the highest moral and ethical standards in any dealings in which they represent the District. The Eight Mile School District recognizes and respects the rights to privacy and to engage in personal activities outside the scope of your employment. However, employees have an obligation to refrain from activities which conflict or interfere with the District's operations and reputation. A conflict of interest is not easy to define. The following are some, but not the only conflicts that could trigger ethical concerns:

- **Outside employment:** No employee shall accept simultaneous employment with another institution when that employment would represent a conflict of interest. Such a conflict could arise if the other employer is a supplier of goods or services to the District. A conflict might also arise if the hours or conditions of the other job interfere with the employee's performance for the Eight Mile School District.
- **Outside business interests:** Personal financial dealings with individuals or business organizations, other than a regulated financial institution, that furnishes merchandise, supplies, property or services to the Eight Mile School District may be a conflict of interest.
- **Accepting gifts and entertainment:** No employee shall accept gifts from an individual or business who does business or seeks to do business with the Eight Mile School District.
- **Fair competition:** All employees will conduct themselves in a fair and ethical manner when dealing with suppliers. Employees are not to enter into arrangements with vendors.
- **Legal requirements:** No employee will do anything in the conduct of business which would violate any local, state or federal law.
- **Political activities:** Employees are encouraged to support political candidates of their choice, by active support as well as voting. All such activities must be on the employee's own time; there must be no use of company facilities; and the employee must not assume to act on behalf of the District.

DISCIPLINE

The purpose of disciplinary action is to correct problem situations, provide an atmosphere in which an employee can learn from past mistakes, and minimize the employee's loss of dignity and self-esteem. The District does not take disciplinary action with the intent to punish. The intent is to improve performance and change behavior. The sequence of disciplinary actions is outlined below. The duration of each step will depend upon the seriousness of the situation.

- **Informal counseling:** The supervisor will counsel you privately on an informal basis. The seriousness of the problem and the possible consequences if you do not correct the problem will be explained and the specific policies which apply to the situation will be reviewed with you.
- **Written warning:** For repeated or serious problems, either performance or conduct, the supervisor will counsel you formally and issue a written warning explaining the nature of the problem and what you must do to correct

it. The session will be documented, and you will be given a specific timetable for improvement. The warning will include a description of more serious forms of discipline, including suspension and termination that may occur if the problem is not resolved.

- **Suspension/Probation:** If you do not respond to the first two steps in the progressive discipline policy, you may be suspended, depending on the seriousness of the situation. The suspension notice will include a final warning indicating that termination will be the next step in the process. In certain cases, you may be placed on disciplinary probation instead of being suspended. Probation is a final resolution attempt made to correct a marginal performance or conduct problem. Failure to achieve the specified results within the probation period will result in discharge. When progress reviews are satisfactory, you will be removed from probation on or before the end of the probation period.
- **Discharge:** Employees who fail to respond to the first three steps in the progressive disciplinary process will be subject to termination. Note: Flagrant disregard for policies, and practices such as gross insubordination, physical violence, dishonesty, drug or alcohol abuse, and falsifying personnel records may warrant immediate discharge.

Note: These rules do not represent every type of offense but are reflective of those most frequently encountered. Misconduct not specifically described in these guidelines will be handled as warranted by the circumstances of the case involved. Penalties imposed because of infractions of the rules may be modified by the District when extenuating circumstances are found. Also, flagrant infractions of the rules of conduct may result in action of greater severity.

DISCLAIMER

This employee handbook represents the personnel policies of the Eight Mile School District. The District retains the absolute right to modify or alter these policies based upon professional and business concerns considered to be in the best interests of all involved, including management and employees. It is not intended that the policies herein contained would supersede any negotiated agreements currently in place or any local, state or federal laws. They may be changed with or without notice, although you will be informed of changes. No member of the administration has the authority to bind the District to any terms or provisions of this handbook.

DISPUTE RESOLUTION

An employee dispute resolution system procedure is available to you as a fair and effective means of resolving work-related complaints and problems. You can use the dispute resolution procedures series of progressive steps and call upon your supervisors and administration to evaluate your case and decide whether you have been treated fairly. You can use the procedure when you feel a work-related decision is discriminatory, unfair, or inconsistent with established company policies and practices. Complaints or grievances may include such things as discipline, transfer, job posting, harassment, unfair assignments, overtime, vacation, or holiday time, a personal request that was denied, etc. You cannot use the complaint procedure to appeal decisions related to the District's responsibility to determine educational direction or operating procedures, such as the number and assignment of employees, establishment of rules of conduct, determination of the hours and days of work, starting and quitting times, wages and benefits.

The dispute resolution system involves a series of three steps.

- **Step 1:** Discuss your complaint with your immediate supervisor as possible. If you are not satisfied with the response, take your complaint to Step 2.
- **Step 2:** Submit your complaint in writing to the Superintendent. He/she will investigate, examine, and try to resolve your complaint. If the complaint is not mutually resolved, proceed to Step 3.
- **Step 3.** Present your complaint in writing to the President of the Board of Education. He/she will schedule a time at either a regular board meeting or at a special meeting to hear your complaint.

The facts of your case will be examined thoroughly, and you will be informed of their decision promptly.

The District wants to ensure that there is no discrimination in your workplace. The administration is committed to the informal resolution of complaints and believes that in most cases complaints are best resolved at the level nearest to the complaint.

It is not always possible for the District to grant employees what they would like to have, and if that is the case the District's position will be explained to you.

Whether or not the District resolves your complaint to your satisfaction, it is against the law for anyone to retaliate against you.

DRESS CODE

A professional appearance is a requirement. It is expected that all employees will exercise good judgment and dress appropriately for their jobs. Our goal is to provide a model to our students and parents of what professionalism means. These are the factors that you should take into consideration when determining appropriate dress:

- The nature of the work.
- Safety considerations, such as necessary precautions when working near machinery or a hazardous work area.
- The nature of your public contact.
- The prevailing dress practices of other workers in similar jobs

Dress Code:

- Dress shirt and dress pants
- Ties are not required but encouraged
- Hats of any kind should not be worn indoors
- No jeans except on Fridays
- Skirts should be an appropriate length
- Dress up for all parent meetings/conferences

Adults need to model behavior expected from students. When an employee's dress does not comply with established standards or becomes a distraction to the learning process/productivity of others the normal response is to discuss the matter with the employee. If continued counseling fails to bring the desired response, the supervisor may initiate disciplinary action. An employee who disagrees with a supervisor's judgment has recourse to the dispute resolution process.

DRUG FREE WORKPLACE

The Eight Mile School District intends to maintain a drug free workplace. The unlawful manufacture, distribution, possession or use of a controlled substance is prohibited in any building belonging to or used by the Eight Mile School District or on the grounds of any such building or on any property or in any vehicle belonging to the Eight Mile School District or at any school related activity. Disciplinary sanctions will be imposed on any employee violating this policy, up to and including termination. Violations will further result in the notification of the federal agencies from which funds are received, and notification of proper authorities for prosecution. Employees are required to notify the superintendent of any criminal drug statute conviction or a violation occurring in the workplace no later than five days after such conviction. The Superintendent will notify any federal agency indicated above of any conviction resulting from a violation occurring in the workplace. This policy shall be distributed to each employee and to each new employee at the time of employment. The District Business Manager shall maintain documentation of employee receipt of this information.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Eight Mile School District that an individual's race, color, religion, sex, disability, age or national origin are not and will not be considered in any personnel decisions.

The District's intent is that:

- All promotion decisions will continue to be made in accordance with equal opportunity principles and only All recruiting, hiring, training, and promoting for all job classifications is done without regard to race, color, religion, sex, disability, age, or national origin, except when there is a *bona fide* occupational qualification.
- Valid job requirements will be used.

All other personal actions such as compensation, benefits, transfer, layoffs, return from layoffs, District sponsored training and educational tuition assistance programs will be administered without regard to race, color, religion, sex, age, disability, or national origin, except when there is a *bona fide* occupational qualification.

FALSIFICATION OF RECORDS

The information you furnished when you were hired included employment application materials and medical records. Falsification of employment records is considered a serious offense and may lead to your termination at any point of your career with the District. If at some later date it is determined that your employment records have been falsified, you may be subject to immediate dismissal. Appropriate discipline will also be dispensed for falsification of any reports pertaining to absence from work, claims about injuries while on the job, as well as any falsification of District communications or records.

HAZARDOUS MATERIALS

The Eight Mile School District complies with federal and state "Right to Know" laws, which means you will be made aware of any chemical hazards you may face at your workplace. You will also receive special training concerning labeling, handling, and disposal of hazardous substance, and what steps to take in the event of a spill. If you do not dispose of hazardous waste properly, you do more than pollute the environment and risk the public's health. You stand the chance of becoming sick or injuring yourself. Keep accurate records of all hazardous materials entering your work area. Do not combine hazard classes, such as acids, alkalis, flammable or oxidizers. Storing them together is dangerous and expensive, since they must be separated for proper disposal. If you have any questions about how hazardous waste should be handled or stored, see your supervisor immediately.

HOLIDAYS

Full-time employees will be given paid time off for the following holidays:

New Year's Day

Memorial Day

Good Friday

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. Holiday pay may be provided instead of paid time off that may have been the result of the employee's eligible paid absence, i.e., vacation, sick leave. Employees required to work on a holiday will receive their regular rate for the hours worked on the holiday. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime pay.

INSPECTION OF PERSONNEL RECORDS

You may inspect your personnel records in accordance with state law. You have the right to correct, ask for deletion, or write a statement of disagreement with any item in the file. You may not remove files unless specifically authorized by the superintendent/Board of Education. To make corrections on a personnel record file, you must first submit a formal request in writing to the superintendent. If the request is granted, the changes will be made by the superintendent in your presence. If the request is turned down, you may request that the Board of Education review the decision, or you may request that a statement of disagreement be placed in your file. That statement of disagreement is to be a permanent part of the personnel file.

INSUBORDINATION

Refusal of a legitimate order or the use of obscene or otherwise objectionable language to a supervisor is insubordination. It undermines the discipline and authority needed in the workplace and cannot go unchallenged. Insubordination may result in discipline, up to and including discharge. The best way to avoid this problem is to follow the order given by a supervisor, then later question or challenge it through the dispute resolution procedure. You never have to carry out an order that is unsafe, or may result in death or serious injury, or one that has no job-related connection. No personnel action will be taken against you if you refuse an order because you believed your safety was at

stake or a different course of action was available that would have been safer.

If you are subject to insubordination discipline procedures, the following factors may be taken into consideration:

- safety or health concerns
- your previous work and discipline record
- provocation or stress
- confusion or ambiguity of orders
- use of obscene or threatening language or physical gestures.

INTERACTION WITH STUDENTS

- Under no circumstances should you make derogatory, disparaging, defamatory, degrading, or insulting remarks about a student to anyone at any time. Respect their dignity even when you feel you are in the right.
- To comply with FERPA law, during conversations with others, keep student names anonymous unless there is a need to know. Use, “student” rather than the name. Avoid the temptation to describe the student’s appearance or behavior to the point where he/she can be identified.
- Issues of home or personal life are confidential, keep them private.
- Be mindful of physical contact with students. Hugs, handshakes, and pats on the back are appropriate, but used ONLY in the presence of others... never behind closed doors
- Don’t put yourself in a position to be alone with any student—keep the door open.
- DO NOT use sarcasm. Know the difference between adult jokes and humor and the humor of young people.
- Be mindful of the professional relationship/friendship we must maintain with the students and avoid even the appearance of crossing the line.
- What will students remember about our classes long after they have forgotten what we have taught them? Will we be remembered for our character, personality and how we treated our students?

OPEN RECORD LAW AND EMAIL

Definition

The North Dakota Public Open Record Law defines an “open record” as any and all recorded information, regardless of physical form (paper, email, computer file, photographs, audiotape, or video tape) that has a connection with how public funds are spent or with the public entity’s performance of its governmental functions.

As employees of Eight Mile School District:

- Anything stored on a device (computer, flash drive, iPad, etc.) that is the property of Eight Mile School District is subject to search and seizure under the North Dakota Open Record Law.
- You are provided with an Edutech email account, (K12) to be used for school-related purposes. Any email sent through your K12 accounts are subject to search and seizure under the North Dakota Open Record Law.

OVERTIME

Employees who are considered non-exempt are entitled to overtime pay at the rate of one-and -one-half times their regular pay for hours worked more than 40 hours per workweek. You will not be paid overtime for hours more than eight per day, or for work on Saturdays, Sundays, holidays, or regular days of rest, if the 40-hour requirement has not been met. No employee will work overtime without authorization from the superintendent.

PAY ADVANCES

Pay advances or credit against unearned wages will not be provided.

PAYROLL

Depending on employment status, you will be paid on the 20th. Should the normal payday fall on a Saturday, Sunday, or holiday, your payday will be the previous day. Your paycheck is a valuable document. If you fail to cash or deposit it promptly, you run the risk of it being lost or stolen. Report a lost check to the Business Manager immediately. Applicable federal, state taxes as well as federal Social Security taxes are withheld from your paycheck. The District reserves the

right to obey all laws that pertain to paychecks, including garnishment. If in the unlikely event there is an error in your pay, please report it immediately to the Business Manager. If underpayments are noted, they will be corrected immediately. Overpayments will be corrected in the next regular paycheck or immediately in which case a schedule of repayments will be arranged.

PERFORMANCE REVIEW

Performance appraisals provide a systemic way for each employee to measure his/her development, to discuss it with a supervisor and to know how well he/she is meeting the job requirements. As a minimum, staff will be evaluated according to state mandates and Board policy. Certified staff will be a minimum of twice during the first three years of employment with the District. After three years of employment, evaluation of certified staff may be once per year.

PHYSICAL EXAMINATIONS

Certain positions require physical examinations. The District will pay for physical examinations required by the District and may provide a list of approved health care officials to attend to these physicals.

PROFESSIONALISM

The Eight Mile School District believes that courtesy is important at work. If employees of the District treat each other with consideration and respect, the working environment will be pleasant and productive. This consideration and respect will serve as a positive model for students to emulate. If at any time you feel you are not being treated with respect you are urged to use the dispute resolution procedure. When possible, this will include both parties involved. It may be directed to immediate supervisors. It should be brought to the Superintendent as soon as possible where an investigation will be made, and corrective action taken if warranted. If the issue involves the Superintendent, it should be taken to the Board President.

Work areas should be maintained in a neat and orderly manner. At the end of the workday, you are expected to perform a general clean-up of your area. Personal belongings should be placed in appropriate areas and not left at workstations. Under no circumstances should purses, wallets, keys, or other valuables be left in plain view.

REDUCTION-IN-FORCE

In the event of financial constraints and/or declining enrollment, a reduction-in-force may be necessary. The Board of Education will determine which jobs will be phased out and will notify affected employees in writing. When hiring is resumed after a layoff, the District will use reasonable effort to recall former employees.

SAFETY

Employee safety and health are important. It is the district's policy to provide and maintain safe and healthful working conditions and to follow operating practices that will safeguard all employees and result in safe working conditions and efficient operations. Safety guards should not be removed from any equipment. Safety violations are extremely serious, and penalties may be imposed. All employees must adhere to all OSHA, federal and state regulations and comply with the following general rules:

- Horseplay and practical jokes are not permitted.
- First-aid kits are available in the Elementary and High School Offices.
- Use of tobacco is prohibited in all District buildings and vehicles.
- Employees are to use extreme caution when operating machinery.
- All machinery must be turned off when not in use or unattended, and before cleaning, clearing jams or making repairs. Machines must be unplugged before work is undertaken on any electrical parts.
- No employee should attempt to operate any piece of equipment without being trained to do so.
- Number of passengers being transported will not exceed the number of passengers approved by the manufacturer. This includes all school owned vehicles as well as any private vehicles transporting students for school sponsored activities.

SEXUAL HARASSMENT

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination. Under the Equal Employment Opportunity Commission (EEOC) guidelines which the school district follows, an employer is held accountable if a person is harassed by supervisory employees, whether the employer is aware of the harassment or acts promptly to remedy the situation. If a person is harassed by fellow workers or by non-employees, the employer is held accountable if the employer knows or should have known of the harassment and fails to take immediate and appropriate corrective action. A learning and working environment that is free from sexual harassment will be maintained in the Eight Mile School District. It will be a violation of policy for any member of the district staff to harass another staff member or student, or for students to harass other students, through conduct or communication of a sexual nature as defined by this policy. Administrators and supervisors will make it clear to their staff and students that sexual harassment is prohibited by Board policy and is grounds for disciplinary action. Administrators will use staff meetings and in-service sessions and student assemblies to inform employees and students of their rights and remedies under the law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement, or grade submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education, or such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating intimidating, hostile, or offensive employment or education environment.

Sexual harassment, as defined above, may include, but is not limited to:

- Sex oriented verbal "kidding." abuse, or harassment
- Pressure (subtle or otherwise) for sexual activity
- Repeated remarks to a person, with sexual or demeaning implications
- Unwelcome touching, such as patting, pinching, or constant brushing against another's body
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns.

Any person who believes he or she has been the victim of sexual harassment by any employee or student of the school district or any third party with knowledge or belief of conduct which may constitute sexual harassment, should report the alleged acts immediately to the appropriate school district official. If the official designated is the person alleged to have sexually harassed another, the complaint may be made to any other administrator or directly to the board president. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments, or grades. The right to confidentiality, both complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when this conduct has occurred. A substantiated charge against a school district staff member will subject such member to disciplinary action, which may include discharge. A substantiated charge against a student in the school district will subject that student to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies. Notice of this policy will be circulated to all district schools and departments and incorporated in teacher and student handbooks.

SICK AND MEDICAL LEAVE

All employees will receive a pro-rated 10 day on a 12-month contract, unless specified in an established agreement. Any leave over three consecutive days will require a doctor's note.

SOCIAL NETWORKING

The District strongly discourages teachers from accepting invitations to friend students within social networking sites. People classified as "friends" can then download and share your information with others. For the protection of your professional reputation, the District recommends the following practices:

- Do not accept students as friends on personal social networking sites. Decline any student-initiated friend requests.
- Do not initiate friendships with students
- If you wish to use networking sites as part of the educational process, please work with your administrators and technology staff to identify and use a school-endorsed networking platform.
- Do not use commentary deemed to be defamatory or obscene. Exercise caution with regards to exaggeration, colorful language, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.
- Weigh whether a posting puts your effectiveness as a teacher at risk.
- Post only what you want the world to see. Imagine your students, their parents, your administrator visiting your site.
- Do not post images that include students.

STAFF HOURS

Unless otherwise assigned, certified staff workday is from 7:45am to 3:45pm, Monday-Friday. Wednesdays are Professional Development days after school. As part of their 182-day contract commitment, certified staff are required to participate in Parent/Teacher Conferences, as determined by the district.

Non-certified employee hours will be set by the administration.

VOLUNTARY TERMINATION

Employees who decide to leave the District through resignation are expected to give at least two weeks' notice. Failure to give proper notice will become a part of the employment record and will be noted in any reference requests.

Employees who resign voluntarily are required to complete an exit interview with their supervisor/superintendent.

INVOLUNTARY TERMINATION

It is the policy of the District to retain the services of all employees who perform their duties efficiently and effectively. However, it may become necessary under certain conditions to terminate employment for the good of the employee/district. The types of terminations are layoff, discharge due to performance, or disciplinary discharge. Layoff or reduction-in-force.

TRANSFERS

Transfer of employees for District or employee convenience may be necessary.

The most common reasons for transfer are:

- To move the employee to an assignment for he or she is better suited. Some good employees are misplaced in jobs that do not make appropriate use of their skills and knowledge. A transfer can mean a better fit and performance.
- To give the employee a new challenge. The current job may have become boring or repetitive. A new assignment, even at the same level, could bring new life to the employee's work.
- The job requirements have changed. Reorganization may eliminate some jobs or drastically change others. A transfer may be the best method to keep a good employee employed.
- To increase flexibility
- To enable a better accommodation for a disabled employee. The District will do its best to transfer a disabled employee who is unable to meet the job requirements, despite an accommodation, to where he or she can perform satisfactorily.

GENERAL NOTICES

COBRA CONTINUATION COVERAGE

What is COBRA continuation coverage?

COBRA continuation coverage is a continuation of Plan coverage when it would otherwise end because of a life event. This is also called a “qualifying event.” Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a “qualified beneficiary.” You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you’re an employee, you’ll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you’re the spouse of an employee, you’ll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

- Your spouse dies;
- Your spouse’s hours of employment are reduced;
- Your spouse’s employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because of the following qualifying events:

- The parent-employee dies;
- The parent-employee’s hours of employment are reduced;
- The parent-employee’s employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the Plan as a “dependent child.”

When is COBRA continuation coverage available?

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. The employer must notify the Plan Administrator of the following qualifying events:

- The end of employment or reduction of hours of employment;
- Death of the employee;
- The employee’s becoming entitled to Medicare benefits (under Part A, Part B, or both).

For all other qualifying events (divorce or legal separation of the employee and spouse or a dependent child’s losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide this notice to: Eight Mile School District, Business Manager.

How is COBRA continuation coverage provided?

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage that generally lasts for 18 months due to employment termination or reduction of hours of work. Certain qualifying events, or a second qualifying event during the initial period of coverage, may permit a beneficiary to receive a maximum of 36 months of coverage.

There are also ways in which this 18-month period of COBRA continuation coverage can be extended:

Disability extension of 18-month period of COBRA continuation coverage

If you or anyone in your family covered under the Plan is determined by Social Security to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to get up to an additional 11 months of COBRA continuation coverage, for a maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of COBRA continuation coverage.

Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event during the 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if the Plan is properly notified about the second qualifying event. This extension may be available to the spouse and any dependent children getting COBRA continuation coverage if the employee or former employee dies; becomes entitled to Medicare benefits (under Part A, Part B, or both); gets divorced or legally separated; or if the dependent child stops being eligible under the Plan as a dependent child. This extension is only available if the second qualifying event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

Are there other coverage options besides COBRA Continuation Coverage?

Yes. Instead of enrolling in COBRA continuation coverage, there may be other coverage options for you and your family through the Health Insurance Marketplace, Medicaid, or other group health plan coverage options (such as a spouse's plan) through what is called a "special enrollment period." Some of these options may cost less than COBRA continuation coverage. You can learn more about many of these options at www.healthcare.gov.

If you have questions

Questions concerning your Plan, or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under the Employee Retirement Income Security Act (ERISA), including COBRA, the Patient Protection and Affordable Care Act, and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit www.dol.gov/ebsa. (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.) For more information about the Marketplace, visit www.HealthCare.gov.

Keep your Plan informed of address changes

To protect your family's rights, let the Plan Administrator know about any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

Plan contact information

Janae Reynen
Eight Mile School District
PO Box 239
Trenton, ND 58853
(701) 774-8221

Kayla Dees
Blue Cross Blue Shield
1137 2nd Ave. W Ste. 105
Williston, ND 58801
(701) 572-4535

NON-DISCRIMINATION

It is the policy of the Eight Mile School District not to discriminate based on race, color, national origin, sex, disability, age, marital status, or religion. This policy applies to admission or access to the educational programs and any activity offered to students and extends to employment policies and practices applicable to school district personnel. The Eight Mile School District will make reasonable accommodations for employees and applicants for employment with disabilities upon their request.

It is the policy of the Eight Mile School District not to discriminate based on marital status, public assistance, or lawful activity off the employer's premises during non-working hours, which is not in direct conflict with the essential business-related functions of the district.

Confidentiality

The U.S. Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act (known more commonly as "FERPA"). Written, verbal and electronic information concerning a student or parent is to be held in strict confidence by all employees. This obligation of professional confidentiality must be carefully fulfilled not only regarding the information in student records but also regarding confidential matters learned in the exercise of professional duties. Under no circumstances should this information be discussed with anyone unless authorization is obtained. Moreover, the records must be duly safeguarded against inspection by those who have no right to see them.

Do not discuss such information with other employees unless it is necessary for the educational benefit and/or safety of the individual and/or student. When such exchange of information is necessary, conversations should be held in private. This applies to time spent in and out of school.

Any requests for information from the media should be referred to administration or other authorized district spokesperson.

Divulging any information without authority may be grounds for disciplinary action up to and including termination.

FMLA

The Family and Medical Leave Act requires all local education agencies or schools to grant up to 12 weeks of unpaid leave per year to eligible employees with qualifying reasons. Consistent with applicable law and upon notice to the employee by the employing entity, FMLA and available paid time off, sick leave, emergency leave, and/or personal/vacation leave run concurrently. Eligible employees are those whose employment is not limited in duration, who have been employed by the **Eight Mile School District** for at least 1,250 hours during the previous twelve months, and who have been employed by the district for at least 12 months (need not be continuous). Family and medical leave is an unpaid leave of absence available to all eligible employees for the birth, adoption, or foster placement of a child; for the serious health condition of the employee, the employee's parent, child or spouse; for qualifying exigencies arising out of the fact that the employee's spouse, child or parent is on active duty or has been notified of an impending call or order to active duty in the Reserve or National Guard, in support of a contingency operation (The final rule clarified that this National Defense Authorization Act provision applies to a federal call to active duty, not a state call to active duty); or for military caregiver leave for a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty that is a spouse, child, parent or next of kin (This entitles the employee to up to 26 weeks of leave in a single 12 month period). Family leave used for the birth, adoption or foster care placement of a child expires within twelve months of the date of birth or placement.

HIPAA

The Health Insurance Portability and Accountability Act of 1996 ("HIPAA") defines privacy rules that require an employer to guard against misuse of an individual's identifiable health information, and to limit the sharing of such information. An individual's identifiable health information consists of any health-related information you or a student's family may provide to Fargo Public Schools during employment or school related programming. The district limits requests for disclosure of health information to the minimum needed for the request. The district will always work toward securing health information so that it is not readily available to persons who do not have a business purpose to see it. The district has developed a HIPAA process, which limits access to protected health information to those employees who are authorized to receive health information to administer the group health plan, to manage the flexible benefits program,

process flex claims, or work with student records and needs. The district has notified affected employees of the HIPAA privacy provisions this distribution. HIPAA Protects Employees and Their Families By:

1. Limiting exclusions for preexisting medical conditions (known as preexisting conditions)
2. Providing credit against maximum preexisting condition exclusion periods for prior health coverage and a process for providing certificates showing periods of prior coverage to a new group health plan or health insurance issuer.
3. Providing new rights that allow individuals to enroll for health coverage when they lose other health coverage, get married or add a new dependent
4. Prohibiting discrimination in enrollment and in premiums charged to employees and their dependents based on health status-related factors
5. Guaranteeing availability of health insurance coverage for small employers and renewability of health insurance coverage for both small and large employers
6. Preserving the states' role in regulating health insurance, including the states' authority to provide greater protections than those available under federal law

EIGHT MILE SCHOOL DISTRICT

Employee Handbook



I acknowledge that I have received a copy of the Eight Mile Public School District #6 Employee Handbook. I understand that the policies and practices contained in the handbook govern school procedures and staff. I understand that all staff will be held accountable for reading and abiding by the handbook.

Staff Member Printed Name

Staff Member Signature

Date
