

2019 - 2 0 2 0 C1assifled Emp1oyee Handbook



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# The Ennis School District Board of Trustees does not discriminate on the basis of race, color, national origin, religion, sex, or disability in employment, educational programs or activities. All procedures developed in the handbook are in accordance with Ennis School District Board of Trustees Policy Manual. Handbooks may be reviewed or changed at the Boards Discretion at the end of a semester.

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**INTRODUCTION**

The material covered within this staff handbook is intended as a method of communicating to employees regarding general district information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.

Any information contained in this staff handbook is subject to unilateral revision or elimination, from time to time, without notice.

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

This supplement is prepared for the purpose of informing faculty members of certain rules, regulations and practices in the Ennis School District #52 System. It will answer many of the questions concerning everyday procedures and serve as a guide book for coordinating our efforts.

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, age, marital status, and disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The following have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the school office for additional information and/or compliance issues: Casey Klasna, Brian Hilton and Mellissa Newman.

## GENERAL INFORMATION

#### BOARD MEMBERS

The Legislature of the State of Montana delegates to the Board responsibility for the conduct and governance of district schools. Board members, as elected by residents of this district, are as follows: Kris Inman: Chairperson, Karen Ketchu: Vice Chairperson, Andrew Henrich, Jennifer Rohrback and Halley Perry.

#### BOARD MEETINGS/COMMUNICATIONS

Regular Meetings - Unless otherwise specified, all meetings will be held in a high school classroom. Regular meetings shall be held at five (5) p.m. on the second Wednesday of each month, or at other times and places determined by a majority vote. Except for an unforeseen emergency, meetings must be held in a school building or in a publicly owned building located within the district. If regular meetings are to be held at places other than the place stated above, or are adjourned to times other than the regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. When a meeting date falls on a legal holiday, the meeting may be held on the next business day.

#### DEFINITION - CLASSIFIED PERSONNEL

The term classified personnel refers to those employees of the school district whose positions of employment do not require professional certification under the provisions of Montana School Law. Classified positions of employment will include secretaries, clerk, custodians, bus supervisor, cooks, assistant cooks, teacher aides, Title I tutors and bus drivers.

Classified personnel will be categorized on the basis of the conditions of the employment agreement. These categories are:

1. Full-Time: Forty (40) hours per week for 52 weeks per year. Employees in this category are clerk, secretaries,

custodians and bus supervisor.

1. Permanent Part-Time: Forty (40) hours per week and works nine (9) months or more a year. Employees in this category are SFS Manager, Asst. SFS Manager, assistant cook, dishwasher, lunch server, bus drivers, Title I tutors, teacher aides and custodians.
2. Temporary: Employed on any basis but duration of employment is indefinite. Paid on an hourly rate basis.

Usually these are special summer employees.

1. Probationary: Either a full-time or permanent part-time employee in their first year of employment by the school district. Other employees may be retained in this category at the discretion of the superintendent and school board.

#### DISTRICT OFFICE HOURS

The district office is open between the hours of 7:30 a.m. to 4:00 p.m. weekdays during the school year. During summer months and other times during the school year when school is not in session, the office is open between the hours of8:00

* 1. to 4:00 p.m. daily.

## STAFF OPERATIONS

**ABSENCES (SEE CURRENT BOARD POLICY )**

In order to provide the highest level of service, employees are expected to be at work and on time every day. However, when circumstances dictate, the District provides leave to its employees pursuant to Montana law, master contracts and individual contracts. Employees who must be absent should inform their immediate supervisor as soon as possible but no later than the start of the scheduled shift. Listed below is general information regarding several types of leave available to employees. Please note that in many cases a written request, submitted for approval before leave begins, is required.

Civic Duties Leave

Employees shall be granted leave for service on a jury, in the Legislature or in response to a subpoena in accordance with state law. Each employee who is under proper summons as a juror or witness shall collect all fees and allowances payable as a result of the service and forward the fees to the appropriate accounting office. Juror and witness fees shall be applied against the amount due the employee from his employer. However, if an employee elects to charge his juror or witness time off against his annual leave, he shall not be required to remit his juror fees to his employer. In no instance is an employee required to remit to his employer any expense or mileage allowance paid him by the court.

Maternity Leave

The District will provide maternity leave to its employees pursuant to Montana law.

Military Leave

Employees shall be granted leave for service in the military in accordance with state and federal law. The District will comply with all federal regulations regarding the employee's return to service following military leave.

Personal and Emergency Leave

Certified employees will be granted personal and emergency leave according to the terms of the master contract. Administrators will be granted personal and emergency leave pursuant to the terms of their individual contracts, or at the discretion of the Board. Full-time classified staff will be granted three personal days a year and emergency leave at the discretion of the Board, upon the recommendation of the Superintendent. Emergency leave is without pay unless otherwise stated.

Sick Leave and Bereavement Leave

Family and Medical Leave Act (FMLA)Eligibility - In accordance with federal law, staff members employed by the district for the previous 12 months, who have worked at least 1,250 hours during the year preceding the start of the leave, may be eligible for FMLA leave.

Length/Purpose of Leave - Employees eligible for FMLA leave under federal law are entitled to take 12 work weeks of leave within a 12-month period for the:

* + 1. Birth of the employee's child (eligibility expires 12 months after the birth);
		2. Placement of a child for adoption or foster care when the child is under 18 or older than 18 if incapable of self-care (eligibility expires 12 months after placement);
		3. Care of a spouse, child, or parent with a serious health condition; or
		4. The staff member's own serious health condition.

Contact the District Clerk: Ginger Martello for additional information regarding length of leave entitlements under state and federal law and provisions governing two family members eligible for FMLA and MFLA leave.

Certified employees will be granted sick leave according to terms of the master contract. Administrators and classified employees shall be granted sick leave pursuant to Montana law governing public employees. Unless otherwise stated by contract, sick leave means a leave of absence, with pay, for an illness suffered by an employee or a member of the employee's immediate family. "Immediate family" is defined as the employee's spouse, parents, brothers, sisters, household dependents and children residing in the employee's household.

An employee who has a death in the family is eligible for up to 5 days of paid bereavement leave, which the Director has the authority to approve. Employees seeking more than 5 days of bereavement leave must apply for that leave through the Superintendent. The Superintendent may grant additional, unpaid leave in its sole discretion. For the purposes of bereavement leave, "family'' is defined as the employee's spouse, child, parents/guardians, sibling, grandparents and spouse's like relations.

Sick leave will refer to leave with pay caused by illness or injury by an employee or their immediate family. It is recognized that employee illnesses and injury requiring sick leave may occur that are beyond the terms of this policy. Sick leave outside the terms of the policy will be without pay. An excessive number of sick leaves without pay by one employee will be investigated for possible action under the conditions for "Termination of Employment."

Administrators will be granted sick leave pursuant to the terms of their individual contracts and Montana law. Temporary employees will not be entitled to sick leave.

If an employee does not take the full amount of sick leave allowed in a year, the amount not used shall accumulate from year to year. Such accumulation will be unlimited.

When an employee is ill or injured, he shall report his absence to his supervisor and on his time sheet that particular date or dates will be marked illness.

Sick leave may be used for illness or injuries only and in no case may it be used for extended vacations, hunting, skiing or for personal business.

When an employee's tenure of employment is terminated or at retirement, sick leave accumulated since July 1, 1971 will be renumerated to the employee on the basis of 25% of its value.

Sick leave charges in excess of earned sick leave credits may be charged to earned and available annual leave only at the employee's option.

Medical and dental appointments may be charged to sick leave, provided the minimum time charged is not less than one

1. hour. Each absence shall be reported separately and authorized in advance by the employee's immediate supervisor.

The employee's immediate supervisor or the appointing authority may, at their discretion, require written substantiation of any sick leave charge against an employee's sick leave credits in the form of a physician's certificate.

Vacation Leave

Administrators will be granted vacation leave pursuant to the terms of their individual contracts and Montana law. Classified employees will be granted vacation leave pursuant to Montana law. The District, in its sole discretion, may provide cash compensation for unused vacation leave in lieu of the accumulation of vacation leave.

The earning of annual leave will be dependent upon the employment category of the classified personnel. The following provisions are made by category for earning annual leave.

1. Full-Time personnel shall earn vacation time per year as follows:
	1. From one year to ten years of employment at the rate of one and one-quarter days for each month of service as per State Law.
	2. From ten years to fifteen years of employment the rate will be one and one-half days for each month of service as per State Law.
	3. From fifteen years to twenty years of employment at the rate of one and three-quarters working days for each month of service as per State Law.
	4. After twenty years of employment the rate of two working days for each month of service as per State Law.
2. Permanent part-time personnel shall earn a prorated amount of vacation. The vacation earned will be calculated in hours rather than days. The school clerk, at the end of each school year will pay the cooks, assistant cooks, bus drivers and aides their vacation pay.
3. Temporary personnel do not earn vacation time.

The times when annual leave can be taken are determined by mutual agreement between the employee and their immediate supervisor. Employees will request from their supervisor the days they would like to take their vacation. The district encourages the employees to take their vacation time during the summer months.

Full-time employees may take annual leave during the year when school is in session if work is completed and with permission from their supervisor.

#### ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES

Complimentary passes are provided to all staff and spouses attending regular season school-sponsored extracurricular activities held in the district.

#### ASSAULTS AND THREATS OF VIOLENCE

Employees should immediately report any threats they receive (oral or written) to their immediate supervisor and to the appropriate District official.

#### BREAKS

Scheduled breaks are provided to all classified employees to ensure safety and efficiency. All classified staff members who work four or more consecutive hours are entitled to one 15-minute break. Those working eight-hour days are entitled to two 15-minute breaks. Lunch break is 30 minutes. If you leave campus for lunch, it is considered a duty free lunch break, therefore you are required to clock out when leaving campus for any period of time.

Classified employees are expected to adhere to the established break schedule. Deviation from the regularly scheduled break period requires prior approval.

Although each employee may take the above described rest periods, it is to be understood that the individual employee's election to not take the rest period time will not accumulate as leave time for any other purpose. If the rest period time is not taken, it may not be used in any other way.

#### CARE/USE OF DISTRICT PROPERTY

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Such items as computer and video equipment and musical instruments are priority items for theft and damage.

Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the building principal.

Certain district-owned equipment may be checked out by staff. Such equipment may not be used for personal financial gain. A form must be submitted and approved. Forms are available in the office.

In the event of loss or damage, a fee will be assessed by the district according to the repair or replacement costs.

**CHILD ABUSE REPORTING (SEE CURRENT BOARD POLICY)**

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come **in** contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately report to the Department of Family Services or local law enforcement agency. The building principal is also to be immediately informed.

Written documentation of this report must be completed and submitted to the building principal. Forms are available in the principals’ offices.

Failure to report a suspected child abuse is a violation punishable by law and by district disciplinary action up to and including dismissal.

A staff member who, based on reasonable grounds, participates in the good-faith making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

Any District employee who fails to report a suspected case of abuse or neglect to the Department of Public Health and Human Services, or who prevents another person from doing so, may be civilly liable for damages proximately caused by such failure or prevention and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination.

#### COMMUNICABLE DISEASE/BLOOD BORNE PATHOGENS/INFECTION CONTROL PROCEDURES

The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with Montana Code Annotated and the Administrative Rules of Montana. Infection control procedures, including provisions for handling and disposing of contaminated fluids, have also been established through Board policy and administrative regulations for staff and student protection.

All staff shall comply with measures adopted by the district and with all rules set by the Montana State Health Department and the county health department.

Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law.

**CONFIDENTIALITY (SEE CURRENT BOARD POLICY)**

In certain circumstances employees may receive confidential information regarding students' or employees' medical, discipline or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual. If employees have any questions about access to confidential information, they should speak to their Supervisor.

**CRIMINAL BACKGROUND CHECK (SEE CURRENT BOARD POLICY)**

Any finalist recommended to be employed in a paid or volunteer position with the District, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency before consideration of the recommendation for employment or appointment by the Superintendent. The results of the name-based check will be presented to the Superintendent, concurrent with the recommendation for employment or appointment. Any subsequent offer of employment or appointment will be contingent on results of the fingerprint criminal background check, which must be acceptable to the Superintendent, in its sole discretion. This policy shall also be applied to an employee of a person or firm holding a contract with the District, if the employee is assigned to a member school, and the employee may have unsupervised access to students.

Any requirement of an applicant or employee of a contractor to submit to a fingerprint background check will be in compliance with the National Child Protection Act and applicable federal regulations. If an applicant has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who will decide whether the applicant will be declared eligible for appointment or employment. Arrests resolved without conviction will not be considered in the hiring process, unless the charges are pending. The District Clerk and Superintendent shall keep all criminal record information confidential as required by law.

#### DRESS AND APPEARANCE

District employees are required to dress in a professional manner. No mode of attire will be considered proper if it distracts from or is disruptive of the positive learning environment of the school to which the employee is assigned.

#### DRUG AND TOBACCO FREE WORKPLACE

All District workplaces are drug- and alcohol-free. All employees are prohibited from:

* Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of a controlled substance while on District premises or while performing work for the District, including employees possessing a "medical marijuana" card.
* Distributing, consuming, using, possessing, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy, a controlled substance is one that is:

* Not legally obtainable;
* Being used in a manner other than as prescribed;
* Legally obtainable but has not been legally obtained; or
* Referenced in federal or state controlled-substance acts.

As a condition of employment, each employee will:

* Abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
* Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:

* Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
* Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
* Enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs, to provide information to District employees; and
* Inform employees of available drug and alcohol counseling, rehabilitation, reentry, and any employee-assistance programs.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee's conviction, within ten (10) days after receiving notice of the conviction.

#### EMERGENCY CLOSURES

In the event of hazardous or emergency conditions, all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate.

A phone tree will be used to notify all staff for use in the event of delayed openings or school closures. Additionally, the following radio stations regularly report delayed openings and school closures: FM: KOPR (Butte), KOBB (Bozeman), FOXX (Bozeman)

Staff members should refer to Board Policy regarding procedures for staff reporting for duty on school closure days.

#### EMERGENCY PROCEDURES AND DISASTER PLANS

All staff will be provided with a copy of the district's emergency procedures plan detailed staff responsibilities in the event of such emergencies as [disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member, and the authorized use of force on school property].

Copies of the emergency procedures plan will be available in the [office] and other strategic locations throughout the building.

#### EMPLOYEE CONDUCT

**Absenteeism and Tardiness**

Regular and timely attendance is an essential function of each position within the District. Employees are expected to report for work on time and to notify their immediate supervisor if they must be tardy or absent. Failure to provide regular and timely attendance may result in disciplinary action, up to and including termination.

Employees cannot be absent from the building for personal reasons. Personal reasons include haircuts, beauty appointments, coffee breaks, meetings, car servicing or any other needs of the individual. Permission may be granted by supervisor in specific situations prior to leaving the school grounds.

**Disrupting the Educational Process (SEE CURRENT BOARD POLICY)**

Any employee who participates in or encourages activities that disrupt the educational process or the operations of the District may be subject to disciplinary action, including termination.

Behavior that disrupts the educational process includes, but is not limited to:

**>C** conduct that threatens the health, safety or welfare of others;

**>C** conduct that may damage public or private property (including the property of students or staff);

**>C** illegal activity;

**>C** conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or

**>C** conduct that disrupts delivery of instructional services or interferes with the orderly administration of the District, school and school-related activities or District operations.

**EMPLOYEE DISCIPLINE *(SEE* CURRENT BOARD POLICY)**

District employees who fail to fulfill their job responsibilities or to follow reasonable directions of their supervisors, or who conduct themselves on or off the job in ways that affect their effectiveness on the job, may be subject to disciplinary action up to and including termination. Behavior, conduct, or action that may call for disciplinary action or dismissal includes, but is not limited to, reasonable job-related grounds based on a failure to satisfactorily perform job duties, disruption of the District or member school district's operation, or other legitimate reasons.

Discipline will be reasonably appropriate to the circumstance and will include, but not be limited to, a supervisor's right to reprimand an employee and the Superintendent's right to suspend an employee, with or without pay, or to impose other appropriate disciplinary sanctions. In accordance with Montana law, only the Board may terminate an employee or non-renew employment.

**EMPLOYMENT AND ASSIGNMENT (SEE CURRENT BOARD POLICY)**

Each certified employee will be employed under a written contract, subject to the terms and conditions of the master contract and District policies. Renewal and non-renewal will be determined by the Board after receiving a recommendation from the Superintendent and in conformance with law.

Each classified employee will be employed under a written contract for a specified term, with a beginning and ending date. Such employees shall have no expectation of continued employment from year to year, and contracts of employment may be renewed or non-renewed each year, at the District's sole option. The District reserves the right to change employment conditions affecting an employee's duties, assignment, supervisor, or grade.

The Superintendent may assign, reassign, and/or transfer positions and duties of all staff, subject to any provisions contained in the master contract. The Superintendent will provide for a system of assignment, reassignment, and transfer of classified staff, including voluntary transfers and promotions. Nothing in this policy prevents reassignment of a staff member during a school year.

**EVALUATIONS (SEE CURRENT BOARD POLICY)**

Each non-administrative staff member's job performance will be evaluated by the staff member's direct supervisor. The evaluation process includes scheduled annual evaluations using forms applicable to the job classification and description, and day-to-day appraisals. Certified staff members shall be evaluated according to the terms stated in the master contract.

The supervisor will provide a copy of the completed evaluation to the staff member and will provide opportunity to discuss the evaluation. The original should be signed by the staff member and filed in the staff member's personnel file. If the staff member refuses to sign the evaluation, the supervisor should note their refusal and submit the evaluation to the Superintendent. Staff members may have up to 10 working days to submit a rebuttal to the evaluation for inclusion in the file. Failure to sign an evaluation form noting receipt may subject the employee to discipline.

**EXPENSE REIMBURSEMENT (SEE CURRENT BOARD POLICY)**

School personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Supervisor. The District will inform staff regarding expense reimbursement guidelines annually.

#### FAIR LABOR STANDARDS ACT

Regular working hours for all classified staff will be set by the Superintendent. Classified staff are not to work before, beyond, or outside their established working hours and are not to work overtime without prior authorization from the Superintendent.

All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.

Failure to comply will result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations, and negotiated agreements.

Administrators, directors, and/or supervisors shall give written notification to non-exempt employees, as defined by the Fair Labor Standards Act, of the Board's following expectations:

What constitutes non-exempt working hours; What constitutes normal working hours;

That employees are not to work before, beyond, or outside their normal working hours and are not to work overtime without prior authorization;

That employee time sheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;

#### GIFTS AND SOLICITATIONS

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without building principal approval.

The solicitation of staff by sales people, other staff, or agents during on-duty hours is prohibited without building principal approval. Any solicitation should be reported at once to the building principal.

**GRIEVANCES/COMMUNICATIONS (SEE CURRENT BOARD POLICY)**

District employees shall use the Complaint Procedure to address complaints/concerns about District policies, procedures and directives that cannot be resolved informally. Employees covered by the Master Contract must use the grievance procedure in that contract to address alleged violations of the Contract.

#### HARASSMENT

Harassment of staff members is strictly prohibited on district property, including non-district property while a staff member is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business.

Harassment includes, but is not limited to, harassment on the basis of race, color, religion, national origin, age, marital status, disability, and sexual harassment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. The staff member's submission to the conduct or communication is made a term or condition of employment;
2. The staff member's submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment;
3. The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance;
4. The conduct or communication has the effect of creating an intimidating, hostile, or offensive working environment.

Other types of harassment may include, but not be limited to jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals and groups.

A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal. A student whose behavior is found to be in violation of Board policy may be subject to discipline up to and including expulsion.

Any staff member who is subject to, or knows of, such harassment is directed to notify the [building principal] or [superintendent] immediately. If the complaint is not satisfactorily settled, the staff member may file a complaint directly with the Montana Human Rights Commission or with the U.S. Department of Labor, Equal Employment Opportunity Commission. Such complaints may also be filed with the appropriate enforcement agency, in lieu of the district's complaint process, at any time, as provided by law.

There will be no retaliation by the district against any person who, in good faith, reports harassment.

#### HIRING

All personnel are required to sign a written contract with the District. For further information on hiring, refer to **Board Policy.**

#### HOLIDAYS

Holidays for certified staff are dictated in part by the school calendar. Temporary employees will not receive holiday pay. Part-time employees will receive holiday pay on a prorated basis. The District will observe all school holidays as required by statute. When an eligible employee is required to work any of the school holidays, another day shall be granted in lieu of such holiday, unless the employee elects to be paid for the holiday in addition to the employee's regular pay for all time worked on the holiday.

When a school holiday falls on Sunday, the following Monday will not be a holiday. When a school holiday falls on Saturday, the preceding Friday will not be a holiday. When a holiday occurs during a period in which vacation is being taken by an employee, the holiday will not be charged against the employee's annual leave

The following days that occur on a regular classified personnel work day will be paid for classified employees.

1. July4
2. Labor Day
3. Thanksgiving Day
4. Christmas Day
5. New Year’s Day
6. Memorial Day

In addition, the clerk, full-time secretaries, full-time custodians and the transportation supervisor will receive the following additional paid days.

1. Day after Thanksgiving
2. The day before and the day after \*Christmas
3. Good Friday
4. Easter Monday

\*If Christmas falls on a Friday, Saturday, Sunday or Monday, only the work day preceding or the work day following Christmas will be considered a holiday. If schedules do not allow for absences on these days, employees may exchange for another with the approval of the superintendent.

**Note:** Snow days. MCEL convention and any other non-school davs are not paid holidavs for classified employees. These are regular work davs for all full-time employees.

#### INSURANCE

The Board provides unemployment insurance, workers' compensation and liability insurance for all employees. In addition, the Board provides group health and life insurance to eligible employees. Certified employees are eligible for insurance benefits as stated in the current master contract. Classified employees who are regularly scheduled to work more than 20 hours per week are eligible for group health benefits contributions. Classified employees who work less than full time but more than 20 hours per week shall be entitled to a pro-rata insurance benefit based on the number of number of hours the employee is regularly scheduled to work. Classified employees who are not regularly scheduled to work more than 20 hours per week are not eligible for group health insurance benefits.

Worker's compensation is for the purpose of offsetting loss of income suffered by an employee who is injured on the job. Insomuch as an employee's pay continues while the employee is on sick leave, the employee is not entitled to both paid sick leave and Workman's Compensation payments. An employee who is injured on the job has the option of taking either sick leave or worker's compensation payment and if the employee's sick leave runs out, the employee may receive worker's com­ pensation payment.

*Termination of Coverage*

A If an employee and/or the employees’ dependents loses insurance coverage because of:

1. Reduction in work hours
2. Resignation
3. Lay-off
4. Discharged other than for gross misconduct.

The employee and dependents are allowed to stay on the group coverage for eighteen months. (COBRA) For dependents (spouses and dependent children) who lose coverage because:

1. of being the surviving and/or children of a deceased employee.
2. of separation, divorce or Medicare ineligibility where the worker becomes medically eligible.
3. they are children of a current employee who would lose their coverage because of age. Those dependents are allowed to stay on the group policy for thirty-six months. (COBRA) However in both circumstances listed above, the individual, or their dependents as the case may be are responsible for the full insurance premium. The board will no longer make its contribution toward the premium.
4. When the beneficiaries may lose coverage sooner than the period of time as described above:
	1. If School District ceases to provide any health plan for any employees.
	2. If the beneficiary fails to pay the premium due.
	3. If the beneficiary becomes eligible for another health plan because of re-employment, remarriage or attains Medicare eligibility under any circumstance.
5. Notification of option to continue insurance coverage shall be made by the Superintendent at the time of acceptance of resignation or notification of discharge.

For more information regarding insurance benefits for employees, please see **Board Policy.**

#### JOB RESPONSIBILITIES

All employees receive a copy of their job description and responsibilities for review. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding

#### KEYS

Keys are issued to staff by the building principal. In order to protect property, students, and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff are expected to follow the following key-control procedures:

* 1. The duplication of keys is prohibited;
	2. Keys are not to be left unattended. Avoid having keys on desks, tables, in mailboxes, unattended coat pockets, etc.;

#### Keys may not be loaned to students or to individuals not employed by the district. Under no circumstance should staff provide keys to students to "run errands", "unlock/lock" doors, etc.;

* 1. Lost or stolen keys must be reported to the building principal within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
	2. Upon completion of a lost-or-stolen-key report form or presentation of the broken or damaged key(s), replacement keys will be issued within 72 hours;
	3. Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued.
	4. All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the building principal to keep their keys as appropriate.

#### OUTSIDE EMPLOYMENT OR ACTIVITIES

Employees may not perform any duties related to an outside job during their regular working hours.

#### OVERTIME

All overtime work shall be authorized in advance of work. The superintendent will authorize all overtime in advance of use. Those authorized for overtime shall be compensated at one and one-half times regular rate of pay for the work in excess of the standard 40 hour week. The work week begins on Sunday and ends on Saturday.

#### PARTICIPATION IN POLITICAL ACTIVITIES

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state, and national level, on the same basis as any citizen in public or private employment and within the law.

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire, by vote, discussion, or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of district duties.

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint.

No staff member may use district facilities, equipment, or supplies in connection with his/her campaigning, nor may he/she use any time during the working day for campaign purposes.

#### PAYDAY

Pay day is the 15th of each month.

#### PERSONNEL RECORDS

An official personnel file is established for each person employed by the district. A staff member's personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints, and written disciplinary actions.

All records containing medical-condition information, such as workers' compensation reports and release/permission to return to work forms, will be kept confidential, in a separate file from personnel records.

All personnel records are considered confidential and not open to public inspection. Access to personnel files is limited to use and inspection only by the following or as otherwise required by law:

1. The individual employee. An employee or designee may arrange with the building principal to inspect the contents of his/her personnel file on any day the office is open for business;
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member, when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Attorneys for the district or the district's designated representative on matters of district business.

The superintendent may permit persons other than those specified above, to use and to inspect employee records when, in his/her opinion, the person requesting access has a legitimate official purpose. The superintendent will determine, in each case, the appropriateness and extent of such access.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

#### RETIREMENT PLANS

All employees who meet the requirements for membership in the classified service are required to become members of the Federal Social Security and State Public Employees Retirement programs.

Membership in and deductions for these retirement plans are mandatory and become effective immediately upon commencement of employment.

#### RELEASE OF GENERAL STAFF INFORMATION

A staff member's address and personal phone number will not be released by the district. Such information may be disclosed if a staff member authorizes the district to do so.

The district may also disclose information about a former employee's job performance to a prospective employer, under the following conditions:

1. Disclosure of information is upon the request of the prospective employer; or
2. Disclosure of information is upon the request of the former staff member;
3. The information is related to job performance;
4. The disclosure is presumed to be in good faith.

The district will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose, or is in violation of the staff member's civil rights.

#### RESIGNATION OF STAFF

Certified and classified personnel will generally be expected to fulfill the terms of their contract unless (**1)** there are clearly compelling, mitigating circumstances which prevent the certified or exempt individual from doing so; and (2) until such time as the Board releases the certified individual from the terms of the contract upon the recommendation of the Superintendent.

Classified employees not under contract are expected to give due written notice that will permit the district to conduct a search for a suitable replacement. Generally speaking, the Board expects a two-(2)-week notice.

All resignations should be in writing. Requests for resignation shall be transmitted to the Board as part of the regular personnel report.

#### RETIREMENT

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district as early as possible, preferably at the beginning of the school year in which the retirement will take place.

#### SAFETY COMMITTEE

A building safety committee has been established to help implement the district's safety program and as a part of an ongoing effort to help ensure the safety and health of students, staff, and others while on district property.

The building safety committee meets periodically and conducts workplace safety inspections to locate and identify safety and health hazards, and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring.

All potential hazards are to be reported immediately to a safety committee member or to the office.

**SALARY AND PAYROLL DISTRIBUTION (SEE CURRENT BOARD POLICY)**

Checks are issued according to a schedule approved annually by the Board. Salaries for certified personnel are based on a salary schedule providing for 187 days of employment. Determination of and changes to certified employees' rank and experience are determined in compliance with the Master Agreement. Classified personnel maybe paid on an hourly or salary basis, as determined by the Board.

#### SALARY DEDUCTIONS

The District makes all payroll deductions required by law or as authorized by the employee.

#### STAFF CONDUCT

Employees are expected to maintain high standards of honesty, integrity and impartiality in the conduct of district business.

In accordance with state law, an employee should not dispense or utilize any information gained from employment with the district, accept gifts or benefits, or participate in business enterprises or employment which create a conflict of interest with the faithful and impartial discharge of the employee's district duties. A district employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict. Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.

Further, employees should hold confidential all information deemed to be not for public consumption as determined by state law and Board policy. **Employees shall also respect the confidentiality of people served** in **the course of the employee's duties and use information gained** in **a responsible manner. Discretion should be employed even within the school system's own network of communication.**

**STAFF HEALTH AND SAFETY (SEE CURRENT BOARD POLICY)**

In order to assure the safety of staff and students, information and/or training, as necessary, is provided to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage, and disposal of such materials.

All staff members are expected to conduct their work in compliance with first aid and infection control procedures established by the district and the following safety rules of the district:

1. All injuries shall be reported immediately to the district clerk and pick up and complete an employee injury form.
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
	1. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
	2. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
	3. An employee shall not remove guards or render methods of guarding inoperative, except for the purpose of adjustment, oiling, repair, or setting up a new job;
	4. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
	5. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (use hook, stick, tong, jig, or other accessory);
	6. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.), until such objects are properly blocked or shored;
	7. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load;
3. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade or interfere with any other form of accident prevention device or practice provided on any machine, tool, or piece of equipment which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others, thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved, unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes, or other objects with which contact would be dangerous;
12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately, or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless.

Health, Safety and Security

Itis the intent of the District to provide a safe and healthful working environment for all employees. Employees should report any security hazard or conditions they believe to be unsafe to their immediate supervisor. For information on a particular District's Safety Plan and Bloodborne Pathogen Control Plan, contact your immediate supervisor or see the particular District's Policy Manual and related procedures.

#### TELEPHONES

**Telephones are available** in **all classrooms throughout the building for staff convenience ONLY!** Long-distance calls are for district business. No personal long distance calls should be made from school phones unless there is an extreme emergency and permission is received from the superintendent or principal.

#### TIME SHEETS

We are required by law to have time sheets for all classified employees. Time sheets should be filled out on a daily basis. Classified employees are required by School Policy to turn in their time sheets on the last day of the month for salaried employees and the 5th of the month for hourly employees.

If you are going to be on vacation or absent on the due date you must turn your time sheet in on the last day you actually work in that reporting period. It is the responsibility of the employee to get the time sheet in. If the time sheet is not turned in by the due date you may have to wait another month for your pay check.

The actual time card from the time clock must be attached to the time sheet and signed by the employee and his/her supervisor. Classified employees are scheduled to work a fixed number of hours each week. The district may adjust the work hours or paid time off, except for holiday pay, of employees who work more than their regularly scheduled hours in a work day in order maintain the contracted hours in a work week.

#### TOBACCO-FREE ENVIRONMENT

In order to protect the health of students, staff, and the general public, provide a healthy working environment, and promote good health for students, **tobacco use is prohibited on all district property and** in **district-owned vehicles.**

Tobacco use is defined as the carrying or smoking of any kind of lighted pipe, cigar, cigarette, or any other smoking equipment or material or the chewing or sniffing of a tobacco product.

#### TRANSFERS

Classified employee request for transfers of job assignments may be made by submitting a request in writing to the super­ intendent. Such a request will be evaluated and considered by the school board. The primary criterion will be the determination of what job assignment for the employee will best serve the district.

Voluntary and involuntary transfer of staff members may be authorized by the superintendent based on district personnel needs and in accordance with district procedures and negotiated agreements. When an employee is assigned the duties and responsibilities of a higher or lower job classification, an adjustment may be made in their salary.

Announced vacancies for certified and classified positions are posted in the staff rooms at least five working days prior to closing the application period.

#### USE OF PRIVATE VEIDCLES FOR DISTRICT BUSINESS

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. **No staff members may use a private vehicle for transporting student for district business without written permission from the building principal and without first providing the district with proof of insurance.**

All coaches and advisors who might be transporting students during the school year need to provide proof of insurance to the district clerk.

**USE OF SCHOOL PROPERTY/ELECTRONIC COMMUNICATIONS SYSTEM (SEE CURRENT BOARD POLICY)**

Employees may not use any District facility, vehicle, electronic communication system, equipment, or materials to perform outside work. These items (including security codes and electronic records such as e-mail) are District property. Employees may not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy of the information in their e-mail accounts, and should review Board Policy for specific information regarding use of the Internet. Authorized District personnel may monitor the use of electronic equipment from time to time, and violations of Board Policy may result in discipline up to and including termination.

Employees who drive any District-owned vehicle and who receive a traffic citation during the year must report the citation to the Superintendent immediately.

#### WEAPONS

Carrying, bringing, using or possessing any weapon or dangerous instrument in any District building, school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for authorized law

enforcement officials, the District prohibits carrying concealed weapons on District property. Staff members who violate this policy are subject to disciplinary action, including termination.

#### WORK SCHEDULE

The clerk is employed on a full-time basis and will work40 hours per week between the hours of8:00 a.m. and4:00 p.m. Monday through Friday. Any variation from the established work schedule shall be approved by the superintendent.

The secretaries are employed on a full-time basis and will work 40 hours per week between the hours of 8:00 a.m. and 4:00

p.m. Monday through Friday unless specified differently by contract. Any variation from the established work schedule shall be approved by the superintendent.

The custodial and bus supervisor personnel that are employed on a full-time basis will work 40 hours per week during the school term and 40 hours per week during the summer. In view of the varied custodial requirements in the school district, the scheduling of the work hours for each custodian shall be made by the Superintendent. Regular summer hours for custodial and maintenance personnel are from 7:00 a.m. to 12 noon and 1:00 p.m. to 4:00 p.m. The work hours may be adjusted with the approval of the superintendent.

Food service personnel are employed on a permanent part-time basis. The SFS manager, Asst. SFS manager, and assistant cook will work 40 hours per week while school is in session. The work day shall begin at 5:00 a.m. and end at 1:00 p.m. The dishwasher and server work schedules will be on an as needed basis.

Bus drivers will be classified as permanent part-time employees and their hours will vary due to length of routes. Bus drivers will work Monday through Friday on scheduled student school days.