

# SUPPORT STAFF HANDBOOK

## 2016-2017

### STANDARDS OF CONDUCT

The work rules and standards of conduct for the District are important, and the District regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting school business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property.
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of school owned or student owned property
- Boisterous or disruptive activity in the workplace
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, or other company-owned equipment
- Using company equipment for purposes other than business (i.e. playing games on computers or personal Internet usage)
- Unauthorized disclosure of confidential district information
- Violation of personnel policies
- Unsatisfactory performance or conduct

The following rules and standards should help to clarify what is expected of all employees of Harlan Community Schools.

**ABSENTEEISM:** In order to accomplish the goals and mission of the district, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday.

Employees must notify their supervisors or principals of all times when they will be absent. Absences arranged in advance (personal/vacation days) do not require a call when absent or when returning to work, unless outside other scheduled time off.

If an employee is absent for two consecutive workdays without proper notification and authorization, the employee shall be considered to have abandoned his or her position and may be terminated.

Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to timely notify the proper supervisor of impending absence or tardiness, prior to designated starting time, is reason for disciplinary action. Leaves of absence without pay are not encouraged.

Requests for leave of absence without pay will generally be denied. Every employee should know to whom they report absences and submit leave requests.

**ABSENCES:** Employees who are absent for any reason are required to enter their absence through our online absence reporting tool (Absence Management). This absence must be approved by the building supervisor and forwarded to the administrative office for processing. Employees will be notified if the absence results in a day of docked pay.

**ABUSE OF BREAK OR MEAL PERIODS:** Leaving the place of duty during a work shift without permission is cause for discipline, except during unpaid break periods. Employees are expected to return to work immediately upon completion of a paid or sanctioned unpaid break.

**ABUSE OF DISTRICT OR CO-WORKER PROPERTY:** Abuse or misuse of district or non-district owned property is to be reported immediately. Failure to do so will limit district responsibility or increase employee responsibility. It is expected all employees will use care and caution using district and on-district property. Abuse or misuse or unauthorized use of district property, private property, materials and equipment is subject to disciplinary action.

**ACADEMIC FREEDOM:** The district's curriculum leaves room for teacher discretion and academic freedom within the confines of acceptable materials as outlined in each curriculum. Teachers are expected to use good judgment in their pedagogy and consider the culture and climate of the school and community and age of the students, as they individualize curriculum and provide an earning environment and assignments for their students. All support staff are to support the curriculum as presented.

**BOARD POLICIES:** Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board policies are available online.

**CHILD ABUSE REPORTING:** If an employee of the Harlan Community Schools believes that a school staff member, in the course of his/her employment, is involved in child abuse, which shall include sexual and physical abuse, it shall be reported to the superintendent immediately. The superintendent shall be the designated investigator for child abuse complaints against district employees.

In cases where a complaint has been filed against a school employee, the school employee named in the report shall not receive a copy of the report until the employee is initially interviewed. The designated investigator, using an informal process of contacting and conferring with the pertinent parties, shall determine whether the complaint is groundless, inconclusive or founded.

If, in the opinion of the designated investigator, the complaint is unfounded and further investigation is not warranted, the designated investigator shall file a written report with the person making the complaint and the student's parent or guardian if different than the person making the complaint, within fifteen days after receiving the complaint. The designated investigator shall also give a copy of the report to the employee.

If the designated investigator determines the complaint is founded, the designated investigator shall contact and turn over the complaint to local law enforcement authorities, who shall be considered level-two investigators. In cases where a complaint has been filed against a school district employee, the designated investigator shall give a copy of the investigative report to the employee's supervisor and document all action taken.

In cases of founded abuse involving a school district employee, upon receipt of the level-two investigator's report, the designated investigator shall forward copies of the level-two investigator's report to the student's parent or guardian, the person filing the complaint, if different from the student's parent or guardian, the school employee named in the complaint, and the school employee's supervisor.

In cases involving a school district employee and a student of the school district, a report must be filed in proven cases of abuse. Counseling services for the student must be arranged upon the request of the parents. Compiled information regarding unproved abuse shall not be placed in the employee's personnel file.

Persons found in violation of this policy will be subject to discipline including, but not limited to, reprimand, probation, demotion, suspension or termination, or other sanctions as determined appropriate by the Board.

**COMMUNICABLE DISEASES - EMPLOYEES:** School district personnel with a communicable disease will be allowed to perform their customary employment duties as long as they are able to perform the tasks assigned to them and as long as their presence does not create a substantial risk of illness transmission to the students or other personnel. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person or animal to person or as defined by the State Department of Health. The health risk to immunodepressed district personnel shall be determined by their personal physician. The health risk to others in the school environment from the presence of employees with a communicable disease shall be determined on a case by case basis by public health officials.

Since there may be greater risks of transmission of a communicable disease for some persons with certain conditions than for other persons infected with the same disease, these special conditions, the risk of transmission of the disease, the effect upon the educational program, the effect upon the person, and other factors deemed relevant by public health officials or the superintendent shall be considered in assessing school district personnel's continued presence and performance of their employment responsibilities. The superintendent may require medical evidence that school district personnel with a communicable disease are able to perform their assigned duties.

A school district employee shall notify the superintendent or the school nurse when the employee learns that the employee has a communicable disease. It shall be the responsibility of the superintendent when the superintendent has knowledge that a communicable disease is present, to notify the State Department of Health. Rumor and hearsay shall be insufficient evidence for the superintendent to act.

Health data of an employee is confidential and it shall not be disseminated.

**COMPUTER USE:** Please refer to Board Policies 4601 - Staff Technology Use and 4602 - Staff Technology Use Regulation.

**CONFIDENTIAL RECORDS:** School employees are entrusted with confidential information - whether it be about students or fellow employees. Employees must not disclose confidential student information. Give careful thought to what you discuss concerning school matters with parents, colleagues, and members of the community. Rumors and criticism are promoted by outside gossip. Many rumors and unnecessary criticism can be avoided by referring critical community members to the school principal or other staff members. Much care and judgment must be exercised in the handling of confidential information. A break in confidentiality can result in disciplinary action and expose the employee to personal liability for violation of privacy laws.

**DISHONESTY:** District employees are expected to perform their jobs in an ethical and honest manner. Any actions deemed unethical or dishonest will incur appropriate discipline.

**DRESS CODE/GROOMING AND HYGIENE:** All employees are required to dress in a professional and appropriate manner. Any clothing which could be deemed unsafe could result in disciplinary action. Clothing

deemed inappropriate will be discussed with the employee. Tank tops, tube tops, sleeveless shirts, and halter tops are not considered professional attire. As role models for students all staff members are expected to not only dress appropriately, but to practice exemplary hygiene.

**DRUG AND ALCOHOL POLICIES FOR EMPLOYEES:** Alcoholic beverages, illegal substances and legal substances used illegally shall not be consumed at any time during the employee's work shift. Reporting to work in an unsafe condition, or in a condition which impairs the employee's judgment or performance of job functions due to the use of alcohol or other substances, is a violation of school district work rules. Unauthorized possession or use of alcoholic beverages or other substances during work hours, while on district time or property, or while engaging in district business will result in discipline, including immediate dismissal. Under federal law, if any person seeks treatment for an alcohol or drug dependency, his or her patient records, including the request for information or help, have confidentiality protections.

**DUAL EMPLOYMENT:** Full-time employees of the Harlan Community Schools are expected to consult with their immediate supervisor before entering into additional employment on a full-time, part-time, or consultative basis. The Harlan Community Schools retains the right to deny or approve such additional employment according to its impact upon normal job responsibilities for the School District. Employees may hold outside jobs in non-related business or professions as long as the employee meets the performance standards of their job description with Harlan Community Schools. Unless an alternative work schedule has been approved by HCS, employees will be subject to the school's scheduling demands, regardless of any existing outside work assignments.

**EFFICIENT USE OF TIME:** An employee is responsible for the time on the job which he/she is assigned. Each employee must develop work habits and systems to eliminate back-tracking or poor usage of time. This requires initiative and planning on the employee's part. Do not allow students, teachers, fellow workers or others to interrupt your work with lengthy conversations; simply excuse yourself and say you have work to do.

Guidelines in the Fair Labor Standards Act state non-exempt (non-salaried, hourly) employees are not to begin work prior to their scheduled start time. Employees are expected to be at their designated work area ready to begin work at their schedule start time and the start and stop time should be accurately reflected on timesheets. To be paid overtime, that time must be pre-approved by the employee's supervisor.

**EMPLOYMENT APPLICATIONS:** We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsification, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment, or, if the person has been hired, termination of employment.

**EMPLOYMENT OF RELATIVES:** Relatives of Board of Director's members, the superintendent, or any other supervisory personnel are ineligible for permanent employment in a position where said relative would be under the supervision of any of the above named people. In the event this kind of situation would occur as the result of marriage during the year, the couple shall be provided a choice as to which employee is to resign. Should they be unable or unwilling to make the decision, the person with the least seniority in the system shall be released for the next contract year.

**ETHICS:** No school district employee shall act as an agent, or accept any commission or royalty for any materials purchased by the school.

No employee shall accept any personal gift with monetary or utilitarian value from any school vendor or commercial concern. Gifts offered to the school may be accepted upon approval of the superintendent.

**EXPENSE REIMBURSEMENT:** Expenses incurred by an employee must have prior approval by the building principal or supervisor. Reimbursements will be processed like an invoice and paid after the seconded Board meeting of the month. All completed reimbursement request forms should be turned into your building principal or supervisor. Harlan Community Schools is a tax-exempt entity and will not reimburse anyone for taxes paid for specific items. P-Cards are issued to certain individuals and are available for use, with prior approval, for the purchase of school related items. Final approval of P-card expenses rests with the building principals, or the superintendent.

**FAILURE TO COMPLETE REPORTS OR MAKE REQUIRED REPORTS:** In order to have the district function in a timely manner, all employees are expected to meet deadlines for all assigned paper or electronic reports, including time sheets and, if appropriate, time cards. Failure to meet the deadline may result in disciplinary action.

All on-the-job injuries shall be reported to the immediate supervisor and the administrative office in a timely manner within 24 hours of the incident. This shall be done regardless of whether medical attention is required.

**FIGHTING:** Any verbal or physical altercations between or among employees or to others will not be tolerated and may subject the employee(s) to disciplinary action.

**FRAUD/UNLAWFUL GAIN:** Any deliberate deception which secures an employee unfair or unlawful gain will be grounds for discipline and may be turned over to law enforcement.

**HEALTH RELATED ISSUES:** Employees, who become aware of any health-related issues, including pregnancy, should notify their supervisor of his/her health status. This policy has been instituted strictly to protect the employee.

**IMMIGRATION LAW COMPLIANCE:** HCS employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1985. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with HCS within the past three years or if their previous I-9 is no longer retained or valid. All newly hired employees will also be subject to an employment validation report through Homeland Security via the e-verify system.

**INCLEMENT WEATHER/EMERGENCY CLOSINGS:** Nine-month and ten-month support staff are not required to report for work whenever the Superintendent does not require student attendance due to inclement weather or other emergency closing. Attendance is required on days scheduled as make up days.

When the decision is made to close school, employees will receive notification through the AlertNow system.

Twelve-month employees may come to work on inclement weather days, or, with consent of their immediate supervisor, may take vacation days instead.

**INSUBORDINATION:** Insubordination, disobedience, failure or refusal to follow the written or oral instructions of supervisory authority or to carry out work assignments will not be tolerated. Insubordination will result in discipline including termination.

**KEYS:** Employees whose work assignment requires them to have keys to access any building or buildings will be issued keys by their supervisor. Acceptance of a key carries the following responsibilities:

- a. The key must not be shared with anyone else.

- b. The key must not be given to a student.
- c. Colleagues in the building must be notified immediately if a key is lost, stolen, or misplaced, so they may give special consideration to their rooms and property.
- d. The Maintenance Supervisor must be notified immediately if a key is lost.
- e. The Maintenance Supervisor is authorized to periodically determine if all issued keys are in the possession of the person to whom they have been issued.

**LOST AND FOUND:** Lost or found articles should be reported to the appropriate school building office or Superintendent's office. Lost keys, when found, should be returned to the Office of the Superintendent.

**MANDATORY COOPERATION IN WORKPLACE INVESTIGATION:** Any workplace investigation conducted by administrative staff or their designee will receive complete cooperation of all employees.

**MANDATORY REPORTING OF POST-EMPLOYMENT ARRESTS AND CONVICTIONS:** Any employee who is arrested or convicted shall report such to the district administration. Failure to do so shall incur discipline, up to and including termination.

**NEGLECT OF DUTIES:** All employees are mindful that students are not to be left unattended and they (employees) should not place themselves in any position where student safety is at risk or neglect of duty could be claimed.

**OFFENSIVE OR ABUSIVE LANGUAGE:** Threatening, intimidating, interfering with, or using abusive and profane language toward others, including ethnic slurs, will not be tolerated by district employees. Violation will incur discipline, up to and including termination.

**PERFORMING UNAUTHORIZED WORK WHILE ON DUTY:** All district employees are prohibited from performing unauthorized work while on duty. Doing so could result in discipline, up to and including termination.

**PERSONAL PROFIT:** District employees and students are to be free of coercion to purchase or contribute to any product or cause that benefits any employee personally. Employees are not to engage in soliciting or selling for personal benefit or profit.

**POLITICAL ACTIVITY:** No partisan political activity shall be permitted on the part of any school employee at any time during school hours.

**PROHIBITED HARASSMENT, INCLUDING BUT NOT LIMITED TO SEXUAL HARASSMENT:** Harassment and bullying of students, employees, volunteers and visitors are against federal, state and local policy, and are not tolerated by the Board. The Board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the Board has in place policies, procedures and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students and others by other students, by school employees, by volunteers and visitors who have direct contact with students will not be tolerated in the school or school district.

**RELATIONSHIP WITH CO-WORKERS:** District employees are encouraged to create an environment where co-workers collaboration and cooperation add to the overall functioning of the district and fulfillment of individual job responsibilities. All employees must have a responsible attitude towards their jobs and co-workers, and they should not allow students, teachers, fellow workers or others to interrupt their work. It is important that collaboration for student achievement is accomplished through open communication.

**RELATIONSHIP WITH STUDENTS:** District employees are encouraged to create professional relationships with students so as to assist with their learning. Employees should be wary of creating a relationship that is unhealthy or illegal. Adults must always be in a position to be trusted and caring for students, but the district will not tolerate any inappropriate relationships.

**SAFETY:** Harlan Community Schools provides information to employees about workplace safety and health issues through regular bulletin Board postings and training sessions. Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify their supervisors. This must be done within 24 hours of the accident.

**SLEEPING ON THE JOB:** Loafing, loitering, sleeping, engaging in unauthorized personal business or prolonged visiting while on duty is strictly prohibited and will result in discipline.

**SUPPLIES; EXPENDITURES OBLIGATING THE DISTRICT:** Only authorized persons may purchase supplies in the name of Harlan Community Schools. No employee whose regular duties do not include purchasing shall incur any expense on behalf of HCS or bind HCS by any promise or representation without written approval.

**TOBACCO/NICOTINE-FREE ENVIRONMENT:** The Harlan Community School District is tobacco-free in and on all district property.

The district realizes that tobacco use is detrimental to health and is concerned about providing a healthy environment for students, employees and community members. In that regard, the district recognizes the importance of adult role modeling for students and each other, particularly in an educational environment.

The use of tobacco and nicotine products; including, but not limited to, cigarettes, nicotine chew, snus, dissolvables, electronic cigarettes, including the use of look-a-likes where the original would include tobacco or nicotine and/or other nicotine products that are not approved by the Federal Drug Administration for tobacco cessation; on District property; including in District buildings, on District grounds, in District transportation vehicles, or at any District activity; is prohibited. This policy extends to all students, employees, volunteers and visitors. This policy applies at all times, including during school-sponsored events and during non-school-sponsored events. Community members are asked to cooperate with this policy and refrain from using tobacco on district property. Visitors who do not comply will be asked to leave the district premises. District personnel and students failing to abide by this policy may be subject to disciplinary action.

It is the district's intention to provide education, encouragement and assistance for all students, employees and community members in making a personal choice to refrain from tobacco use while within or upon any/all district property. This will allow students, employees and community members to share the responsibility for creating a healthy environment in which we all live, learn and grow.

It will be the right and responsibility of all students, employees and community members to observe and support this policy through personal commitment and advocacy.

It shall be the responsibility of all District personnel, and specifically District administrators, to enforce this policy.

**TARDINESS:** An employee is expected to be at the job site and ready to begin work at the appointed starting time. Arriving late for work or leaving the job early is not acceptable. In extreme emergencies, notify your immediate supervisor if you need to be late for work. Absence or tardiness because of obligations to another job

or outside activity is not acceptable as an excuse. No other income-producing activity takes precedence over your job with the district.

**TELEPHONE USE:** District and personal phones and message devices are to be used appropriately at times that do not conflict with the employees' duties. All personal calls should be made during sanctioned breaks. District telephones are only for official school business. In case of an emergency, a message may be received or telephone call made, but the call should be limited to no more than five minutes. Employees will not be called to the phone during the workday except in an emergency. Failure to follow this guideline will result in disciplinary action.

**THEFT:** All thefts should be reported immediately to a principal or supervisor. Any conviction of theft will result in appropriate discipline, up to and including termination.

**TIME SHEETS:** All district employees who are required to keep a time card or time sheet will do so accurately. Failure to do so will result in discipline, up to and including termination. It is necessary for all employees to complete the number of hours worked daily. Immediately following the end of the month this form must be submitted to the employees building supervisor. All sick leave and vacation time will be recorded from information received from this form.

Each day all hourly employees are asked to record the time they actually worked that day, not the time they are contracted for. These forms are kept on file for a specified period of time for collaboration should HCS be required to participate in a Department of Labor audit. Any time absent from work must be recorded through our online system (Absence Management) and approved by the building principal. Any additional hours worked must be recorded on a time card, approved by the building principal, and forwarded to the payroll department for extra pay.

You will find a sample-completed form at the back of this booklet.

Classroom associates will not necessarily be required to make up all hours lost due to early outs, late starts and inclement weather. If the students are in attendance, the classroom associates will be required to be on duty. All other hours may be waived at the discretion of the building principal.

**TREATMENT OF PATRONS OF DISTRICT:** Patrons of the district are to be treated with respect on school grounds and at school events. Employees should be courteous at all times, and report to district administration any mistreatment by district patrons. Employee safety is a major district concern, and employees should remove themselves and report any situations where their safety may be compromised.

**TREATMENT OF STUDENTS:** District students are to be treated with respect on school grounds and at school events. Employees should be courteous at all times, and report to district administration any mistreatment by students. Employee as well as student safety is a major district concern, and employees should remove themselves and report any situations where their safety may be compromised. Employees must report any incident of mistreatment of students by a school employee.

**USE OF DISTRICT VEHICLES:** Only employees who possess a valid driver's license and have appropriate insurance coverage may operate a district vehicle in their work performance. Drivers of vehicles will be responsible to pay fines received, including parking tickets. Unsafe use, breaking motor vehicle laws, or personal use of district vehicles will not be tolerated.

**USE OF FACILITIES, EQUIPMENT BY SCHOOL EMPLOYEES:** The superintendent, serving as the authorized representative of the Board, may approve use of school facilities, equipment and other resources by school employees except for those activities, which result in personal or corporate gain. School vehicles shall not be available for personal use.

**VIOLENCE IN THE WORKPLACE:** Violence in the workplace will not be tolerated in any form, and violent acts will be punished to the full extent of the law. Acts deemed violent, even if not covered specifically in board policies, may incur discipline.

**WEAPONS IN THE WORKPLACE:** The Board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. Violations will lead to discipline including discharge.

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

**WORKPLACE PRIVACY:** The school district attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are school property and are only to be used for conducting school district business.

As a part of their employment, the school district may make a desk or work space available to employees. The desk and the work space are school district property. Because the desk and the work space are District property, not the personal property of the employee, the desk and the work space are subject to being inspected by the District at any time, with or without notice to the employee.

The District assumes no responsibility or liability for any items of personal property which are placed in the desk or work space which is assigned to employees.

If the District conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection.

**SELECTION AND ASSIGNMENT OF PERSONNEL**

The superintendent shall make recommendations to the Board of Directors for the hiring, transfer, suspension, promotion, or dismissal of all employees of the school district, with the final approval by the Board of Directors. The Board shall not appoint any person to a position, except the superintendent, until it has received recommendations for that position from the superintendent.

**SUPPORT STAFF--SUPERVISORY CATEGORIES**

Any employee whose primary duty consists of responsible office or non-manual work directly related to the management policies or general business operations of the district is classified as supervisory or executive, and is not subject to hourly wage conditions. Such primary duty includes work requiring the exercise of discretion and independent judgment. Each person in this category is paid more than \$250 per week. The following positions in the Harlan Community Schools are considered supervisory or executive:

- Financial Supervisor
- Director of Operations
- Transportation Supervisor
- Superintendent's Secretary/Board Secretary
- Building Office Managers/Principals' Head Secretary (4)
- Food Service Director
- Technology Director

Support staff members who are categorized as supervisory are paid a monthly salary and work the hours set by their supervisors. Office managers generally work a minimum of 8 hours per day and a minimum of 40 per week; Transportation Supervisor works approximately 50 hours per week.

## **PROCEDURE FOR REDUCTION OF STAFF**

When in the judgment of the Board of Directors a reduction of staff becomes necessary, reduction through layoff procedures shall be accomplished through the following, in the numerical order listed.

- 1) attrition;
- 2) part-time employees (within the affected categories of employees);
- 3) the skill and performance levels of the affected employees as determined by the supervisor and/or building administrator;
- 4) seniority within the job categories;

Employees laid off through staff reduction procedures shall have recall rights to a position within the same category for which the employee was employed for a period of one (1) year from the effective date of the employee's layoff in reverse order of their dismissal.

For staff reduction purposes, the following job categories are identified:

Secretary	Kitchen Manager
Associate	Baker
Cook	Custodian I, II
Mechanic	Custodian III
Mechanic	Custodian IV

## **CORRECTIVE ACTION**

Harlan Community Schools holds each of its employees to certain work rules and standards of conduct. When an employee deviates from these rules and standards the District expects the employee's supervisor to take corrective action.

Corrective action at Harlan Community Schools is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes an oral warning, a written warning, probation, and finally termination of employment. In deciding which initial corrective action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

The superintendent is authorized to suspend a certificated or support staff employee pending Board action on a discharge, for investigation of charges against the employee, or for disciplinary purposes. It shall be within the discretion of the superintendent to suspend an employee with or without pay. HCS considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behavior, vandalism or destruction of HCS property, the use of HCS equipment and or vehicles without prior authorization, untruthfulness about personal work history, skills, or training, and misrepresentation of Harlan Community Schools to the general public.

In the event of a suspension, appropriate due process shall be followed. The employee shall be given notice of the reasons for the suspension, and an opportunity to respond to the reasons before the action to suspend is taken. The superintendent shall review those reasons to ensure they support a suspension and to determine that reasonable grounds exist to believe that the reasons are true. If a finding is for a suspension, the employee shall be informed in writing and a copy included in the employee's personnel file.

## **EMPLOYMENT TERMINATION**

Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by an employee
- Termination – involuntary employment termination initiated by HCS
- Reduction in Force – involuntary employment termination initiated by HCS for non-disciplinary reasons.

When a non-exempt employee intends to terminate his/her employment with HCS he/she will give at least 30 days written notice.

Any employee who terminates employment with HCS shall return all files, records, keys, and other materials that are property of HCS. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to HCS will also be deducted from the employee's final check.

## **GRIEVANCE PROCEDURE**

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints will be brought directly to the immediate supervisor, principal or superintendent and will be made in a constructive and professional manner. Complaints will never be made in the presence of other employees, students or outside persons.

A formal, written complaint must be filed with the immediate supervisor if the concern is not resolved and a more formal investigation is requested. If the complaint is not resolved, the appeal process may be implemented by contacting - in order - the next supervisor in the line of responsibility, then the superintendent. The issue may be resolved at any step in the appeal process. The Board of Education is the final appeal body. If specific information is shared with an individual board member, he or she may be recused from participating in an appeal hearing.

No appeal will be heard by the Board of Education and no concerns regarding staff members will be investigated or acted upon unless the concern is submitted in written form, signed by the person lodging the complaint and submitted to the board through the superintendent. Due process rights dictate that information should not be shared with the board until it formally convenes as a hearing or appeal body.

## **SUPPORT STAFF LEAVE**

**SICK LEAVE:** Support staff shall be granted twelve (12) days of sick leave the first year, thirteen (13) the second year, fourteen (14) the third year, fifteen (15) days the fourth year, sixteen (16) days the fifth, and seventeen (17) days for each year thereafter until the maximum is reached. The maximum days of accumulated sick leave shall be 120 days for all support staff (9, 10 and 12 month employees).

Support staff employed prior to 2002-2003 school year will be grandfathered with the following maximum days of accumulated sick:

9-month employees:	120 days
10-month employees:	130 days
12-month employees:	140 days

There shall be no payment for unused accumulated sick leave.

Deductions for absence or leave for which pay is not allowed shall be made in an amount equal to pay for one day's service for each day of absence.

## **FAMILY ILLNESS, BEREVEMENT, AND OTHER FUNERAL LEAVE:**

### **A. Immediate Family Defined**

Immediate family is defined as spouse, child (step, adopted, foster, legal guardian relationship), mother, father, step-parent, brother, sister, grandchildren, grandparent, mother-in-law and father-in-law, and step relatives of the same degree.

Any other relationship not defined above is considered non-immediate family.

### **B. Family Illness**

In the event of an illness within the immediate family, an employee can be granted up to ten (10) days of absence. Family illness leave can be taken for illness, injury, or medical treatment. The days taken will be deducted from the employee's sick leave. An absence longer than 48 hours will require a statement from the attending physician as proof of illness. If the employee's sick leave is exhausted, the employee may use personal days or these days will be employee salary dock days.

### **C. Bereavement**

Employees may be allowed up to a maximum of five (5) days per occurrence per year without deduction in pay for death of a parent, spouse or child (step, adopted, foster, legal guardian relationship). Employees may be allowed up to a maximum of three (3) days per occurrence per year without deduction in pay for the death of an immediate family member as defined above, with inclusion of daughter-in-law and son-in-law. The days taken will be deducted from the employee's sick leave. If the employee's sick leave is exhausted, the employee may use personal days or these days will be employee salary dock days.

### **D. Pay Deduction for Additional Days of Family Illness and Bereavement**

After 5 days of bereavement leave per occurrence per year or after ten days of family illness per year, whichever applies, the cost of a substitute in the amount equal to the substitute rate, FICA, and IPERS will be deducted or if no substitute is needed, a salary dock of 40% plus FICA and IPERS will be deducted. Such leave must require the prior approval of the administration. Superintendent may approve an extension of bereavement leave and family illness leave for immediate family, upon written request, due to extenuating circumstances until sick leave is exhausted. If the employee's sick leave is exhausted, the employee may use personal days (9/10 month employees) or vacation days (12 month employees) or these days will be employee salary dock days.

### **E. Other Funeral**

Up to 1 additional day per year is allowed to use in the event of the death of a friend or relative outside the employee's immediate family, as defined above. The days taken will be deducted from the employee's accumulated sick leave. Employees may accumulate up to 2 days of other funeral leave. If the employee's sick leave is exhausted, the employee may use personal days or these days will be employee salary dock days.

After a maximum of 2 days, when accumulated, per year of other funeral leave, the cost of a substitute in the amount equal to the daily substitute rate, FICA, and IPERS will be deducted even if no substitute is required. Such leave must receive the prior approval of the employee's building principal and superintendent. If the employee's sick leave is exhausted, the employee may use personal days or these days will be employee salary dock days.

**F. Tracking**

Family illness, bereavement and other funeral days will be tracked in hours and 1 day is equivalent to the hours each individual employee works in a day.

If the employee's sick leave is exhausted, the employee may use personal days or these days will be employee salary dock days.

Bereavement leave taken out of sick leave shall not disqualify the employee's accumulation of his or her personal day.

**PERSONAL LEAVE:** Non-full-time Support Staff employees shall be eligible for three (3) personal leave days per year, accumulative up to a maximum of five (5) days.

Personal leave days taken during the first seven (7) school days or the last fifteen (15) school days of the year shall be requested a minimum of twenty (20) days in advance. Requests for all other personal leave shall be made to the building administrator at least forty-eight (48) hours in advance.

Any non-full-time support staff employee who used no sick leave or dock day during any school year shall be eligible for one additional day of paid personal leave the following year. This additional day of personal leave shall be subject to the same conditions as aforementioned for personal leave. Bereavement leave taken out of sick leave shall not disqualify the employee's accumulation of his/her personal day.

At the end of each contract year, the unused personal days will be reimbursed at the categorical base wage per scheduled contract hour. The employee must request this reimbursement, in writing, by June 1 of each year.

**STATE SPONSORED COMPETITION LEAVE:** Employees with children enrolled in the Harlan Community School District participating in Pre-K through 12<sup>th</sup> grade school sponsored state competitions, shall be allowed two days per year to attend the day of the scheduled event. Employees will be granted 1 day with no cost. The second day would be taken with a deduction equal to the substitute rate, FICA, and IPERS will be deducted or if no substitute is needed, a salary dock of 40% plus FICA and IPERS will be deducted.

**VACATIONS AND HOLIDAYS:** Paid vacation is available to regular full-time (12 month) employees following their first-year anniversary with the District and is provided based on the following:

Vacation            Twelve-month non-certificated staff shall receive eleven days of vacation with pay after the completion of one year of service. Each year after five years of employment one day shall be added, up to a total of twenty-one days.

Earned vacation cannot be taken before it is accrued and approved. Vacation may be taken in hourly increments of time. Upon termination, unused earned vacation will be paid in a lump sum in the employee's final paycheck. All vacation must be used by October 1 following the year it was earned. (i.e. all vacation earned in 2015-2016 must be used by October 1, 2016. Vacation not used by that date will be forfeited.

The District encourages all employees to make the most of their vacation time. Regular breaks from daily work make everyone more productive. The administrative office maintains vacation days accrued and used. Each employee is responsible for periodically verifying his/her accrued vacation.

Holidays            A. Twelve-month non-certificated employees will be granted time off with pay for the following legal holidays:

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

- B. Part time noncertificated employees will be granted time off with pay for the following legal holidays:

New Year's Day  
Memorial Day (unless the school year has ended)  
Independence Day (12 month part time employees)  
Labor Day (unless the school year has not started)  
Thanksgiving Day  
Christmas Day.

- C. If a holiday falls on a weekend, the superintendent will designate which workday will be granted off with pay.
- D. To be eligible for a holiday off with pay, an employee must have worked the last designated work day preceding the holiday, and the first designated work day following the holiday, unless vacation time is used or the absence is excused.
- E. Twelve-month non-certified employees will receive Friday off after Thanksgiving, Good Friday, and the day before Christmas when it is a weekday and when there is no school on that day.
- F. Vacation use requires prior approval from the employee's immediate supervisor.

## INSURANCE

**DENTAL AND MEDICAL INSURANCE:** Dental and Medical Insurance will be available for all employees working 30 or more hours per week. Employees working 12 months per year and 40 or more hours per week are considered "full-time" employees. Employees working 30 – 39.9 hours per week are considered "part-time" employees. The PPO plan has a \$1,000 single deductible. A high deductible health plan option is also available. This plan option is also a PPO and has a \$2,500 single deductible. Full-Time Employees who elect the high deductible health plan have the option of a school deposit of \$2,500.00 into a health savings account of their choice. This will be deposited during the first week of July. All full-time support staff personnel eligible for the H.S.A. deposit must sign an agreement acknowledging that, should they leave employment before the completion of their contract, they will be required to reimburse the school district for the unearned portion of their H.S.A. deposit.

The District pays the premium for a full-time insured medical and dental coverage. Part-time employees may purchase employee only medical and dental coverage at their own expense. All employees (both full and part-time) may purchase family medical or dental coverage at their own expense.

Refer to insurance booklet for details concerning coverage and rates.

Employees hired under a previous agreement that their insurance benefits would be paid to them in salary will be allowed to continue under that agreement. (List of qualified employees is on file in the superintendent's office.) Effective with the 2005-2006 contract of employment, an equivalent to the insurance premium was added to these

employees salary as stated on their contract. Any future medical or dental insurance benefits will be available to these employees only at the employee's expense. New employees qualifying for insurance benefits may not be allowed to opt out of insurance coverage.

**LIFE INSURANCE:** Term Life Insurance will be provided for full time employees (\$40,000.00 Double Indemnity.)

**DISABILITY INSURANCE:** Long Term Disability Insurance coverage shall be 60% of covered monthly compensation.

## **OVERTIME**

Supervisory support staff is exempt from overtime pay provisions, and the District does not maintain records of hours worked for staff in those positions. Any adjustments to normal work hours may be made by the immediate supervisor to allow for special circumstances.

Non-supervisory support staff members shall record their hours worked. If an hourly wage employee works more than 40 pre-authorized hours in a work week (Monday through Sunday), he or she shall be paid time and a half for authorized hours.

Overtime hours for custodians must be approved by the Director of Operations and the building principal. Such overtime hours will be paid in the next pay period. Custodial staff shall use a time clock to record all hours worked so that appropriate documentation is on file for overtime pay.

Custodial school work hour starting times will vary with different shifts. All custodians will take a one-half hour unpaid lunch break. Custodians will not clock out for the one-half hour lunch break if remaining in the building; thirty (30) minutes will automatically be deducted from the custodian's time card. If a custodian leaves the building, he/she must clock out and clock in. All custodians will be allowed a 15 minute paid break. Summer hours for all custodians will start at 6:00 a.m. with a one-half hour unpaid lunch break and a 15 minute paid break.

The Director of Operations will address overtime, which is accumulated through filling in/substituting for another position in the maintenance department. Example: a 40-hour per week custodian filling in for a 50-hour per week custodian.

No employee may extend paid hours by voluntarily arriving early, staying late, or working over a lunch period. Any extension of normal hours must be pre-approved.

Each non-exempt employee compensated on an hour-by-hour basis, whether full or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage. Whenever a non-exempt employee must work more than forty hours in a given work week, the employee is compensated at one and one-half times their regular hourly wage rate. This compensation will not be permitted without prior authorization of the superintendent or immediate supervisor.

Each non-exempt employee paid on an hour-by-hour basis must complete, sign, and turn in a daily time record showing the actual number of hours worked. Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action.

It is the responsibility of the Board secretary to maintain wage records.

## **METHOD OF SALARY PAYMENT**

All employees are paid on the 20th day of each month. Hourly wage staff will normally be paid an equal amount each month, based on an average of the authorized hours for the year. Time sheets must be signed and submitted to the supervisor monthly.

In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay on the Friday preceding payday.

If the regular payday falls during an employee's vacation, the employee's paycheck will be available upon his/her return from vacation. Direct deposits will be processed in the normal fashion. Paychecks will not be issued prior to the scheduled pay day, whether it be on the 20<sup>th</sup> or the Friday preceding the 20<sup>th</sup>.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's address or deposited directly into an employee's bank account upon written request.

**EARNINGS DIRECT DEPOSIT:** Net earnings of any employee may be deposited in a checking or savings account at any financial institution, if the employee requests.

Submit a blank copy of your voided check to the payroll clerk if you wish to have your earnings direct deposited.

**SOCIAL SECURITY/MEDICARE:** Harlan Community Schools withholds income tax from all employees' earnings and participates in FICA (Social Security and Medicare) withholding and matching programs as required by law. In addition, IPERS is withheld on a monthly basis.

**FLEXIBLE SPENDING ACCOUNT:** You may sign up to establish a flexible spending account (FSA) in December for the ensuing calendar year. Forms are available at the office of the Superintendent. There are two categories of flexible spending accounts:

"Flex 1"--Dependent medical insurance premiums which are currently being deducted from your paycheck can be exempt from taxes if you sign authorization.

A dependent-care flexible spending account--enables you to set aside funds before taxes for day care costs for children under 13 or dependent adults living with you.

A health-care flexible spending account enables you to set aside funds before taxes for out-of-pocket medical expenses of yourself and members of your family. This is a "limited purpose" plan for those employees electing to participate in a health savings account. A "limited purpose" plan can not be used for medical expenses as long as the employee has an active health savings account. The "limited purpose" plan can be used for eligible dental and vision expenses.

Once a flexible spending account is begun in a year, it can be terminated only under special circumstances. The amount you specify will be deducted from your pay in equal monthly amounts. Any unclaimed amount in your FSA after a calendar year's claims are over cannot be returned to you. Under IRS guidelines issued May 18, 2005, participants are allowed to access unused amounts remaining in their FSA accounts at the end of the year to pay or reimburse expenses for qualified benefits incurred during a "grace period": of up to 2-1/2 months after the close of a plan year.

Employees participating in the high deductible plan can participate in the Flexible Spending Plan on a Limited Plan basis only. This limited plan basis can be used only for non-medical expenses, such as eyeglasses, dental care, etc.

## **GENERAL PERSONNEL PHYSICAL EXAMINATIONS**

School bus drivers shall present evidence of good health every other year in the form of a physical examination report. Employees whose physical or mental health, in the judgment of the administration, may be in doubt, shall submit to additional examinations at the expense of the school district when requested to do so.

Dr. Kintner or Dr. Pitts at Pitts Chiropractic will perform the annual employee bus physicals for all employees not covered under school insurance. If the employee chooses to have their physical examinations performed through Dr. Pitts or Dr. Kintner, the school district will pay for this service directly to the provider. If the employee chooses to have their physical performed elsewhere, the school district will reimburse the employee for expenses not covered by insurance up to \$25.00 (or equal to the cost billed by Pitt's Chiropractic).

Employees may choose to have their employee physicals at any provider of their choosing.

## **DEALING WITH THE MEDIA IN CRISIS SITUATIONS**

In a crisis situation, reporters may bombard the School District and its employees with calls, all wanting to get the facts as quickly as possible. In addition, there may be calls from family members or other employees. Handling the calls in the midst of accompanying stress and confusion of a crisis situation can be overwhelming. Unless the School District reacts properly, years of establishing a positive image may be destroyed in one day.

The School District has a crisis plan, and a crisis response team. In the event of crisis, please notify your supervisor immediately, and refer all requests for information to the Office of the Superintendent.

## **YOUR RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT OF 1993**

For information regarding FMLA, refer to Board Policy 4491.

## **HARASSMENT**

For information regarding Harassment, refer to Board Policy 4520.

## **SUBSTANCE-FREE WORKPLACE NOTICE**

For information regarding Substance-Free Workplace, refer to Board Policy 4550.

## **RECEIVING GIFTS AS A SCHOOL DISTRICT EMPLOYEE**

For information regarding receiving gifts as a school employee, refer to Board Policy 4800.

# August 2016

## TIME SHEET HARLAN COMMUNITY SCHOOLS

EMPLOYEE NAME: John Doe BUILDING: HS

ABSENCES DURING THE MONTH:						
DATE	REASON	# HOURS PERSONAL	# HOURS SICK	# HOURS VACATION	# HOURS OTHER	Entered in Abs. Mgmt?
8-18	Sick		7.5			Yes
8-22	Sick		5.5			Yes

EMPLOYEE'S SIGNATURE John Doe

SUPERVISOR'S SIGNATURE (need supervisor signature)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16 New Teacher Day	17 PD 7:45-12 12:30-3:45	18 PD Sick	19 PD 7:45-12 12:30-3:45	20
21	22 Work Day 7:45-9:45 Went Home Sick	23 1 <sup>st</sup> Student Day- 2 Hr Early Out 7:45-12 12:30-3:45	24 2 Hr Early Out 7:45-12 12:30-3:45	25 7:45-12 12:30-3:45	26 7:45-12 12:30-3:45	27
28	29 7:45-12 12:30-3:45	30 7:45-12 12:30-3:45	31 7:45-12 12:30-3:45			

**NOTE:** Record the time you actually work each day – not the time for which you are contracted. Absences and additional pay must be recorded through Absence Management and time cards.