

# KIMBERLY SCHOOL DISTRICT



**MAKE EVERYDAY COUNT**

KSD #414

## CLASSIFIED EMPLOYEE HANDBOOK

**Kimberly School District No. 414**

141 Center Street West

Kimberly, Idaho 83341

(208) 423-4170

Fax: (208) 423-6155

**Board of Trustees**

Chairperson:	Curtis Giles
Vice-Chairperson:	Zachary Kelsey
Member:	Chad Allen
Member:	Leah Meeks
Member:	Rex Ward
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This handbook supercedes and repeals any rules, regulations and practices contained in previous Classified Employee Manuals or Handbooks which concern Classified Employees. Classified Employees of the District are also governed by the District Board of Trustees Policies and Procedures. The Board policies are available for review at the District Offices and at [www.kimberly.edu](http://www.kimberly.edu).

Dated: August 2023

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August 2023

Welcome to the Kimberly School District. We are pleased you have joined our staff.

Our mission is to educate our students for the needs and challenges of today and tomorrow. It is abundantly apparent that this task takes the dedication and commitment of everyone. Every individual on our support staff has a part to play. Whether you are teaching, transporting students, serving nutritious meals, providing clerical services, or keeping the buildings clean, safe and in good working order, your efforts are essential to the success of our students. In addition, our support staff is known for providing the extra smile or friendly word that brightens a student's day and sets the stage for success.

Once again, welcome. We look forward to working with you.

Sincerely yours,

Luke Schroeder  
Superintendent

## Statement of Purpose

Kimberly School District No. 414 has prepared this handbook to provide Classified Employees with an overview of the policies, practices, procedures, rules, and benefits of the Kimberly School District.

It is not possible to anticipate every situation which might arise in the workplace or to provide information to answer every possible employee question. In addition, circumstances will undoubtedly require that policies, practices, and benefits described in this handbook change from time to time and/or supervisors will need to seek out guidance from the administrative offices. Accordingly, the District retains the right to modify, revoke, suspend, terminate, or change any and all policies, benefits, rules or regulations, in whole or in part, at any time, with or without notice. Copies of such will be made available to all Classified Employees in a timely manner. It is the responsibility of the Classified Employee to keep apprised of any changes.

This Informational Handbook for Classified Employees is intended to familiarize you with general information about the District as well as information regarding your rights and responsibilities. The District additionally directs you to the Kimberly School District No. 414 Board of Trustee Policies and Procedures which provide additional information regarding the rights and responsibilities of Classified Employees. This handbook is not a substitute for District Board Policies. If there is any conflict between the language of this handbook and District Board Policies, Board Policies shall be controlling.

The District employs various classes of individuals in addition to non-certificated or Classified Employees. Policies, practices, rules, regulations and benefits for each of these employee classifications differ. Accordingly, a Classified Employee should not refer to Kimberly School District Board of Trustees Policies and Procedures for the District's teaching staff (certificated employees) or any Master Negotiated Agreement with the certificated employees of the District as forming a basis for the Classified Employee's terms of employment. No rights, terms, conditions of employment, rules or regulations contained in any Master Agreement has any application or bearing upon the terms and conditions of employment for a Classified Employee.

This Informational Handbook for Classified Employees is not a contract. The Kimberly School District does not intend this handbook to serve as a contract and the handbook is not to be construed by any employee to be a contract. Compliance with the terms and conditions identified in this handbook is not a guarantee of continued employment with the Kimberly School District. All Classified Employees of the Kimberly School District are employees at will, which means that their employment with the District may be terminated by either the District or the employee, at any time, with or without cause or advance notice. No District employee, supervisor or administrator has the authority to alter a Classified Employee's at will employment status or to enter into agreements for the continued employment of a Classified



Employee. Oral statements made to Classified Employees should not be construed by the employee as continuing their employment for any period of time.

It is the responsibility of the Classified Employee to read and understand the contents of this informational handbook, including any changes which may be made. Any questions regarding this handbook are to be referred to the employee's immediate supervisor. If questions remain, the employee is directed to the Personnel Department. They are familiar with the rights, benefits and policies which apply to you. Copies of this Informational Handbook are available in all Administrative Offices, from the Clerk of the Board of Trustees and from employees of the Personnel Department. Your immediate supervisor may also direct you to additional locations to obtain copies of this handbook.

All Classified Employees are to read this informational handbook upon the commencement of employment. Thereafter, the employee will be asked to sign an acknowledgment form indicating that they have been provided with a copy of this manual. This acknowledgment is contained in the appendix to this Handbook. The signed acknowledgment is to be placed in the personnel file of the Classified Employee.

## **EMPLOYMENT STATUS**

### **1. Classified Employee/Non-Certificated Employee Definitions**

The terms Non-Certificated Employee and Classified Employee are interchangeable. The term Classified Employee includes those persons employed by the district who are not required, by law, to hold a teaching certificate as a qualification for employment. Classified positions include but are not limited to the following:

Secretary	Para-professional
Registrar	Clerk
Custodian	Maintenance Worker
Transportation employee	Food Service Employee
Technology Technician	Administrative Assistant

The District has established job descriptions, qualifications and specifications for each classified employment position. Upon commencement of your employment with the District you will be provided with a copy of your job description. The specific duties and responsibilities are set forth in the job description for each classified employee.

Contact your immediate supervisor or the Personnel Department to obtain a copy of your job description which is also available on the district website.

### **2. Equal Employment Opportunity Statement**

The Kimberly School District No. 414 is an equal employment opportunity employer, committed to the full utilization of Classified Employees. It has been and will continue to be the policy of the Kimberly School District No. 414 to administer all personnel actions without regard to race, color, religion, sex/gender, national origin, age, military status, non-job-related disability or any other basis prohibited by law. Appropriate consideration will be given to the application of state and federal regulations including but not limited to: Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA) and the Idaho Human Rights Act.

Each District manager, supervisor and employee is responsible for carrying out this equal employment opportunity policy.

### **3. At-Will Employment Status**

The employment relationship of all Classified Employees employed by the District is considered at will. In this employment relationship, the employee and the District are entitled to terminate the employment relationship at any time, with or without notice.

### **4. Recruitment and Selection of Classified Employees**

The District is obligated to hire only the most qualified staff which is attainable with the resources available to the District. The District's employment practices do not discriminate on the basis of race, color, national origin, religion, gender, marital status, political affiliation, handicap or veteran status.

Any currently employed District Classified Employee who is qualified or who meets the minimum job requirements of a posted open classified employment position with the District and who makes application for such open classified employment position, will receive an interview for the position.

#### **a. Vacancies**

All District positions shall be filled solely on the basis of merit, considering the applicant's experience, abilities and qualifications.

The Central Office of the District shall be notified of any classified employment position vacancies by the immediate supervisor. Notices for such vacancies will be **sent to all staff via e-mail and** posted for a period of no less than five (5) days in all District-owned buildings. This notice will be posted by personnel of the Central Office. Classified Employees of the District are allowed and encouraged to apply for vacancies for which they are qualified and interested.

Notices of classified employment position vacancies will also be advertised and when needed placed by the District with the Idaho State Department of Employment (Job Service).

#### **b. Hiring**

The immediate supervisor shall assume responsibility for:

1. Identifying minimum job qualifications as identified in the job description of the classified employment opening.
2. Screening applicants based on the job qualifications.
3. Scheduling and conducting interviews of applicants.

All applicant interviews shall involve at least one individual selected by the immediate supervisor. The Personnel Office may also be used to assist in the hiring process.

## **5. Criminal Background Checks/Drug Tests**

In accordance with Idaho Code 33-130, criminal history checks will be conducted on all employees of the District. Classified Employees are responsible for having the fingerprint process completed in a timely manner.

The Department of Education, in cooperation with the Department of Law Enforcement has established a system to obtain criminal history checks on Certificated and Classified Employees, and all applicants for these positions.

The criminal history checks shall include the following:

1. Statewide Criminal Identification Bureau;
2. Federal Bureau of Investigation (FBI);
3. National Crime Information Center (NCIC);
4. Statewide Sex Offender Registration.

The State Department of Education shall charge all applicants a fee of Thirty-Four Dollars and 75/100's (\$34.75) for undergoing a criminal history check. The fee shall be sufficient to cover costs for this investigation. The District pays the required fingerprints and background check fees for Classified Employees.

Background checks must be completed within five (5) days of hire/employment date of the Classified Employee. The employer shall be responsible for obtaining the criminal history check.

Upon the District's decision to employ an individual as a Classified Employee of the District, the District shall require all such individuals to submit to a drug test, at District expense and at a location and under procedures established by the District. The results of this drug testing could result in the withdrawal of a job offer to a Classified Employee as the employee must satisfactorily pass the drug test for employment to begin.

In addition, other circumstances may warrant the District's demand for a drug test. Such circumstances may include, but are not limited to:

- a. accidents in the workplace;
- b. bus accidents;
- c. reasonable suspicion of a Classified Employee being in violation of the drug policies of the District.

## **6. Assignment, Reassignment and Transfer of Classified Employees**

The assignment, reassignment and transfer of Classified Employees will be based upon the needs and best interests of the school district. Such assignments, reassignments and transfers may be voluntary or involuntary.

The Superintendent, upon recommendation of the appropriate supervisors, is authorized to assign, reassign or transfer any non-administrative Classified Employee for any purpose which suits the needs and educational purposes of the District. Employees may, at any time, make it known to their supervisor that they wish to seek a lateral transfer or reassignment to another position under their supervisor.

## **7. Job Descriptions**

Job descriptions for Classified Employees will be provided upon hire by the immediate supervisor. The District reserves the right to amend or modify any and all job descriptions, at any time. If job descriptions are modified the new job description will be made available to the Classified Employee

## **8. Personnel Records**

Information which relates to an employee's employment with the District is maintained on file in the District's administrative offices. The personnel file will contain any and all materials relevant to the performance evaluation of the employee. The employee shall be provided with timely notice of all documents placed into the file and shall be afforded an opportunity to place a rebuttal statement into the file.

A Classified Employee, or designee, shall be given access to his/her own personnel file, upon request, and shall be provided with copies of the materials contained therein, with the exception of recommendation letters. Any request for a copy of personnel file materials will be addressed in as timely manner as possible.

To assure that this information is current, a Classified Employee should notify the District administrative offices of any changes in name, family status, home address and telephone number, emergency contact information and beneficiaries.

Personnel files are declared confidential, exempt from public access under provisions of the Idaho Code. The Personnel department will only release Classified Employee's dates of employment, last position title and whether the employee was last employed on a full or part time basis. The Personnel Department will not release any other information without written authorization from the Classified Employee, unless otherwise permitted by law.

Personnel file materials will be maintained by the District for a period of 30 years after the employee leaves his/her employment with the District.

**9. Employee Supervision of Family Members**

It is the goal of the District to prevent potential conflicts of interest, perceived or otherwise, based on family or domestic relationships. It is the goal of the District that no employee shall be assigned or hired to a position where the employee will directly or indirectly supervise or be supervised by a relative. In the event that two employees become involved in a family or domestic relationship, every effort will be made to reasonably accommodate this goal.

In accordance with the requirements of Idaho Code 33-507, when any relative of any Board of Trustee member or relative of the spouse of any Board of Trustee member, related by affinity or consanguinity within the second degree is considered for employment in the District, the trustee shall abstain from voting in the election of such relative, and shall be absent from the meeting while such employment is being considered and determined.

**10. Notification of Re-employment**

Employees will be notified of their employment status at the earliest possible opportunity.

**11. Layoff of Classified Employees**

Superintendent of the District may lay off a Classified Employee whenever such action is deemed necessary. Such instances will include but are not necessarily limited to: shortage of funds, shortage of work, abolition of a position and/or material changes in duties or organizational structure.

The determination of which Classified Employee is to be laid off is left in the sound discretion of the Superintendent. The Superintendent may consider such factors as performance appraisals, experience, qualifications, departmental and District needs as well as seniority. This is a listing of possible factors which may be considered by the Superintendent and is not intended to be an all-inclusive listing.

Seniority of an employee will be considered by the Superintendent in the decision-making process but is not a determining factor.

## **STANDARDS OF CONDUCT AND DISCIPLINE**

The District is committed to a high standard of personal conduct from both employees and students. Rules of conduct are devised to ensure a safe and productive work environment. Classified Employees of the District are expected to comply with the rules of the District and to maintain a high standard of professional behavior, appearance and job performance.

The District has an obligation to prohibit the presence of individuals who disrupt the educational process of the District or whose presence is detrimental to the morals, health, safety, academic learning or discipline of pupils. Both the personal and workplace conduct of Classified Employees is to conform to the standards of appropriate behavior which safeguard the District students with regard to the above concerns.

All employees are expected to work together in a cooperative and positive manner with a goal to support the best interests of the District. In meeting this goal, all employees are to:

1. Respect the rights and property of co-workers and students;
2. Report to work in accordance with assigned schedules;
3. Know and comply with District and departmental policies and procedures;
4. Observe all safety rules and regulations;
5. Use District time, funds and property only for District business or authorized use; and
6. Attend all meetings, workshops and/or conferences as directed by their supervisors, superintendents and/or Board of Trustees.

The District Board of Trustees has delegated to the Superintendent of the District the authority to address all issues relating to the discipline of Classified Employees, up to and including termination.

### **1. Performance Evaluation of Classified Employees**

Annual written evaluations are required for all Classified Employees. Such evaluations are to be conducted by the immediate supervisor and/or designee of the supervisor. There are many purposes for the performance evaluation of a Classified Employee:

1. Determine the level of efficiency of the employee;
2. To assist employees in improving job performance and identify employee's strengths and areas in need of improvement;
3. To provide a record of performance;
4. To aid administrators in determinations regarding assignment, promotion and transfer of employees.

First year Classified Employees will be evaluated at least one time per year. The evaluation is to occur on or before May 1<sup>st</sup>.

Classified Employees with more than one year of service to the District will also be evaluated at least one time per year. This evaluation is to be completed on or before May 1<sup>st</sup>.

At the option of the immediate supervisor or the District Administration, more frequent evaluations may be scheduled to assist the employee with performance issues or to identify exemplary performance. These additional evaluations may be formal or informal in nature. Evaluations of Classified Employees are to be reduced to writing. After completion of the written evaluation, the supervisor and the employee shall meet to review the contents of the evaluation. The Classified Employee shall then sign the evaluation form, indicating that they have read the evaluation and discussed the contents with the supervisor. The Classified Employee's signature upon the evaluation does not necessarily indicate that the employee is in agreement with the contents of the evaluation. If the employee is not in agreement with the contents of their evaluation, he/she has the right to prepare a rebuttal statement which shall then become a part of the evaluation and shall be maintained with the evaluation.

After review of the evaluation with the Classified Employee, the supervisor is to submit the evaluation to the Superintendent's office. Such evaluations will be placed in the personnel file of the Classified Employee in accordance with the provisions of the Idaho Code.

When possible and practical, input should be sought from the classroom teacher for the performance evaluation of a teaching assistant.

## **2. Harassment/Sexual Harassment**

In addition to the information which has been outlined below, the District Board of Trustees has implemented policies and procedures relating to the issue of harassment and sexual harassment. A copy of this policy has been provided in Appendix A. As a Classified Employee, you are required to follow the directives relating to this issue.

Federal and State law prohibit harassment in the workplace. Harassment or discriminatory behaviors can be based on race, color, religion, sex, national origin, age or disability. The District absolutely forbids harassment or discriminatory behavior by administrators, supervisors, employees, any person performing business for the District, as well as students. Violation of this policy will result in disciplinary action, up to and including termination by the District Superintendent and/or Board of Trustees. The decision as to the nature and severity of the discipline imposed is at the sole discretion of the District.



Harassment is any unwelcome behavior which affects employment decisions, makes a job environment unpleasant or hostile, or unreasonably interferes with one's job performance. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly effects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Sexual harassment is further forbidden when:

1. Submission to such conduct is either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment actions; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to one of the following:

1. The victim as well as the harasser may be a woman or man. The victim does not have to be of the opposite gender.
2. The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another work area, a co-worker or a non-employee.
3. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
4. Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
5. The harasser's conduct must be unwelcome.

It is helpful for the victim to directly inform the harasser that the conduct is unwelcome and must stop.

Who to take the matter to:

The complaint may be made to an employee's immediate supervisor or the administrator of the immediate supervisor. An accurate record of the objectionable behavior or misconduct is needed to resolve a complaint of sexual harassment. The complaint should be in writing and signed by the person making the complaint. Because of the sensitivity of these matters, a time frame is not required for reporting sexual harassment and the late reporting of allegations of sexual harassment will not in, and of itself preclude the District from taking remedial action. Any allegation of sexual harassment will be promptly investigated in a confidential manner, as permitted by law so as to protect the privacy of all persons involved.

Disciplinary Action:

If it is found that harassment has occurred, the harasser will be subject to appropriate disciplinary procedures as determined by the school's principal, the Superintendent, or if necessary, the Board of Trustees. Employees found to have engaged in misconduct constituting harassment may be disciplined up to and including termination by the District Superintendent and/or Board of Trustees. Any such disciplinary action will be taken pursuant to the policies and procedures of the District.

If the District determines that no harassment has occurred, and if the investigation results in a finding that an employee has falsely accused another of harassment knowingly or in a malicious manner, the employee may be subject to appropriate discipline, up to and including termination, as determined by the District Administration and/or Board of Trustees.

The District will maintain a complete written record of each complaint and the manner in which it was investigated and resolved. Written records, to the extent appropriate, will be maintained in a confidential manner but may be included in any affected employee's personnel file.

### **3. Sexual Harassment - Students**

Sexual harassment of students by employees is also a form of illegal discrimination. In such circumstances, the same general rules as outlined above are applicable.

The District expects all Classified Employees to act in an appropriate and professional manner when interacting with all students. Romantic relationships between District employees and students are strictly prohibited. Other prohibited conduct includes but is not limited to:

1. Engaging in sexually oriented conversations with students;
2. Telephoning, texting and e-mailing students at home or elsewhere;
3. Engaging in inappropriate social relationships, conduct or communications;
4. Engaging in physical contact with students which could reasonably be construed as sexual in nature;
5. Enticing or threatening students to engage in sexual behaviors; and
6. Engaging in interactions with students on other than a professional basis.

Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report this concern to the building principal or the Districts Administrative Offices. Abusing a minor is a crime. Failing to report abuse of a minor is also a crime.

The Disciplinary actions available to the District relating to Harassment/Sexual Harassment outlined above will likewise apply to any individual involved in the sexual harassment of a student of the District. If a Classified Employee violates this policy they will be terminated by the District Superintendent.

#### **4. Employee Discipline and/or Termination**

A Classified Employee of the Kimberly School District is an employee at will. Under such status, the District can terminate employment with or without cause and with or without notice to the employee.

An employee's action or inaction which hinders the educational purpose or general function of the District may serve as the basis for discipline or a for-cause termination from the District. Examples of conduct for which an employee may be disciplined or terminated are as follows. Such listing is intended to be solely illustrative and not an all inclusive identification of conduct which can lead to discipline or termination by the District's Superintendent and/or Board of Trustees.

1. Failure to perform the duties and obligations imposed by the District and District Officials and Administrators.
2. Failure to perform the duties and assignments identified in the Classified Employee job description.
3. Violation of the District's Harassment or Sexual Harassment Policies.
4. Violation of any District Board of Trustee Policy or Procedure.
5. Unauthorized use of sick leave or any other unauthorized leave.
6. Failure to report to work or duties at the assigned time and place.
7. Careless, negligent or improper use of District property, on or off of duty, at any time or location.
8. The willful giving of false statements to supervisors, District officials and administrators or the Board of Trustees.
9. Violation of District Administrative Policies and Procedures.
10. Arriving to work under the influence of illegal drugs or alcohol; workplace use of illegal drugs or alcohol. Arriving at work under the influence of or workplace use of legal medications prescribed to someone other than the employee. If an employee arrives to work under the influence of prescribed and/or legal medications and, in the sole discretion of the employee's immediate supervisor it is believed that the employee's ability is impaired, the employee will be sent home from work.
11. Misstatements or deception in any job application or during the interview process.
12. Insubordination, including but not limited to the refusal to obey reasonable orders and assignments by supervisors or District officials.
13. Initiating or creating a disturbance among fellow employees or with supervisors or District officials.
14. Sleeping, loafing, or gambling on duty.
15. Conviction of or pleading guilty to a charge of traffic violation while operating a District owned vehicle or while on District owned property.

16. Unauthorized use of District supplies, tools, equipment, or vehicles.
17. Causing loss of District supplies, tools, equipment or vehicles due to employee carelessness.
18. Falsification or destruction of official records, time cards or other records.
19. Refusal to comply with the established dress code of the District.
20. Abuse of telephone or computer privileges.
21. Use of tobacco products at any time on District owned property or in District owned vehicles.
22. Conviction of a felony crime.
23. When, in the discretion of the District Superintendent the employee has been involved in criminal charges which are of a nature which would cause concern regarding the employee's interaction with the District students.

The above listing is intended as an example of the types of conduct which might lead to disciplinary action. This listing is not intended to be all inclusive as many other actions, inactions or conduct could also lead to disciplinary actions.

Discipline of a Classified Employee can include, but is not limited to:

1. Suspension with pay
2. Suspension without pay
3. Demotion
4. Change of job duties
5. Transfer and/or demotion from position of supervision

The District Superintendent may impose immediate disciplinary action, up to and including possible termination, upon a Classified Employee without need of Board authorization as such responsibility has been delegated by the Board of Trustees to the Superintendent.

#### **5. Absence and Tardiness**

If, for any reason, a Classified Employee is unable to report to work at the scheduled time, the employee is expected to directly notify the immediate supervisor or his/her designee as early in advance as possible so that alternative arrangements can be made to cover the employee's duties. The District reserves the right to require an employee to identify the reason of absence and/or require a physician's note.

#### **6. Employee Job Abandonment**

If an employee fails to report to scheduled work for three (3) consecutive working days and fails to contact his/her immediate supervisor, the Kimberly School District will consider such employee to have voluntarily quit their position of employment with the District.

**7. Driver's License Suspension, DUI's, and Moving Traffic Violations - Need to Report**

Classified Employees whose job duties include the use of a District owned vehicle or the use of a personal vehicle for travel upon District premises or for travel for District business while off District property, must inform their supervisor of any criminal convictions for Driving Under the Influence of Alcohol or any other such similarly related charge within five (5) calendar days of the date of conviction.

If a Classified Employee involved in such a criminal conviction fails to inform their supervisor of this conviction and the District later learns of such through other means, regardless of when the District learns of this event in relation to the occurrence of the conviction, the employee will be terminated immediately.

District school bus drivers are required to report all moving traffic violations, accidents, or suspensions to the District Office or Director of Transportation, whether in their private vehicle or in a district bus. Any bus driver driving with a suspended license will be terminated.

**COMPENSATION OF CLASSIFIED EMPLOYEES**

**1. Hourly Pay**

All Classified Employees are paid on an hourly basis. Pro-rated pay is an option for Classified Employees working 20 or more hours per week. Classified Employees are placed on the District's Classified Salary Schedule through the use of the following considerations: There may be some classified employment positions which are exempt from the salary schedule and are compensated via an annual salary. Those Classified Employees paid by annual salary are designated as exempt employees.

**2. Salary Schedule Placement**

Non-exempt Classified Employees will be placed on the District's Classified Salary Schedule. A copy of the District's Classified Salary Schedule has been provided in Appendix B. The Classified Salary Schedule is subject to modification by the Board of Trustees. Such modification, if it occurs, is typically on an annual basis.

All Classified Employees who commence employment with the District are compensated at the first step in the level of the schedule for their respective positions. Classified Employees do receive credit on the salary schedule for work experience which was performed in the same capacity at another school district.

### **3. Pay Periods and Payday**

Classified Employee pay periods are normally from the 11<sup>th</sup> of each month to the 10<sup>th</sup> of the following month. Classified Employees will receive their paychecks on or about the 22<sup>nd</sup> of each month. If payday should fall on a Saturday, Sunday or Holiday; paychecks will be available on the last working day prior to the weekend or holiday. Paychecks may be picked up through the building administrator, the District office or be directly deposited into your bank account. To arrange for direct deposit of your paycheck please see the Personnel Department employees. Classified employees interested in this program should make inquiries at the administrative offices.

If a Classified Employee loses a paycheck, the lost check should be immediately reported to the supervisor and the District's Administrative Offices. Classified Employees who lose their paychecks will be charged the stop payment fee for the banking charges associated with the lost check. Every effort will be made to issue a new check within five (5) working days.

### **4. Breaks**

It is the policy of the Kimberly School District to comply with state and federal laws regarding rest and meal breaks. Failure of classified employees to timely return to work from rest or meal breaks may subject the employee to disciplinary action up to and including termination. Employees are to be completely relieved from duty during meal break. If an employee is required to perform any work duties while on his or her meal break period, the employee must be compensated for the time spent performing work duties. The timing of Classified Employee Meal/lunch breaks shall be determined by the Classified Employee's supervisor.

Following are the minimum break/mealtimes corresponding to number of hours in a work shift:

More than four (4) hours and less than six (6):

- One (1) fifteen-minute compensable break

More than six (6) hours and less than eight (8):

- Two (2) fifteen-minute compensable breaks

Eight (8) hours or greater:

- Two (2) fifteen-minute compensable breaks and one (1) non-compensable (30) thirty-minute meal break

Taking into consideration such things as safety and the needs of the program the supervisor may determine additional compensable breaks and non-compensable meal breaks will be provided. On an annual basis, or as the needs change, the supervisor will review with classified employees their daily work schedule.

## **5. Time Recording and Timecards**

Monthly timecards and time recording are required of all non-exempt Classified Employees. The District requires all time recorded by Classified Employees to be accurate. If a Classified Employee is found to have falsified information contained on their time recordings they will be immediately terminated from their employment with the District by the District's Superintendent and/or Board of Trustees.

## **6. Overtime Pay**

All overtime work must be approved in advance by an employee's supervisor. In compliance with the Fair Labor Standards Act (FLSA), non-exempt Classified Employees will be paid overtime at the rate of one and one-half (1½) times his/her regular hourly rate for any hours worked over forty (40) consecutive hours during a defined District work week, provided that overtime was approved in advance by the Classified Employee's supervisor.

Employees who must work beyond their normal schedule but less than forty (40) hours per week will be compensated in straight time pay. For the purpose of overtime, a work week begins at 12:01 a.m. Sunday and ends at 12:00 a.m. Saturday.

Compensatory Time (Comp Time) may be authorized by a supervisor, in lieu of overtime pay, for Classified Employees who work over forty (40) hours during a defined District work week. Such compensatory time, given for consecutive hours over forty (40) worked during a work week will be granted at the rate of one and one half (1½) times the number of hours worked beyond the forty (40) hour work week.

Hourly maintenance employees called in to work for an after-hour's emergency are guaranteed 2 hours of pay or time and one half (1½) whichever is greater.

Compensatory time used to make up for lost time, most commonly due to an emergency situation, will be granted on an hour for hour basis at the District's option. Compensatory time is earned on an hour for hour basis when the employee does not physically work forty (40) consecutive hours in the workweek. Days taken off as vacation time, sick leave, personal leave, holidays, etc. during the workweek are not considered hours worked and do not qualify for compensation for overtime purposes.

The tracking of compensatory time shall be the responsibility of the supervisor, and periodically audited at the discretion of the District's Administrative Offices. Compensatory time must be used within the pay period in which it has been earned, or the one following, with no carry over beyond the fiscal year in which it was accumulated. A maximum of thirty-two (32) hours may be accrued. Compensatory time that is not used within that designated time period will be compensated in the employees' paycheck.

## **7. Benefits for Classified Employees**

For a Classified Employee of the District to qualify for benefits (PERSI, paid holidays, or personal leaves), the Classified Employee must work at least four (4) hours per day or twenty (20) hours per week for five (5) or more consecutive months. For a classified employee of the district to qualify for Health benefits a classified employee must work 20-29 hours per week for ½ benefits or 30 hours per week for full benefits.

## **8. Health Insurance**

The District will make payments towards Classified Employee health insurance. The amount of contribution from the District towards a Classified Employees health insurance is determined on an annual basis. For the 2016-17 school year the District contribution is as follows:

1. For Classified Employees who work on average 30 or more hours per week the District will pay \$482.48 towards payment of their health, dental and/or vision insurance benefits or \$515.00 per month with health care screening verification;
2. For Classified Employees who work on average 20-29 hours per week, the District will pay 1/2 of \$482.48 or \$241.24 towards payment of their health, dental and and/or vision insurance benefits or \$257.50 per month with health care screening verification;  
\*\*The amount of payment provided by the District is subject to annual review and modification.
3. For Classified Employees who work less than 20 hours per week no benefits are applicable.

### **8.5 Credit Reimbursement**

Credit Reimbursement is available to classified employees at \$150.00 for district employees that work less than 20 hours per week and \$300.00 for those working over 20 hours per week.

## **9. Classified Employee Leaves**

When possible, an employee is expected to request authorization to be absent from their assigned job duty.

### **a. Sick Leave/Sick Leave Bank**

This policy establishes a salary continuation program for Classified Employees of the District who require time away from work for a bona fide personal or family illness or injury. Illness or



injury under this policy is defined as any condition, injury or disease which incapacitates or prevents him/her from working and/or might endanger the health and/or safety of students. Limitations on the use of sick leave are outlined in District Policies, a copy of which has been provided as **Appendix H**.

For the purpose of this section: The term "family" shall be interpreted as: spouse and your (or your spouse's) child, stepchild, father, mother, sister, brother, grandparent, grandchild, son-in-law, daughter-in-law, or a person whose relationship is that of a foster parent. Unusual cases not included herein may be brought to the attention of the Superintendent of Schools for consideration.

Employees may use annual sick leave for medical, optical or dental appointments with prior approval of the immediate supervisor. Employees may also use sick leave benefits to be absent from work due to the adoption of a child.

Classified Employees earn equivalent leave for each full month of employment with the District. The time of leave earned is equivalent to the typical workday of the employee (i.e., if a 4 hour per day employee, they earn 4 hours of sick leave per full month of employment). Classified Employees may accrue sick leave days to 220 days. The smallest increment of sick leave that can be used is equal to  $\frac{1}{2}$  that employee's typical day (i.e., 4 hours per an 8-hour day). The accumulation of sick leave may not be used for the purpose of advancing the Classified Employees date of retirement or other pre-determined separation or termination of employment from the District.

A Leave Request must be completed when an employee is absent from work under the use of sick leave.

If a Classified Employee abuses the sick leave policy or makes inappropriate use of sick leave time, the Classified Employee is subject to discipline, up to and including termination by the District's Superintendent and/or Board of Trustees.

A sick leave bank is available for Classified Employees in accordance to the terms and provisions of the District's Policies and Procedures. The Sick Leave Bank Policies and Procedures have been provided in **Appendix G**.

**b. Vacation Leave**

Only Classified Employees who hold positions that work a twelve-month calendar year are eligible for vacation leave. The rate at which District employees shall accrue vacation leave will be based on the completion of years of employment service to the District as follows:

First Year	5 working days
Second through Tenth Year	10 working days
Eleventh year and beyond	15 working days

Employees will be permitted to utilize their allotted number of vacation days only after completion of one full year of employment as of their anniversary date of commencement of employment with the District. Requests for vacations by Classified Employees will be granted on a first request basis.

Vacation leave may be taken in half-day increments. Vacation leave shall not be taken in advance of being earned.

Request for vacation leave shall be submitted to the employee's immediate supervisor at the earliest possible time. Requests for vacation leave of five or more consecutive days must be made at least six weeks (30 working days) in advance. Use of vacation days during the regular school year is quite limited. Requests for vacation leave are addressed in the order in which such requests are received and not the basis of the of the seniority levels of the employees seeking leave.

An employee may accumulate two years of accrued vacation leave.

If a Classified Employee fails to use all of their vacation time during the period for such leave, the employee will forfeit the unused portion of their vacation.

**c. Personal Leave**

A Classified Employee is eligible for three (3) days per year of personal leave subject to approval by their immediate supervisor. The employee must submit a written request to his/her immediate supervisor at least five (5) working days in advance of the leave. The supervisor of the Classified Employee has the authority to approve or disapprove the request. Under an emergency, the supervisor may grant a request for a personal day via a two-way telephone call. If personal leave is not used during the school year the employee will, upon their request, be paid for the remaining days, at \$95 per day, in their June paycheck.

Personal leave shall not be granted to extend holidays or vacation unless at the specific approval of the Classified Employee's supervisor. Further, personal leave earned by a Classified Employee may not be converted to sick leave.

**d. Bereavement Leave**

Classified Employees shall be entitled to leave, with full pay, for a period of up to 5 days per year for death in the immediate family. If the employee has accumulated sick leave the bereavement leave will be applied to the accumulated sick leave. If the employee does not have any accumulated sick or personal leave, they will still be entitled to take up to 5 days of bereavement leave at no pay. Individuals qualifying as immediate family members are the same as identified for family illness and injury, above.

Leave may be used for bereavement purposes in the event of the death of a spouse, father or mother, son or daughter, brother or sister, father or mother-in-law, brother or sister-in-law, son or daughter-in-law, grandfather or grandmother, uncle or aunt. No more than 5 days may be used. Application for additional days may be made with the employee's immediate supervisor.

Bereavement leave will not accumulate from year to year.

If a Classified Employee seeks to take leave for the death of a person other than an individual qualifying as an immediate family member, the employee is to use their personal leave days to be absent from work.

**e. Maternity Leave/Paternity Leave**

A pregnant Classified Employee may continue active employment as late into the employee's pregnancy as desired provided that they are able to properly perform the required responsibilities of the job. Maternity leave or days absent due to pregnancy and childbirth shall qualify for sick leave benefit per the Family Medical Leave Act (FMLA).

Paternity leave taken by a Classified Employee shall be credited to the Classified Employee's sick leave.

**f. Leave of Absence**

A Classified Employee may request, in writing, unpaid leave for extraordinary circumstances other than those found under the leave benefits of this section. The request shall indicate the date of leave and the anticipated date of return. This written request is to be submitted to the Classified Employee's immediate supervisor. The supervisor may approve leave of absences for periods of up to fifteen (15) working days. Approval from the Board of Trustees is necessary for any request in excess of fifteen (15) days. The leave will be deducted from the employee's salary at his/her rate of pay.

Neither vacation leave nor sick leave shall accrue during a leave of absence without pay, the duration of which exceeds fifteen (15) days, nor will the employee earn the District

contribution to health care premiums during a leave of absence exceeding fifteen (15) days.

A Classified Employee who is in need of an extended absence and is a member of the District's Sick Leave Bank may be qualified for leave benefits under this program. See Appendix G.

If the leave was granted to the Classified Employee for medical reasons, an employee shall be allowed to return to work following the leave of absence by presenting a written release from the attending physician indicating the employee is able to resume work.

**g. Military Leave**

Classified Employees who are called or volunteer for active duty in the military service will be granted leave of absence. Upon completion of military service, the employee will be returned to his/her original or like position, if physically and mentally able to perform the former duties, and so long as the District continues to utilize employees in the job in question. Under this policy, a classified employee may be bumped from their employment position to create an opening for a Classified Employee returning from military service.

**h. Jury Duty**

When a Classified Employee of the District is summoned by proper judicial authority to serve on a jury or to appear in court as a subpoenaed witness, he/she shall be granted leave of absence with pay for the time required during normal working hours. The Classified Employee will receive their regular District daily pay and will give to the District their jury fee, less mileage.

**i. Preventive Leave Day**

Health Care Benefit: Each employee will receive one day for Preventive Care Wellness Screenings. Verification is required. (No sick leave, no personal day.)

**10. Misuse of Leave Benefits**

In the event that a Classified Employee violates or misuses any leave policy or misrepresents any statement or condition with respect to the use of the leave policies, he/she may be subject to discipline, up to and including termination by the District's Superintendent and/or Board of Trustees. This discipline can be determined by the

Superintendent of the District as this authority has been delegated to the Superintendent by the Board of Trustees and/or by the District's Board of Trustees.

### **11. Holidays**

In order for a Classified Employee to qualify for holiday payment, the Classified Employee must work the regularly scheduled workday before and the regularly scheduled workday after the holiday. An employee on excused leave on the day before or after the holiday also qualifies for the holiday payment. Holidays qualifying for leave provisions for school year employees are:

Labor Day	Christmas Eve Day	New Year's Day
Thanksgiving Day	Christmas Day	President's Day
Day after Thanksgiving	New Years Eve Day	Memorial Day

Holidays qualifying for leave provisions for Classified Employees who work a twelve-month schedule shall also include: Independence Day.

### **12. Retirement of Classified Employees**

Classified Employees are entitled to the benefits of the State Retirement System (PERSI). Retirement contributions must be made by the District for employees who normally work twenty (20) or more hours per week and for a total of no less than five consecutive months. For specifics regarding any individual employee's eligibility for participation in PERSI, inquiries should be directed to the District Offices.

### **13. Worker's Compensation**

Worker's compensation provides financial protection for employees who are accidentally injured while carrying out their assigned work duties and responsibilities.

**Appendix I** explains benefits and options to employees who are injured while working for the Kimberly School District.

Any accident which may result in loss of time from work or any accident resulting in the need of treatment or possible treatment must be reported to the building principal, superintendent or Classified Employee's immediate supervisor immediately. Accident reporting claim forms are available at the school and district offices. Initial treatment if possible shall be done at one of the following:

1. St. Luke's Magic Valley Occupational Health
2. St. Luke's Magic Valley Regional Medical Center Emergency Room

Failure to follow appropriate policies shall be consideration for discipline up to and including termination by the District's Superintendent and/or Board of Trustees. A copy of the Procedures for Reporting Work-Related Accidents and Injuries is provided in Appendix C.

When a work related accident occurs with a Classified Employee, the District requires that the Classified Employee submit to drug testing.

#### **14. COBRA (Consolidated Omnibus Budget Reconciliation Act)**

In accordance with federal regulation and under certain defined conditions, the employee and/or any dependants may continue medical and dental insurance coverage by paying the premium(s) for such coverage after eligibility and/or coverage ends. According to the conditions, also known as qualifying events, coverage can continue for a period of 18 to 36 months, dependent upon the qualifying event. The employee is advised to contact the District Administrative Offices for specific details.

#### **FAMILY MEDICAL LEAVE ACT (FMLA)**

The Family Medical Leave Act (FMLA) entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. The District defines the 12-month period as the District's fiscal year, from July 1<sup>st</sup>, to June 30<sup>th</sup>.

To be eligible for FMLA benefits, a Classified Employee must:

1. Currently be employed by the District;
2. Have worked for the District for a total of 12 months; and
3. Have worked at least 1,250 hours over the previous 12 months.

#### **Leave entitlement**

An eligible employee is entitled to 12 work weeks of unpaid leave during any 12-month period for one or more of the following reasons:

1. The birth and care of the newborn child of the employee;
2. Placement with the employee of a child for adoption or foster care;
3. To care for an immediate family member (spouse, child or parent) with a serious health condition; or
4. To take medical leave when the employee is unable to work because of a serious health condition.

Spouses employed by the District are jointly entitled to a combined total of 12 work weeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition. Leave for birth and care of a child, or placement for adoption or foster care must conclude within 12 months of the birth or placement.

Under some circumstances, employees may take FMLA leave intermittently, which means taking leaves in blocks of time, or by reducing their normal weekly or daily work schedule.

1. If FMLA leave is for birth and care or placement for adoption or foster care, use of intermittent leave is subject to District approval.
2. FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work.

If available to a Classified Employee, the District will apply accrued paid leave (sick leave, personal leave, vacation leave or sick bank) to cover some or all of the FMLA leave. The District is responsible for designating if an employee's use of paid leave counts as FMLA leave based on information which is provided from the Classified Employee.

Serious health conditions mean any illness, injury, impairment or physical or mental condition that involves either:

1. Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; or
2. Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:
3. treatment two or more times by or under the supervision of a health care provider; or one treatment by a health care provider with a continuing regimen of treatment, or
4. Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or
5. A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (i.e., asthma, diabetes). A visit to a health care provider is not necessary for each absence; or

6. A permanent or long-term condition for which treatment may not be effective (i.e., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
7. An absence to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (i.e., chemotherapy or radiation treatments for cancer).

**Health care provider means:**

Doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctor practices; or

Podiatrists, dentists, clinical psychologists, optometrists, chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by x-ray to exist) authorized to practice, and performing within the scope of their practice, under state law; or

Nurse practitioners, nurse midwives and clinical social workers authorized to practice, and performing within the scope of their practice, as defined under state law; or

Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; or

Any health care provider recognized by the employer or the employer's group health care benefits manager.

**Maintenance of Health Benefits**

The District will maintain group health insurance coverage for an employee on FMLA leave. Arrangements will be made for the employee to pay their share of the health insurance premiums while on leave and other deductions.

**Restoration of Job**

Upon return from FMLA leave, an employee will be restored to his/her original job, or to an equivalent job with equivalent pay, benefits and other terms and conditions of employment.

Under specified and limited circumstances where restoration of employment will cause substantial and grievous economic injury to the operations of the District, the District may refuse to reinstate certain employees.

**Notice and Certification**



Classified Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. The District may require employees to provide:

1. Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member;
2. Second or Third medical opinions (at the employer's expense) and periodic recertification;
3. Periodic reports during the FMLA leave regarding the employee's status and intent to return to work.

### **AMERICAN'S WITH DISABILITIES ACT (ADA)**

The Americans with Disabilities Act (ADA) prohibits discrimination against individuals with disabilities in recruitment, pre-employment screening, hiring, promotions, layoffs, termination, and any other term, condition or privilege of employment. The Kimberly School District accommodates qualified individuals with a disability to engage individuals to have equal opportunity employment unless the accommodation causes undue hardship to the District.

### **DRUGS, ALCOHOL AND OTHER SUBSTANCES**

#### **Substance Free Workplace**

The District is committed to maintaining a workplace free from the use of illegal substances and alcohol. The use of illegal drugs and the abuse of alcohol negatively affect an employee's job performance.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, or being under the influence of a controlled substance or alcohol on the premises of the District or while conducting District business off of District property is absolutely prohibited and will result in immediate termination by the District's Superintendent and/or Board of Trustees.

Employees are required to report to work on time and in an appropriate mental and physical condition for working. Any employee who uses drugs or alcohol off duty and reports to work under the influence of drugs/alcohol, smelling of alcohol or in possession of drugs or alcohol may be disciplined, up to and including termination by the District's Superintendent and/or

Board of Trustees. The decision as to the nature and severity of the discipline will be at the sole discretion of the District.

Employees must advise their supervisors, prior to coming to work, if they are taking any medication which will adversely affect their ability to safely perform the essential functions of their job. A decision as to the Classified Employee's attendance at work in such a condition will be at the sole discretion of the supervisor of the Classified Employee.

A Classified Employee of the District will be required to submit to a drug test under the following circumstances:

1. Workplace accident;
2. Bus accident;
3. Reasonable suspicion of District Supervisors. If two District supervisors agree that there is reasonable suspicion that a Classified Employee is under the influence of drugs or alcohol, the Classified Employee may be asked to submit to a drug test. Failure to submit to the required testing will be grounds for immediate termination of the Classified Employee.

Additional events may also warrant a drug test of a District Classified Employee.

## **2. Tobacco Use in the Workplace**

The District prohibits smoking, of any nature or kind, on District property or in a District vehicle, in compliance with Title 39, Chapter 55, Idaho Code.

This prohibition includes all buildings, playground areas, parking facilities, athletic facilities and District owned vehicles. Any violation of this policy will result in immediate termination of employment with the District.

### **GRIEVANCE POLICIES AND PROCEDURES**

District officials shall consider and equitably address, if appropriate, Classified Employee grievances relating to allegations of unfair treatment or a violation of school District policies. A Classified Employee may file a grievance about any matter related to the employee's employment, provided that neither the rate or salary or wage of the employee nor the decision to terminate an employee for cause during the first one hundred eighty (180) days of employment shall be a proper subject matter for consideration under a Classified Employee grievance.

A copy of the District's Complaints and Grievances Policy is provided in **Appendix D**.

### **MISCELLANEOUS**

## **1. District Travel**

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, Classified Employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule authorized by the Board of Trustees. Employees must submit receipts to be reimbursed for expenses other than mileage. Further, Classified Employees will also be compensated their hourly wage for reasonable time spent in travel for the District's business.

All reimbursement for District Travel must comply with the District's Board Policies and Procedures for such reimbursement. A copy of the District's Monthly Transportation/Meal Reimbursement Form has been provided in **Appendix E**.

## **2. Computer and Internet Usage**

The District Administration and supervisors have the sole discretion to determine which of their employees are to use the District's computer equipment and under what circumstances and for what purposes such equipment is to be used.

Employees of the District have no ownership rights to any District computer equipment or software which they may use during the performance of their job. These resources, like all other District property, are to be utilized for work purposes and are to be utilized for reasonable personal uses only during regular work breaks.

Prior to use of any District technology, a Classified Employee must sign the user policy. A copy of the Computer Network Acceptable Use Policy has been provided as **Appendix F**.

1. All Classified Employees are responsible for ensuring compliance with copyright and trademark laws pertaining to software purchased by the District. Classified Employees of the District may not remove licensed software packages from the District without prior written permission from their supervisor and the District's Administrative Offices.
2. No Classified Employee is permitted to make a copy of any District owned software for personal use.
3. No Classified Employee should use the internet for personal purposes or for any purpose not related to school business.
4. No Classified Employee should download information from the internet which is protected by a copyright.
5. No Classified Employee should attempt to access files which are not authorized for their use or access.

6. At no time shall any Classified Employee use the District's computer or internet access to view or download any materials of a pornographic nature, relating to terrorism, espionage, theft or drug use.
7. E-mail privacy should be respected.
8. No inappropriate language should be used when using District e-mail.
9. No use of District computers for soliciting for personal gain.

Questions regarding District owned software and internet usage should be directed to the Classified Employee's supervisor or the District Administrative Offices.

The District assumes no responsibility or liability for documents or files which are stored on a school computer including but not limited to the possible liability for damaged or lost documents, programs or information. Likewise, the District will not be responsible for security violations beyond the proper disciplinary actions for those persons involved with such security violations.

### **3. Safety and Security**

#### **a. Accidents and Workplace Safety**

The District operates in compliance with the Occupational Safety and Health Act of 1970, to provide a safe working environment, safe working conditions and to teach safe working methods that protect all employees from injury. Full compliance of all Classified Employees is necessary to comply with these regulations.

Classified Employees should never take shortcuts or chances that could create a safety or health hazard or damage equipment or materials. No task is so important that carelessness or disregard for proper operating procedures will be tolerated. Each Classified Employee is required to know the safety requirements for his or her job, the location of all fire extinguishers as well as District evaluation procedures.

All Classified Employees are required to maintain their work areas in a clean and orderly manner to assist in workplace safety and the prevention of accidents.

All accidents which occur in the workplace must be reported to your supervisor, building administrator of the District's Administrative Offices, regardless of the severity of the accident or injury. An accident report form shall be made available for completion to document the occurrence of all accidents and injuries.

All employees should be familiar with the evacuation procedures for the building within their work areas.

**b. Building Security**

A number of Classified Employees have been issued keys and/or fobs by the District which access different District property or buildings. These Classified Employees assume responsibility for the custody and appropriate use of these keys. Keys are not to be loaned to any other individual and keys are not to be duplicated except by an approved work order submitted by the person who was issued the key. A loss of building keys may result in a replacement charge to the Classified Employee who lost the keys in question.

A number of District buildings are on code systems. Classified Employees who are last out of the building are responsible for setting all appropriate codes.

**c. Identification Badges:**

While working on any District property or in any District building, District Identification Badges must be worn. Failure to wear an identification badge will subject the employee to discipline.

**4. Property Control**

**a. District Property**

Employees of the District have no ownership right to any District equipment which they use in the performance of their job. It is the responsibility of employees to use the District's equipment appropriately. Theft, unauthorized selling, destroying, defacing, use or lending of District property, regardless of location, is prohibited. Discipline for employees may involve actions up to and including dismissal from employment. Damages, as permitted by law, will be sought from individuals who abuse school property.

**b. Personal Property on District Premises**

Employees are cautioned to take special care with personal property which is brought onto the District's premises. The District does not assume any liability for lost, stolen or damaged personal property. Unless specifically authorized by the Board via adopted written policies, the District is not responsible for personal property that employees may bring to use on school district premises.

**5. Responsibility to Students**

**a. Discipline**

In general, students are the responsibility of the certificated staff. Classified Employees should assume no authority in disciplining students except when:

1. Specific authority is given by the building principal
2. A custodian is in charge of a building during off hours
3. Students are being destructive
4. Any physical violence occurs.

District bus drivers are to report problem children to their supervisor and the principal of the student's school. If a student does not respond to a bus driver's request for appropriate behaviors, the driver is authorized to drive the child back home or back to the school after they have contacted their supervisor.

**b. Confidentiality**

Classified Employees of the District may be in a position to have direct interaction with students and/or student records. All Classified Employees are expected to maintain the confidentiality of the District's students. Failure to maintain student confidentiality will result in discipline up to and including possible termination by the District's Superintendent.

**6. Emergency / School Closures / Snow-days**

An emergency school closure occurs upon an emergency or a condition occurring which prevents the normal operation of the school. Severe weather concerns are typically the condition which brings about an emergency closure. District Supervisors will have the sole discretion to determine which employees are to report to work in the event of emergency school closures.

When District buildings are closed due to snow, the day will be a non-duty/ paid day for all Classified Employees who are not required to come to work. \*Emergency closure leave will not be in excess of three work days in one school year and will be calculated on the number of hours the employee was scheduled to work on those days. Maintenance and district office employees are expected to come to work when the school is closed due to snow and are expected to arrive at their work station as soon as the weather allows (see policy 2221) and will be granted a personal day in lieu of emergency closure days.

**7. Media Guide**

As an employee of the District, a Classified Employee may, from time to time, be asked to comment on school related matters. You may also receive requests for information from the

media or outside individuals. The Superintendent and the Board of Trustees speak for the School District. Principals have the authority to speak on behalf of their respective schools.

If and when a Classified Employee speaks with media or reporters, the District requests that the Classified Employee refrain from speaking about matters which fall outside of your direct line of authority or responsibility.

## **8. Dress Code**

The perceived image of the Kimberly School District is largely determined by the image created by its employees. A positive, professional image reflects an attitude of confidence, professionalism and respect. Appropriate appearance in the work place is the responsibility of every employee and professional appearance standards are being promoted.

The following are basic guidelines and are the approved and acceptable appearance standards for all Classified Employees:

1. Personal cleanliness and good grooming are required of all employees.
2. Clothing promoting or advertising alcohol and tobacco products, violence, profanity and illegal drugs are prohibited.
3. Appropriate footwear for job and duties.

District supervisors may set and enforce more stringent appearance standards, or may establish infrequent dress-down days for scheduled cleaning or recreational activities.

## **9. Non-School Employment**

It is the policy of the Kimberly School District that employees shall not engage in outside activities or other employment which interferes with their duties as employees of the Kimberly School District. Further, no outside activity or employment should conflict with the District's mission to protect the morals, health, safety, educational environment or educational message of the District's students.

## **10. Political Activity**

The District does not directly or indirectly encourage or discourage any employee from participating in political affairs, activities or organizations. An employee's employment will not be affected by membership or a decision not to be a member of any organization. No partisan political activity, statement, endorsement or agitation shall be permitted on the part of a school employee at any time during regular school hours and/or work hours.

## **11. Firearms and Weapons**

The possession of any type of firearm or weapon, of any nature or kind, on District property is strictly prohibited and subject to grounds for immediate termination by the District's Superintendent and/or Board of Trustees.