

Post Falls School District No. 273

Classified Employee Handbook



Welcome to the Post Falls School District

The information included in this employee handbook is provided to give an overview of the district operations as well as employer/employee responsibilities. It is not intended to cover all aspects of employment with the district. The Board of Trustees Policy Manual provides comprehensive district policies, procedures, rules and regulations, and is available at each school site and department for review. The policy manual is also available on the district's website, www.pfsd.com. The Post Falls School District reserves the right to revise or terminate policies and benefit plans within its sole discretion and without notice.

This handbook is not intended to or designed to create a contract of employment in any manner. Neither this information nor any of the district's policies or benefit plan should be considered a contract for purposes of employment or payment of compensation or benefits.

Classified and part-time (non-benefited) employment with the Post Falls School District is at will, and either the employee or the district may end the employment relationship at any time and for any reason subject to applicable district policy and Idaho state law. Substitute service in any school or department does not constitute employment with the district.

All employees are responsible to know, understand and comply with all applicable laws, rules, regulations, policies and procedures.

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Strategic Plan

Mission Statement

All students will have the attitudes, skills and knowledge to be productive and responsible citizens.

Instruction Goal

Goal: Implement instructional strategies and techniques that engage, motivate and challenge students to achieve at their highest level.

Objectives: The Post Falls School District will

- provide high quality instruction that fosters success consistent with state and local standards and programs;
- support and strengthen the development of critical and conceptual thinking and problem solving;
- support instructional leadership that promotes student achievement;
- provide professional development that emphasizes student-friendly targets and lessons resulting in higher student achievement;
- continue to support the advancement of technology use in instruction.

Curriculum Goal

Goal: Continuously implement and develop a rigorous curriculum that meets the needs of each student.

Objectives: The Post Falls School District will

- provide aligned curricular materials and programs that correspond with local and state achievement standards;
- provide curricular materials and support for a variety of professional and technical opportunities;
- maintain an ongoing curriculum and materials adoption process that involves staff and community members;
- provide multiple ways to access the curriculum through effective use of technology;
- ensure the curriculum values character development and diversity;
- provide professional development to effectively and consistently implement the curriculum;
- continue to evaluate and revise curriculum.

Assessment Goal

Goal: Effectively implement an assessment system that drives and evaluates instruction and learning.

Objectives: The Post Falls School District will

- recognize students as primary users of assessment data;
- provide professional development in classroom assessment of learning (summative) and for learning (formative) for the purpose of motivating and engaging students in the assessment process;
- support the use of assessments of learning (summative) to determine the level of student achievement at a point in time;
- support the use of assessments for learning (formative) to diagnose student needs, plan instruction, and provide student feedback;
- educate the public regarding the assessment program and communicate assessment results to students, parents, community.

Resources Goal

Goal: Acquire and effectively manage fiscal and human resources to achieve the maximum educational benefits for Post Falls students.

Objectives: The Post Falls School District will

- develop and implement a budget that includes input from all stakeholders;
- ensure that all district personnel are ethical and accountable managers of the resources entrusted to them;
- seek available funding and/or services from outside sources;
- maintain cost-effective resource practices;
- continue to evaluate the hiring process;

- continue to hire personnel of the highest quality to meet the diverse needs of all students;
- provide professional development training opportunities for all staff in order to enhance their job skills;
- continue to implement a systematic and thorough staff supervision and evaluation model.

Community Partnership Goal

Goal: Ensure student, parent, community and business involvement in the educational process.

Objectives: The Post Falls School District will

- form and develop community partnerships that enhance student achievement;
- encourage and support active parent involvement in each school;
- develop and implement extended learning opportunities for students and community;
- promote opportunities for parents and community members to mentor students.

Environment Goal

Goal: Provide a safe, respectful and caring environment for students, staff, parents and community members.

Objectives: The Post Falls School District will

- incorporate physical, nutritional, social, and psychological well-being into daily activities;
- promote self-confidence, mutual respect, and character building;
- implement and evaluate district-wide crisis/emergency plans;
- evaluate and improve building/site security measures;
- identify and eliminate hazards at all buildings and sites.

Facility Goal

Goal: Provide facilities that will enhance present and future educational programs and endeavors.

Objectives: The Post Falls School District will

- provide neighborhood school sites and facilities of sufficient number and size to effectively house all students;
- provide facilities that are safe, secure and allow for an optimal learning environment;
- provide facilities that are cost effective, easily and well maintained, energy efficient and aesthetically pleasing;
- provide sufficient equipment that is technologically advanced to complement instruction;
- provide facilities that are designed to adapt to future educational programming;
- provide facilities that invite use by the community at large.

Post Falls School District Profile

District Serves: City of Post Falls and the greater Post Falls area in Kootenai County

District Square Miles: 64

District Budget: \$39.5 million

Per Pupil Expenditure: \$5,350

Total Enrollment 5,640 students

Graduation Rate: 91%

Maintenance: 11 schools, 181 acres of grounds and fields, 676,425 total square feet of building space.

Transportation: 43 buses traveling 370,065 miles per year transporting 2,400 children each year.

Child Nutrition: 8 kitchens serving 750,000 meals at 9 sites during the school year; 49% students on free/reduced meals program.

Number of employees: 329 certified staff; approximately 300 classified, mostly part-time

District Schools:

Post Falls High School, grades 9-12

New Vision Alternative High School, grades 9-12

Post Falls Middle School, grades 6-8

River City Middle School, grades 6-8

Frederick Post Kindergarten School, grade K

Greensferry Elementary School, grades 1-5

Mullan Trail Elementary School, grades 1-5

Ponderosa Elementary School, grades 1-5

Prairie View Elementary School, grades 1-5

Seltice Elementary School, grades 1-5

West Ridge Elementary School, grades 1-5

The Board of Trustees

The Post Falls School District is governed by a Board comprised of five members, representing five trustee zones, elected by the citizens of the district. The trustees serve overlapping terms of four years each.

Post Falls School District History

- 1884 William and Ludia Dillard opened their home for classes for local children.
- 1885 William Dillard deeded the land for a school built by homesteaders.
- 1888 A two-story school was built. The 1885 school became a residence which burned in 1930.
- 1890 Patrons passed a \$4000 bond to build a larger two-story school which was used into the 1950's.
- 1896 Prairie Valley School was constructed on what would become Prairie Avenue.
- 1900 Cedar Creek School was constructed on what would become Greensferry Road.
- 1909 Pleasant View School was constructed on Pleasant View Road.
- 1911 East Greenacres School was constructed at the junction of McGuire Road and Prairie Avenue and was built on land donated by homesteaders. The school was torn down in 1970.
- 1911 McGuire School was constructed at the junction of what would become Seltice and Corbin Roads. The school burned in 1987.
- 1912 Post Falls Rural High School was constructed at the corner of Spokane Street and Mullan Avenue. It was turned into an elementary school in 1925 and torn down in 1960.
- 1913 The Gymnasium was constructed for school and community events. It burned in 1957.
- 1924 Post Falls High School was constructed at corner of Mullan and Compton. The school burned in 1955.
- 1948 After the state-wide school district consolidation Prairie Valley School, Pleasant View School, East Greenacres School, McGuire School and Post Falls High School were incorporated into the Post Falls School District.
- 1951 Post Falls Grade School was built at 205 W. Mullan. It was renamed Frederick Post Elementary. It is currently in use as New Vision Alternative High School and the Kindergarten School.
- 1956 Post Falls High School was constructed at 300 W. Cherry Street.
- 1967 Post Falls High School was constructed at 301 E. 16th Street. The current PFHS became Post Falls Jr. High School, later to become Post Falls Middle School.
- 1973 Seltice Elementary School was built.
- 1977 Ponderosa Elementary School was built.
- 1992 Prairie View Elementary School was built.
- 2000 Post Falls High School was constructed at 2832 E. Poleline.
- 2000 Post Falls Middle School moved into the existing Post Falls High School building on 16th Street.
- 2000 The existing Post Falls Middle School on Cherry Street was remodeled to become Mullan Trail Elementary School.
- 2004 River City Middle School was constructed.
- 2008 West Ridge Elementary School was constructed.
- 2015 Second story addition was constructed to River City Middle School.
- 2016 Greensferry Elementary was built. Auxiliary Gymnasium and Performing Arts Auditorium were constructed to Post Falls High School.

Professional Expectations

Welcome to Post Falls School District. The following district expectations are for all employees and will serve as a helpful guide for you as you begin your employment as a valued member of our team.

Drug, Alcohol and Tobacco Use

Any employee engaged in work on school property or any other school district location will not possess, use or distribute alcohol or illicit drugs. Smoking is not permitted on or in any school district property or vehicle. Violation of this policy may be cause for dismissal. (Policy 604.5)

Harassment

All employees of the school district are to be treated with respect and dignity. Unlawful harassment and discrimination will not be tolerated and may be cause for disciplinary measures including dismissal. Employees should register complaints regarding inappropriate treatment or harassment to their direct supervisor. Employees may also register a complaint with the Assistant Superintendent, Director of Programs and Instruction, Director of Business Services, and/or the Clerk of the Board of Trustees. (Policy 604.6)

Identification Badges Are Required

Safe schools are a primary focus in Post Falls School District. Employees are required to wear their issued photo I.D. badges during the work day. Your I.D. badge identifies you as a person who is welcome in our schools.

Accuracy in Record Keeping and Reporting is Essential

As an employee in a public school system, we are all expected to be good stewards of taxpayer dollars. It is expected that you will provide complete and accurate information on any district record, report or document you prepare. This standard is critical to maintaining the integrity of the organization and your professional performance.

Appropriate Workplace Clothing is Expected

As a representative of the Post Falls School District, your clothing needs to present a positive, personal and professional image. Inappropriate dress includes short shorts, shirts that reveal midriffs, etc., or torn/tattered clothing. Clothing must be free of printing that would be offensive to others (swastikas, swear words, nudity, etc.) or refer to alcohol or drugs. Your supervisor can provide specific direction for your department or your worksite.

Be On-Task

Employees are expected to commit work time to work assignments deferring personal conversations or issues to a time when the workday is ended.

Maintain Confidentiality at All Times

Employees of the Post Falls School District will, from time to time, have access to important, detailed information regarding students, parents and other staff. Only speak about this information with those who have a professional need-to-know. If you have questions about what is confidential or who has a need-to-know, talk with your supervisor. Never discuss information that is second-hand with others.

Maintain a Positive Manner in All Interactions and Communications

Interactions with students, parents, visitors and vendors offer opportunities for you to project a positive and respectful image. If you encounter situations of conflict or disagreement, remain in control of your emotions and treat others with respect. If you disagree with an issue, speak with your supervisor or other assigned key communicator (see Harassment) in a private and professional manner.

You are a Role Model

As a role model for students and other staff, your language must be positive and professional. Interactions with students are to be kept at a professional level and do not become personal in nature. Be careful not to use words that are slang, abusive, violent, sexual or could have a negative connotation. A guideline is use language that would be viewed as professional and acceptable by the most conservative group.

Safety is Everyone's Responsibility

Always perform your responsibilities in a safe manner. If you feel that you are exceeding your physical capability, ask for assistance from another staff member or take a smaller load. Your safety is most important even if it means taking a few more steps or minutes. If any part of your job requires the use of equipment, a specific procedure or physical contact with a student, such as lifting, make sure that the appropriate technique is clearly defined and explained to you by a supervisory staff member before you attempt this part of your job. You may also want to consider what jewelry to wear in the workplace, avoiding types of jewelry that might put yourself or a student at risk of injury.

Heed Universal Health Precautions

To keep employees safe from the risk of infectious diseases, universal precautions are addressed district-wide. During the school day wash your hands as often as possible and use disposable gloves as necessary for your duties (use a glove only once). If a room surface has blood or bodily fluids on it, it needs to be cleaned immediately. Your supervisor will address proper procedure and tell you where approved disinfectants and gloves are kept.

Supervision and Your Job Description

A job description is an overview of your assignment. Your supervisor may assign additional tasks or duties to you. If, at any time during your workday, you find you cannot complete a task as assigned, talk with your supervisor. New employees sign a job description form at the time of hire. Job descriptions are available through your supervisor, at the District Office and on-line at [www.pfsd.com/Administrative Srvs/Human Resources](http://www.pfsd.com/Administrative_Srvs/Human_Resources).

Electronic Mail/("e mail")/Social Networks/Websites Protocol

The following provisions apply to electronic mail, social networks and websites.

1. It should be recognized by users that all email, social networks and websites may be viewed by others. Within a public school district e mail, social networks and websites may be considered public information. There is no guarantee of confidentiality.
2. The district administrators will not intentionally inspect the contents of e mail, social networks and websites to an intended recipient, or disclose such contents to anyone other than the sender or an intended recipient, without the consent of the sender or an intended recipient. However, such inspection or disclosure may occur if it is required by law or district policies, or to investigate allegations that the e-mail, social network or websites may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
3. Users are not to download or forward e mail, social network or website messages that have originally been sent from an unknown source
4. Use of e mail, social networks or websites will be addressed only for academic purposes, and education or activity notifications. Use of e mail, social networks or websites will not be used to socialize with students or parents.

Any action by a user that is determined to constitute an inappropriate use of the district's computer network service or to improperly restrict or inhibit other users from using and enjoying the district's computer network service is strictly prohibited and may result in disciplinary action. Complete policy regarding employee computer use is included on Page 20 of this handbook.

Payroll Forms

All new employees must check in with the personnel office after being hired and before starting work. Upon being hired in the Post Falls School District, all employees must fill out all required paperwork before being issued a payroll check: W-4, I-9 Application, PERSI form, Fingerprints, Direct Deposit, etc. The HR Specialist will meet with new employees to complete the required forms.

Fingerprinting

All employees must go through a background check as a condition of employment. Employees have five days from their hire date to complete this process. Employees are responsible for all fees associated with the fingerprint/background check. Employees must meet with the HR Specialist for information and proper paperwork.

Direct Deposit

All employees are required to have Direct Deposit to their bank, credit union, etc.

Salary Schedule

Classified employees are paid at an hourly rate. Certified employees and supervisors are paid with a salary. The pay for all employees is based on placement on a district salary schedule. Salary schedules are approved annually by the Board of Trustees.

Current classified employees transferring to a similar position within the district will be placed on the same salary step. Employees moving to an unrelated position will be placed on the beginning salary step for that grade.

Pay Dates

All employees are paid on the 25th of each month. If the 25th falls on a Saturday, payday will be Friday, the 24th. If the 25th falls on a Sunday, payday will be Monday, the 26th.

Time Sheets

The district will provide each classified employee with a standard time sheet. Pay periods run from the 16th day of one month to the 15th day of the next month. The time sheet must be completed and signed by the employee's supervisor, and received at the District Office on the 15th of each month, or prior to the 15th if that date falls on Saturday or Sunday. Timesheets received after the closing date will be held until the next pay period.

Extended Pay

Nine and ten month employees who work 30 hours or more per week have the option of withholding a portion of their pay each month and receiving that portion during the summer month when they would not usually receive a paycheck.

Insurance

Employees who work 32.5 - 40 hours per week are eligible for 100% employee (Driver Plan) rate. Employees who work 20-32 hours per week are eligible for ½ district-paid Group Health (Driver Plan) rate.

Employees will meet with the HR Specialist to fill out the proper application forms for insurance coverage. No changes in coverage may be made during the year, unless a change in family status occurs. Employees may keep their insurance benefits during the summer months. The district will continue to pay their portion and employees must continue to pay their portion.

Employees who terminate employment with the district may continue their insurance coverage for a period of time through the COBRA plan. The employee will be required to pay the full premium amount.

Annuities/Life, Cancer, Disability Insurance

Employees may choose to have a portion of their income invested in life, cancer or disability insurance annuities.

The employee must sign a salary reduction agreement before withholding can begin. The district has a list of approved companies.

Workers Compensation Insurance

Employees are covered under workman's compensation insurance. All accidents must be reported immediately to the employee's supervisor. All forms must be immediately submitted to the District Office.

Retirement

Employees who work 20 hours or more per week must belong to the Idaho Public Employees Retirement System (PERSI). Employees are vested after five years or 60 months of contributions. Employees may only draw out their contribution if they terminate with the school district and do not regain employment with an Idaho public employer for 90 days. Employees considering retirement will meet with the Payroll Clerk.

Pay Statement Explanation

<u>Payments</u>	This includes pay for all the assignments that you have worked during this payroll period and will show either the hourly amount for classified employees or the contract amount for certified employees.
Rate/Hours/Amount	For hourly employees only: this is the hourly rate of pay, the total hours worked for each assignment during this payroll period, and current gross amount paid for each assignment worked for both current month and year-to-date.
Contract	This is for salaried employees only showing gross amount for current month and year-to-date.
<u>Deductions</u>	This includes the descriptions of what is being deducted from your gross income in this month's payroll.
Current Amount	This is the amount deducted from your gross monthly income.
YTD Amount	This is the year-to-date amount deducted.
Benefits	This is the description of what benefits you had in the current month's payroll.
Current Amount	This is the amount the district paid in benefits on your behalf in the current month's payroll.
YTD Amount	This is the amount the district paid in benefits on your behalf year-to-date.
<u>Gross Pay</u>	This is the total amount of all current payments both for current month and year-to-date.
Pre-Tax Deductions	This shows both the current monthly and the year-to-date amounts of pre-tax deductions.
Taxable Wages	This shows both the current monthly and the year-to-date amounts of taxable wages.
Federal Tax	This shows both the current monthly and the year-to-date amounts of federal taxes.
State Tax	This shows both the current monthly and the year-to-date amounts of state taxes.
FICA/Medicare	This shows both the current monthly and the year-to-date amounts of FICA and Medicare deductions.
Other Deductions	This shows both the current monthly and the year-to-date amounts of other deductions.
<u>Net Pay</u>	This shows both the current monthly and the year-to-date net pay (gross pay minus the deductions noted above). The monthly net pay amount is the amount directly deposited into your financial institution account.

Leaves and Absences

Sick Leave

Each employee earns one day of sick leave per month that they have worked. Each day of sick leave accrued will equal the normal working day of the employee. Sick leave may accumulate from one year to the next. Accrued sick leave may be used at the time of retirement through the PERSI retirement system to assist in paying insurance premiums. Employees will not be paid for unused sick leave at any time.

Sick Leave Bank

Employees who work a minimum of 17 hours per week and who have completed one full year of employment with the district may elect to join the Sick Leave Bank by contributing one sick day per year to the bank. Requests for days from the Sick Leave Bank will be considered only for personal catastrophic illness. Any days granted from the Sick Leave Bank will be only after the employee's accumulated sick, personal and vacation leave is gone. Employees wishing to access the Sick Leave Bank need to contact the HR Specialist at the District Office to complete the proper paperwork.

Family Medical Leave (FMLA)

Employees who have worked for the district for at least one year and who have worked at least 1,250 hours over the past twelve months shall be entitled to 12 weeks of leave due to a birth, adoption, personal or family illness. Family medical leave is without pay, or, at the employee's option, accrued leave may be used.

Personal Leave

Certified employees are given personal leave days pursuant to the Negotiated Agreement between the Post Falls Education Association and the Board of Trustees. Classified employees are granted two personal leave days each year on July 1. Personal leave days may accumulate from year to year with a maximum of five days. Employees will not be paid for unused personal leave days.

Vacation Leave (12 Month Employees Only)

Employees who work 30 hours or more for 12 months are granted vacation time. Vacation time cannot be used before being earned. Vacation time is granted on the employee's anniversary date and may accumulate from year to year for a total of 25 days. After one year's employment, the employee earns 10 days vacation; after five years, 15 days are granted; after ten years, 20 days are granted. Payment in lieu of vacation leave will not be made unless employment with the district is terminated.

Holidays

Nine-month and ten-month employees are paid for legal holidays that fall in their work weeks and must work the day before and the day after a holiday, or be on paid leave in order to receive holiday pay. The exceptions are Christmas Day and New Year's Day.

Twelve-month employees have the following paid holidays: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, Presidents' Day and Memorial Day.

Bereavement Leave

Following the death of a family member, employees may, based on personal need and supervisor's approval, be granted five days contiguous leave without loss of pay. Employees will submit a request for leave within two (2) weeks of the death of their immediate family member, with the understanding that the leave will be taken within one (1) calendar year of the death.

Death or bereavement leave is non-cumulative.

Employee's "Immediate Family Member" is defined as an individual with any of the following relationships to the employee:

1. Spouse, and parents thereof;
2. Children, and spouses thereof;

3. Parents, and spouses thereof;
4. Siblings, and spouses thereof;
5. Grandparents and Grandchildren, and spouses thereof;
6. Relative residents/domestic partner and parents thereof; of the same household.

Jury Duty

Employees called for Jury Duty during the work period will be granted leave without loss of pay for the period of time served under a summons. Jury pay will be retained by the employee. Employees required to report under a summons for personal reasons will not be reimbursed for time lost.

Emergency School Closure

Two emergency school closure days per year, due to events such as heavy snow, may be granted. Closures will be identified to employees through school/department phone trees, and are usually announced on the local television and radio stations. Some employees may be required to work on closure days for at least part of the day. These are building secretaries, custodians and all 12-month employees as directed by their immediate supervisor. Those employees who are required to and do work the emergency closure days are entitled to time off equal to the hours worked on emergency closure day.

Employment Policies

The following policies are part of the certified and classified employee sections in the Post Falls School District Policy Manual. These policies are not intended to be all-encompassing. Other policies, procedures and legal requirements pertaining to employment and job performance are considered part of the district's employment practices.

A Policy Manual is available for access by any employee in each school and department as well as at the Post Falls School District Administrative Office. Policies may also be accessed on the district website, www.pfsd.com/district/schoolboard/schoolboardpolicy.

Policy Title: Hiring

Policy No. 602.1

It is the policy of the Board of Trustees that non-certified personnel shall be selected, retained, and promoted on the basis of training, experience, character and job performance. The necessity for the work and the availability of sufficient funds may also determine the length of employment.

Post Falls School District is an Equal Opportunity Employer and does not discriminate or deny any services on the basis of age, race, religion, color, national origin, sex and/or disability.

The hiring procedure for non-certified employees shall be as follows:

1. At such time as an opening occurs for which there is no reassignment or transfer of a currently employed non-certified employee, a notice will be posted that the district is accepting applications for employment. The posting will be at least three (3) working days prior to the last day determined for accepting applications. Applications will be received by the district until the date described in the notice.
2. The applications will be reviewed by the person primarily responsible for the supervision of the position being applied for and/or such other person(s) as the district superintendent of his/her designee may direct. The review will determine which employees or applicants meet the criteria for the position and will be selected for interview. The persons responsible for reviewing will check any references and/or make any background checks deemed appropriate.
3. The interview process will take place within a reasonable period of time after the last day for receiving applications.
4. Upon completion of the interviews the responsible person(s) will select a candidate for employment, notify the candidate of his/her selection and give instructions to the employee for reporting to the business or other administrative department of the district for the purposes of being processed for employment.

Policy Title: Re-assignment or Transfer

Policy No. 602.2

It is the policy of the Board of Trustees that the basic considerations in the assignment or transfer of non-certified personnel are the demands and responsibility of the program of the school district. It shall be the policy that non-certified personnel be reassigned or transferred on the basis of their qualifications and the needs of the district.

Policy Title: Background Checks/Registration

Policy No. 602.3

Post Falls School District #273, as a condition of employment, requires each employee to undergo a criminal history check. Employees will obtain the history check within five (5) days of being hired. The employee will pay the fee charged by the State Department of Education to process the initial fingerprint/background check. Employees may elect to have the cost of the criminal history check deducted from their paycheck.

The refusal or failure of a prospective employee to submit to the criminal history check will constitute sufficient grounds to reject his/her application.

While awaiting the results of the criminal history check the employment will be considered temporary and conditional subject to receipt of notice of a satisfactory background check as provided by law.

In the event the district receives notice that a criminal history check of an employee reveals that the employee has been convicted of a felony crime enumerated in Idaho Code § 33-1208, it will be grounds for immediate termination, dismissal or other personnel action of the district.

The information obtained by the district from the criminal history check conducted through the State Department of Education will be placed in the subject employee's personnel file and shall remain confidential in the manner and to the extent provided by law.

Any person or entity (and its employees, agents or representatives) contracting with or otherwise providing services, consultations or materials to the district, will be required to register with the school when there is direct personal or frequent contact with district students, personnel or property.

1. All new employees must contact the Post Fall School District Background Check Coordinator for information regarding background check procedures and location of authorized finger-printers.
2. Within five (5) days of being hired, all employees shall report to an authorized finger-printer to be fingerprinted, submit his/her completed fingerprint card to the district background check coordinator and pay the required fee to the State Department of Education.
3. If an employee chooses to exercise his/her option to have the background check fee deducted from his/her pay, he/she must make these arrangements with the District Background Check Coordinator.

Policy Title: Probationary Period

Policy No. 602.4

It is the policy of the Board of Trustees that all new employees and transferred employees (transfer meaning into new job classification) are hired or transferred with the understanding that they must satisfactorily complete a probationary term of not less than six calendar months from the date of employment or transfer. A performance review will be conducted by the employee's immediate supervisor prior to the expiration of the probationary period. A probationary period may be extended, established or re-established at any time during employment.

Non-certified personnel may be placed on probation at any time by the employee's immediate supervisor, the superintendent or the superintendent's designee. If unsatisfactory work continues following conference or review, the following procedure may be followed:

1. Review the employee's work performance.
2. Put into writing the employee's specific problems.
3. Determine if a probationary period is desirable. In the event a probationary period is to be established, inform the employee orally and in writing that he or she is being placed on probation.
4. Specify the time limit of the probationary period. At or near the end of the probationary period, the employee will be subject to re-evaluation at which time the supervisor may make one of the following recommendations:
 - A. continued probation, subject to later re-evaluation;
 - B. remove the employee from probation;
 - C. dismiss the employee; or
 - D. other appropriate action.
5. Nothing herein shall require a probationary period or hearing prior to dismissal.

Policy Title: Performance Evaluation

Policy No. 602.5

It is the policy of the Board of Trustees that the non-certified employee's immediate supervisor will prepare annual written evaluations of the employee's performance on or before May 15th of each year. Additional evaluations may be prepared as necessary. Evaluations shall be based on the following:

1. Productivity
2. Quality of work
3. Initiative
4. Dependability
5. Judgment
6. Interpersonal relations
7. Managerial qualities (if applicable)
8. Other comments

Annual evaluations will be reviewed with the employee before being forwarded to the central office. A copy of the evaluation (signed or initialed by employee to acknowledge receipt) will be placed in the employee's personnel file in the district office. A copy of the signed evaluation will be given to the employee.

A building/district administrator and/or direct supervisor may further observe the employee in the performance of his/her duties from time to time during the normal course of employment. The supervisor may prepare notes and memorandum which may be placed in the employee's district personnel file in accordance with procedures prescribed by the district and/or by applicable law.

Nothing herein shall limit the ability of persons to testify at any hearing regarding the non-certified employee's employment status with respect to recorded or unrecorded observations and/or conversations with or pertaining to the employee.

Policy Title: Personnel Records**Policy No. 602.6**

It is the policy of the Board of Trustees that a personnel file shall be established and maintained at the district office for each non-certified employee. The following information shall be kept in the permanent personnel file located in the district office as well as other materials as determined by the superintendent or his/her designee:

1. Application and hiring forms
2. Information obtained through references
3. Sick, vacation and other leave records
4. Insurance/benefits records
6. Evaluations
7. Assignment records
8. Other pertinent records

The non-certified employee will receive notice of all materials placed in the employee's personnel file within thirty (30) days of the date of entry in the file, or within such longer period of time as circumstances may warrant.

The non-certified employee may attach a written rebuttal to materials entered in the employee's personnel file. The rebuttal will identify the material being rebutted and will be signed and dated by the employee. The rebuttal will be submitted to the district administration office within forty-five (45) days of the date of mailing (or date of personal delivery if not mailed) to the employee of the notice of entry of the material in the employee's personnel file.

Nothing herein shall limit the ability of persons to testify at any hearing regarding the subject non-certified employee's employment status with respect to recorded or unrecorded observations and/or conversations with or pertaining to the subject non-certified employee.

Policy Title: Inspection and Copying of Personnel Records**Policy No. 602.7**

It is the policy of the Board of Trustees that all personnel files relating to non-certified employees shall be available for inspection by said employee during the employee's non-duty hours, or by the employee's designee, during the normal business hours of the district's administration offices upon reasonable notice. The inspection will be monitored and observed by administrative personnel of the district.

Should the employee request copies of non-exempt documents or documents subject to disclosure contained in the employee's file, the district will prepare such copies within a reasonable time not to exceed three business days after the request is received, unless the district determines that a longer period is needed to locate or retrieve the records. If a longer period is required, the district will notify the employee within ten days following the request.

Recommendation letters and information used to screen and test for employment are exempt from inspection and copying. Other documents and entries may be exempt, including, but not limited to, ongoing investigatory information, information compiled in anticipation of a civil action or proceeding or information which is otherwise exempt from disclosure by law.

Policy Title: Payroll Withholding Tax**Policy No. 602.8**

It is the policy of the Board of Trustees to comply with all federal and state laws which deal with tax deductions. Each non-certified employee of the district must complete a withholding tax statement (W-4) to be on file in the district business office. Federal and state income tax deductions will be withheld according to this statement. It is the responsibility of the individual employee to make any corrections or changes that occur during the time of his employment in the Post Falls School District. All non-certified employees are required by law to participate in the Federal Insurance Contribution Act (Social Security) and Public Employee's Retirement Fund, if eligible.

Policy Title: Health and Dental Insurance**Policy No. 602.9**

It is the policy of the Board of Trustees to make available a medical insurance program and dental program to full-time employees and eligible part-time employees at a pro-rated cost. This insurance coverage is provided on a cooperative basis in which the school district normally will name a dollar amount to be paid on the cost of the eligible employee's premium. This may change from year to year depending upon availability of district funds.

New eligible employees may enroll in this program during the first thirty days of employment. Changes in enrollment of coverage may be made on an annual basis. All changes must be completed on or before September 15th.

Provisions have been made so that spouses and dependents of the employee may be covered under the group contract. Eligible employees who work over 20 hours and up to 35 hours per week pay one-half the premium paid for full-time employees. Employees who work more than 35 hours per week pay spouse and dependent premium costs at the teacher-negotiated rate.

Policy Title: Compensation: Methods of Pay**Policy No. 602.10**

Non-certified personnel, other than supervisors, are paid on an hourly rate basis. Supervisors are paid on a salary basis. It is the policy of the Board of Trustees that employees will be paid once each month. Pay is scheduled for the 25th of each month. Should a scheduled pay day fall on an approved holiday, payment will be made prior to the holiday. Wage rates will be reviewed periodically. The new scale, when approved by the Board of Trustees, will be forwarded to all departments.

In order to meet the scheduled payday each month, a schedule of pay periods will be provided to all supervisors. Seven to ten working days are normally required to process the payroll. Cut-off for each pay period is usually the 15th day of each month.

Time sheets are provided through the business office of the district for each employee and must show hours worked each day. Absences must be shown and the sheet must be countersigned by the responsible administrator or supervisor. Time sheets received after the closing date for the pay period will be held until the next pay period.

The normal work week is forty (40) hours. Overtime is paid only when approved by the department supervisor or superintendent. Overtime should only be approved in emergencies. Overtime is paid at one and one-half times for each hour worked over forty (40) hours in a seven-day (7) work week.

Comp time is to be earned only in emergency situations and then only with the supervisor's and superintendent's approval. Comp time is to be taken at the rate of 1 1/2 times each one hour worked over 40 hours in a seven-day (7) work week. It is to be taken within a reasonable time period when it is not disruptive to the total operation of the district.

Pay advances are discouraged and will not be made unless absolutely necessary. Each case must stand on its own merit. Such payments will not exceed fifty percent of the unpaid earnings and final decisions rest with the superintendent or his/her designee.

Policy Title: Voluntary Resignations**Policy No. 602.11**

It is the policy of the Board of Trustees to accept voluntary resignations. Voluntary resignations are those whereby an employee submits his/her resignation for reasons that are best known and understood by the employee. The Board of Trustees empowers the superintendent to accept voluntary resignations on their behalf. The Superintendent's acceptance of the resignation will make the resignation official.

Voluntary resignations are signed by the employee and contain a statement concerning the reason for such action. Supervisors receiving voluntary resignations must complete a form and pass it on to the superintendent or his/her designee. This will be attached to the written resignation and forwarded to the central office. If the employee is to be replaced, the supervisor will notify the district office. Persons resigning will be paid at the next regular payroll following the date of notice of the resignation.

Policy Title: Dismissal**Policy No. 602.12**

The non-certified employee is employed as an "employee-at-will". The "employment period" and other terms and descriptions set out in the job description and the policies pertaining to the non-certified employee shall not create a property right in the employee and are set forth only to advise the employee when and what type of services will be required by the district so long as employment continues. Nothing herein shall require a probationary period or hearing prior to dismissal.

Supervisors are charged with the responsibility of maintaining records on cases under their supervision. Documentation is considered to be of the utmost importance, and documentation collected for probationary cases shall be adequate. Supportive evidence for cases which require immediate handling shall be written and forwarded to the district superintendent's office.

Recommendations for discharge of any such employee must be submitted to the superintendent or his/her designee(s). Dismissal must be made by those who have been designated as having the authority to make this decision. Notice of dismissal must be in writing. This notice must contain the dismissal date and any other check-out procedures to be followed by the affected person. Extenuating circumstances may make it necessary to make an immediate dismissal. The employee's final paycheck will be processed at the appropriate time upon proper notification to the district office.

Nothing herein shall limit the ability of persons to testify at any hearing regarding the non-certified employee's employment status with respect to recorded or unrecorded observations and/or conversations with or pertaining to the non-certified employee.

Policy Title: Retirement**Policy No. 602.13**

Employees who are assigned to work more than 20 hours per week on a regular basis automatically become members of the Public Employees Retirement System of Idaho (PERSI). Personnel should familiarize themselves with the benefits of the retirement system as well as all other regulations related to retirement.

Policy Title: Tax Sheltered Annuities**Policy No. 602.14**

It is the policy of the Board of Trustees to provide an avenue for non-certified employees to take advantage of a means of sheltering a portion of their wages. Tax sheltered annuities will be arranged through the business manager's office.

Policy Title: Holidays**Policy No. 604.1**

It is the policy of the Board of Trustees to authorize pay to the non-certified personnel employed continuously, regularly, and on an hourly rate basis for those holidays identified below, providing the holiday falls within the employee's assigned work week or work period and providing the employee works, or is on paid leave, the work day prior to and the work day after the holiday. The employee shall not be required to work or to be on paid leave the work day prior to and the work day after the Christmas Day and New Year's Day holidays in order to receive holiday pay for those two holidays.

The holidays are identified as follows: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, President's Day, Martin Luther King Day.

Non-certified personnel employed on a salary basis or on a task basis shall not receive pay for any such holiday in addition to the employee's regular compensation.

Policy Title: Emergency Closure**Policy No. 604.2**

It is the policy of the Board of Trustees to authorize the superintendent, or his/her designated representative, to close schools or to dismiss students early in the event of hazardous weather or other emergencies which present threats to the safety of students, staff or school property.

When an emergency closure occurs, the superintendent will seek Board approval of the school closure at the next regular meeting.

The following employees shall report for duty:

- A. A building-level administrator or their designee to ensure that any child who mistakenly reports to school is safely cared for and returned home.
- B. Building secretary or other designated employee to answer incoming calls.
- C. Head custodians.
- D. All full-time employees including central office, maintenance and transportation staff as directed by their immediate supervisor. Full-time employees are defined as those working in excess of 30 hours per week for 12 months.

Those employees who are required to and do work the emergency closure days shall be entitled to like time off equal to the hours worked on emergency closure day at a later date mutually agreed upon by the employee and his/her supervisor.

Policy Title: Employee Tobacco Use**Policy No. 604.3**

Employees are not allowed to use tobacco or any tobacco products while on duty in any buildings or on any grounds owned, operated, leased or used by the school district. The use of any and all tobacco products is prohibited in any vehicle owned, operated or leased by the school district. "No Smoking" signs will be displayed in all buildings and on all property owned or operated by the district.

New employees of the district will be hired with the understanding that they will be directed not to use tobacco in school buildings or on grounds. Prohibition on tobacco use applies to all hours and events.

Policy Title: Employee Drug and Alcohol Use**Policy No. 604.4****OVERVIEW**

The Post Falls School District recognizes that abuse of alcohol or illegal drugs is a very serious problem with physical, emotional, social and legal implications. Of primary concern is the effect of alcohol or drug abuse on job performance, school safety, productivity in the work environment and the effect upon the students. Post Falls School District is committed to maintain a workplace free from alcohol and drug abuse.

STANDARDS OF CONDUCT

An employee engaged in work on school property or in any other school district location as defined below shall not possess, use, or distribute alcohol or illicit drugs.

An employee shall notify the Superintendent of the school district of any conviction, finding of guilt, withheld judgment, or suspended sentence imposed on such employee under any criminal drug or alcohol statute within five (5) calendar days of such conviction, finding of guilt, withheld judgment, or suspended sentence.

An employee shall promptly report to the Superintendent of the school district any incident, event or condition of which the employee has knowledge which constitutes a violation of this policy.

Exception: This policy is not intended to prevent possession of a controlled substance consistent with other district policy, if any, which was obtained directly, or pursuant to a valid prescription or order, from a physician, or dentist or other person duly licensed, registered, or otherwise permitted under federal and state law to distribute or dispense the substance in the course of professional practice.

Other Standards of Conduct: Where other standards of conduct are imposed regarding alcohol or drugs in addition to those prescribed in this policy, the most restrictive shall apply.

Mandatory: Compliance with the standards of conduct referred to in this policy is mandatory.

DEFINITIONS

Drug: The term "drug" shall include any "illicit drug", "controlled substance", "intoxicating substance", "inhalant", "counterfeit substance", "look-alike substance", "marijuana", "cannabis", "opiate", "hallucinogen", "narcotic", or other unlawful drug for purposes of federal or state law including, but not limited to, the Drug Free Workplace Act, Drug Free Schools and Communities Act Amendments and the Idaho Uniform Controlled Substances Act (I.C. §37-2701 et seq.).

Alcohol: The term "alcohol" shall include "beer", "wine", "alcoholic liquor or beverage" as defined in IC §§23-105, 23-1001 and 23-1002 and corollary sections of the Idaho Code.

School District Location: The term "school district location" means in any school building or on any school premises; in any school owned or leased vehicle or in any school-approved vehicle used to transport students to and from school or school activities; off school property while engaged in school district business at which students are present or during any school-sponsored or school-approved activity, event or function at which students are present including but not limited to field trips or athletic events; or, during any period of time the employee is supervising students on behalf of the school district.

Reasonable Suspicion: Otherwise unexplained behavior, which, based on specific objective facts and reasonable inferences drawn from these facts in the light of experience, or any substantive evidence pointing to either use, possession or distribution, may constitute "reasonable suspicion".

SANCTIONS

A non-certified employee who violates the terms of this policy may be non-reemployed, discharged, placed on probation, suspended or the administration or Board of Trustees may take other action appropriate under the circumstances.

Notwithstanding the above, upon reasonable suspicion that a district bus driver has violated the terms of this policy, the bus driver may be suspended pending further investigation. If, after conclusion of an informal hearing, the Board of Trustees finds a violation of this policy occurred, the bus driver may be immediately terminated from district employment and the incident reported to the State Department of Education together with a recommendation for license revocation.

When probation or other applicable sanction is imposed, the employee may be required, at no cost to the school district, to satisfactorily participate in a substance or alcohol abuse assistance or rehabilitation program approved by the Board of Trustees.

When it appears that federal, state or local laws have been violated, the school district will notify the appropriate law enforcement agencies or officials.

When there is a particularized suspicion that an employee has committed a violation of this policy, the employee may be required by the Superintendent or Superintendent's designee to submit to appropriate drug or alcohol testing and refusal of an employee to promptly submit upon request shall constitute grounds for imposition of sanctions, including but not limited to, discharge.

All sanctions shall be accompanied by applicable due process as required under the particular circumstances.

ADMINISTRATIVE DIRECTIVES

The Superintendent or the Superintendent's designee will administer the implementation of an information program to be presented at least once annually to all the employees in the district. The program shall include information on the district's policy, prevention strategies and treatment opportunities. Separate programs will be established for non-certified employees of the district.

The Superintendent or the Superintendent's designee will take reasonable steps to cause each employee to receive a statement prohibiting the use, possession, and distribution of alcohol and of illicit drugs and the sanctions that may be imposed as set forth in this policy.

The Superintendent or the Superintendent's designee will investigate all instances where there is a reasonable suspicion of a violation of this policy.

Nothing herein shall obligate the district to provide monetary assistance to any employee to participate in drug or alcohol treatment programs.

A review of the district's drug and alcohol abuse prevention program shall be conducted at least biennially or more often as may be required by law or regulation. The review shall serve to:

1. Determine the program's effectiveness;
2. Allow for the implementation of changes to the program if they are needed;
3. Ensure that the sanctions imposed for violating this policy are consistently enforced.

The Superintendent shall complete and file from time to time such certifications of compliance as may be required by the Drug Free Schools and Communities Act Amendments.

Policy Title: Employee Drug/Alcohol Testing

Policy No. 604.5

In recognition of the harmful effects that the use of illegal drugs and the misuse of alcohol can have on drivers engaged in the transportation industry, Post Falls School District #273 has a responsibility to its drivers, and the public at large, to see that its commercial vehicle operators are both drug and alcohol free while on duty. This responsibility comes in light of recent studies showing that drivers who are under the influence of drugs or alcohol while on duty are more likely to cause accidents and injuries, both to themselves and co-workers, as well as the public at large.

Therefore, Post Falls School District #273 is implementing this Employee Drug/Alcohol Testing Policy that includes within its provisions those regulations contained within the Department of Transportation (DOT) Controlled Substances and Alcohol Use and Testing, as contained in 49 CFR Part 382.

Policy Title: Harassment: Sexual, Racial, Ethnic and Other

Policy No. 604.6

It is the policy of the Board of Trustees to maintain a learning and working environment that is free from harassment based on sex. Sexual harassment is prohibited.

All persons are to be treated with respect and dignity. Every employee of the school district shall have the right to an employment environment free of harassment and intimidation on the basis of race, color, religion, sex, national origin and physical, mental, sensory disability. Every student and parent or guardian shall have the right to a learning environment free of harassment and intimidation on the basis of race, color, religion, sex, national origin and physical, mental, sensory disability. Unlawful harassment and discrimination will not be tolerated.

Policy Title: Employee Complaint/Grievance Procedures

Policy No. 604.7

It is the policy of the Board of Trustees to encourage orderly and timely resolution of employee complaints related to her/his employment. Discussion and interaction between employees, supervisors and administrative staff can do much to prevent major conflicts, disagreements and grievances from occurring. The success as a school system depends upon each employee performing her/his duties and responsibilities in such a manner as to exceed minimum requirements for the position.

The administrative staff welcomes and encourages each employee to discuss his/her concerns and needs with the administration. Frequent discussion and interaction between employees, supervisors and administrative staff can do much to prevent major conflicts and disagreements from occurring.

The Board of Trustees assumes misunderstandings and misinterpretations will arise from time to time. The Board believes that each employee needs to have a means to have his/her concerns and feelings heard within the organization. The success as a school system depends on each employee performing his/her duties and responsibilities in such a manner as to exceed the minimum requirements for the position.

Procedures for handling employee complaints will differ depending on the nature of the complaint and the applicable law. A complaint may or may not fall within the definition of a grievance. A grievance is defined as a written allegation of unfair treatment or a violation of school district policy.

Procedures for processing an employee grievance shall comply with the provisions of section 33-517, Idaho Code, providing other statutes, regulations and laws shall apply to the extent applicable. This policy is intended to be and shall be construed to provide administrative flexibility and discretion to handle and resolve employee complaints and grievances in a fair, reasonable, cost effective and expeditious manner.

Policy Title: Employee Computer and Network Service

Policy No. 604.8

The Board of Trustees of Post Falls School District #273 recognizes the importance of using current technologies in the schools as part of a planned program to prepare students for a technological society. The Board of Trustees recognizes the establishment of computer networks with Internet access for instructional and administrative use. The district's goal in providing this service is to promote educational excellence in schools by facilitation of resource sharing, innovation and communication.

Privileges and Responsibilities: The use of this district's computer networking capabilities is a privilege, not a right. Use of this district's computer networking capabilities should be related to the classroom curriculum or the staff member's job responsibilities and/or educational issues consistent with the instructional objectives of this district.

Freedom of speech and access to information on the network will be honored; however, this district reserves the right to monitor and review all electronic transmissions and activities. Access may be denied, revoked or suspended to specific users due to violation of this policy or inappropriate use. Further disciplinary action may also occur.

The public will be provided information regarding internet use rules and regulations through district policy (found on our website), newsletters and student handbooks.

Information Content: Although the district provides access to other information systems through the Internet, the district does not have control of the content of information that may be accessed. Some information accessed through the Internet may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal materials. This district does not condone the use of such materials and does not knowingly permit use of such materials in the school environment. The district will include a component of internet safety for students that is integrated into the district's instructional program.

The district prohibits the use of school computers and other school technology devices from sending, receiving, viewing or downloading materials that are deemed harmful to minors. The district will continue to implement filtering and blocking measures to prevent access to restricted websites and e-mail by staff members.

The computer network services provided by this district may not always be uninterrupted or error-free. They are provided on an "as-is, as-available" basis. The district makes no warranties with respect to any service and any information or software contained therein.

Opinions, advice, services and other information expressed by students, staff, information providers, service providers, or other third parties on the computer network service provided by this district are those of the individual and do not necessarily represent the position of this district. All school policies and rules pertaining to behavior and communications apply.

The following uses of the district's computer system, including the Internet, are strictly prohibited. Violations are cause for disciplinary action.

1. Using the network for partisan political or commercial purposes-
2. Offering for sale any goods or services that could be construed as a commercial or private enterprise, unless approved by the board of trustees or designee.
3. Using the network for any illegal activity.
4. Using the network to send, receive, or access any defamatory, inaccurate, abusive, obscene, profane, pornographically and sexually oriented, threatening, harassing, objectionable, or illegal material, or material which may encourage the use of controlled substances.
5. Using the network for destructive purposes (destroying or damaging property directly or via viruses), or to infiltrate a computing system and/or damage the software components, or gain unauthorized access to any network or database.
6. Using the network to send/receive messages that are inconsistent with the district's code of conduct.
7. Using, or attempting to use, another user's account, password or credentials.
8. Misrepresenting the identity of the sender of messages, or posting anonymous messages.
9. Using the network while access privileges are suspended or revoked.

10. Vandalism of the district's computer system. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the computer network service, or any of the agencies or other computer network services that are connected to the Internet. Vandalism includes, but is not limited to, the uploading or creation of computer viruses.
11. Connecting personal computing devices to the district's network without prior authorization.
12. Using any type of device, application or service designed to bypass district filtering or security settings.

Employees should only use the network for non-school matters during their non-work time. As always, all use of the network must conform to this policy.

Electronic Mail

Electronic mail ("e-mail") is a private electronic message sent by or to a user in correspondence with another person having Internet mail access. The following provisions apply to e-mail:

1. It should be recognized by users that e-mail may be viewed by others. Within a public school district, e-mail may be considered public information. There is no guarantee of confidentiality.
2. The district administrators will not intentionally inspect the contents of e-mail sent to an intended recipient, or disclose such contents to anyone other than the sender or an intended recipient, without the consent of the sender or an intended recipient. However, such inspection or disclosure may occur if it is required by law or district policies, or to investigate allegations that the e-mail may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
3. E-mail messages may be subject to public inspection through public records requests.
4. Users are not to download or forward e-mail messages that have originally been sent from an unknown source.

Complaint Procedure

1. Complaints from staff will initially be taken to the building principal and will follow the chain of command. Complaints will be reviewed in a manner which promotes a thorough, orderly and fair evaluation providing for expeditious resolution of the problem.
2. Complaints by students, their parents, or patrons regarding any rule or regulation pertaining to computer and Internet use will follow the established chain of command pursuant to Board Policy 206.3a, Patron/Student Complaint.
3. The Board encourages orderly and timely resolution of complaints. It is the wish of the Board and the district administration that every effort be made to resolve complaints in an information manner that is conducive to positive communication and relations for all parties.

Disciplinary Action

Violation of any part of this policy may result in the following disciplinary actions:

1. When a staff member violates this policy, his/her computer privileges/network access may be restricted, suspended or terminated by the building principal or supervisor. Flagrant violations, or a pattern of persistent violations, may result in further disciplinary action, up to and including termination of employment for employees.
2. Users whose conduct is reasonably considered to be illegal, as defined by federal and/or state law, will be referred to local law enforcement for prosecution.
3. Each user will be held responsible for any damage he or she causes to this district's computers or to the computer network service and may be required to pay all costs incurred in restoring the computer or network service to its previous working order.

Any action by a user that is determined to constitute an inappropriate use of the district's computer network service or to improperly restrict or inhibit other users from using and enjoying the district's computer network service is strictly prohibited and may result in disciplinary action.

Policy Title: Communications

Policy No. 604.9

It is the policy of the Board of Trustees that the superintendent will from time to time meet with the supervisors, or designees, of the non-certified staff and other non-certified employees, to foster better communications between the district and the employees.

Policy Title: Access to Buildings

Policy No. 406.2

It is the policy of the Board of Trustees that certified personnel will follow all security rules and procedures while entering and leaving the school building to include properly setting the security device with their personal code number only. Security code numbers will not be shared among personnel. Building administrators will ensure that all appropriate personnel will be informed of and will follow all security rules and procedures.

Policy Title: Animals and Pets in School

Policy No. 405.19

It is the policy of the District that no animals are to be present in the schools with the exception of guide, drug or assistance animals and animals used by District teachers for educational purposes. Prior to bringing any animal including any pet onto

school property, teachers shall request permission from the building administration. If permission is given to bring an animal to school for educational purposes:

1. The animal is not to be transported via school bus.
2. Such animal is to be appropriately contained so as to not become loose in the school building (i.e. cage, kennel, leash).
3. The animal may only be handled by the owner or the teacher. Students handling any animal must have written parental permission on file with the school.
4. Care for the health and safety of the animal should be addressed by the animal's owner and teacher. Students involved in the care of any animal must have written parental permission on file with the school.

Policy Title: Leaves and Absences

Policy No. 603.1

Non-certified employees shall notify their supervisors in all instances at the earliest time practical when they are to be absent for sickness or for any other reason. Where practicable, employees will give their supervisors thirty (30) days advance notice when they are to be absent from work.

Leave of absence shall be without pay unless the district requires paid leave to be utilized for Family and Medical Leave Act leave, or unless the employee is otherwise entitled to paid leave as provided by district policy and related law, and the employee submits to his/her supervisor in advance of such leave his/her request that the absence be charged against specifically identified paid leave. Leaves of absence without pay will not be granted unless all other paid leave days including sick leave, personal leave and vacation leave have been exhausted.

Leave of absence without pay, as well as paid leave, must be approved by the employee's supervisor and is provided only for those purposes as set forth and as limited by district policy. Leave of absence without pay shall not exceed twelve (12) weeks, except as may be required by law.

Credits for paid leave of any type shall not accrue during a continuous leave of absence without pay which exceeds fifteen (15) calendar days, except as may be otherwise required by law. All credits for paid leave of any type are non-cumulative and will not carry over from year to year unless otherwise specifically provided by district policy and related law. The employee shall receive no payment for unused and accrued leave of any type except as otherwise provided in district policy. Abuse of sick leave, of leave of absence without pay or of other leave by an employee may be cause for dismissal.

Each supervisor shall report monthly on the forms provided by the district, the names of each staff member who has been absent, the date of each absence and the name of each substitute used.

Each employee shall notify his/her assigned supervisor whenever the employee will be unable to report for work. The employee should notify his/her supervisor as soon as possible and at least one hour prior to normal reporting time.

- | | |
|-----------------------------|---|
| a. Transportation Personnel | Transportation Supervisor or his/her designee |
| b. Maintenance Personnel | Building & Grounds Supervisor |
| c. Custodians | Building Principal |
| d. School Food Service | Kitchen/Food Service Supervisor |
| e. School Secretaries | Building Principal |
| f. Central Office | Direct Supervisor |

The supervisors will call substitutes if they are needed. Supervisors will maintain a current listing of available substitutes with phone numbers.

Policy Title: Sick Leave

Policy No. 603.2

Each regular non-certified employee, except seasonal, emergency or casual workers whose period of employment is less than five (5) consecutive months or as otherwise provided in district policy, is entitled to and shall earn sick leave credits from the first full pay period of employment. Except as otherwise provided, sick leave shall be limited to absence due to personal illness, injury or quarantine.

Sick leave credits will be earned at the rate of one (1) day for each month of service which may accumulate to a maximum of twelve (12) working days per year and to a total maximum of two hundred (200) working days, subject to the limitations provided in Idaho Code and district policy.

To be classified as a full-time, regular, non-certified employee for the determination of sick leave credits, the employee must normally work and be employed in such capacity with the district for more than thirty (30) hours per week for twelve (12) months per year.

Part-time, regular, non-certified employees are entitled to prorated sick leave benefits if they have a regularly scheduled work assignment and are not seasonal, emergency or casual workers whose period of employment is less than five (5) consecutive months.

Each day of sick leave credit accrued to the part time employee shall equal the normal working day of the employee. (For example, the part time employee normally working four (4) hours per day, 20 hours per week, ten (10) consecutive months per year would ordinarily accrue, at the end of each month of work, a "normal" work day credit equal to four (4) hours of sick leave credit.)

Should the employee desire to use any or all of the sick leave that is credited to his or her account during the period of leave of absence, the number of days to be charged against sick leave shall be specified in a letter requesting leave.

Medical certification may be required to support a request for sick leave. A second or third medical opinion may be required (at the district's expense) and a fitness for duty report to return to work.

No payment for unused sick leave will be paid to the employee upon termination of his/her employment with the district.

Employees retiring under the Public Employees Retirement System are entitled to use the cash value of one-half of the unused sick leave earned after July 1, 1976 to pay insurance premiums after retirement. Upon request by the employee the cash value of one-half of the unused sick leave will be calculated at the time of retirement and transferred by the district to the Idaho Public Employee Retirement Board to pay premiums on group health, accident, and life insurance programs as maintained by the district until such sums are exhausted.

Policy Title: Sick Leave Bank

Policy No. 603.3

The Sick Leave Bank shall provide non-certified employees who are members of the bank with additional sick leave days needed to recover from personal catastrophic illnesses* which cause absence from work and loss of all accumulated personal sick leave. The bank shall not be used as a reserve for time lost due to short term illnesses which would normally be covered by the employee's accumulated sick leave, nor from time lost due to illness in the family, bereavement, or purposes other than personal illness.

* Webster's Third New International Dictionary defines a Catastrophe as a momentous tragic usually sudden event marked by effects ranging from extreme misfortune to utter overthrow or ruin.

The Sick Leave Bank shall be administered by the non-certified Sick Leave Council in conformance with the regulations set forth in this policy. The Sick Leave Council shall be composed of six members, one each from school lunch, maintenance/custodians, bus drivers, secretaries, paraprofessionals and the superintendent or his/her designee. Each representative shall be elected by their constituent group. The council shall elect a chairperson. Council terms will run for the length of the school year.

Responsibilities - The committee will have the following authority:

1. review applications from members,
2. make grants from the bank,
3. determine if the annual membership contribution should be made, and
4. use its discretionary power to protect both the integrity of the bank and the rights of its members.

Membership in the Sick Leave Bank shall be extended to any employee who normally works and has been employed in such capacity continuously by the district for the immediately preceding full year and normally works a minimum of seventeen (17) hours per week and who is not seasonal, emergency or a casual worker whose period of employment is less than five (5) consecutive months.

Each non-certified employee of the district who is a member of the Sick Leave Bank may participate in the Sick Leave Bank. To participate, each employee member shall contribute one of his/her earned sick leave days as determined by the Non-Certified Sick Leave Council. Sick leave days thus contributed shall be deducted from the individual's annual sick leave entitlement. The contributed sick leave days shall form a fund of sick leave days that will be available to all eligible participating Sick Leave Bank members upon recommendation of the Sick Leave Bank Council.

The Non-Certified Sick Leave Bank shall accumulate the contributed sick leave bank days from year to year. Upon the determination by the Non-Certified Sick Leave Council that sufficient sick leave days are accumulated to cover foreseen needs, the Sick Leave Council may elect to waive the contribution of one day of sick leave by continuing members. In this case, members from the immediate prior year would continue membership with no additional contribution, while new members will still be required to contribute a sick day.

In order to insure that one employee does not deplete the bank at the expense of other employees who may later apply, with equally or more serious circumstances, no employee shall be granted more than ninety (90) days for one injury/illness and subsequent recovery. No employee shall be granted more than one hundred eighty (180) total sick leave bank days.

The employee, or the employee's designee when the employee is physically incapable, shall file Form B, Application Form for Sick Leave Bank days, with the district office so that it can be ascertained whether or not the employee will use all of his/her accumulated personal, vacation and sick leave making him/her eligible to apply for use of Bank days.

Criteria:

The member must have used all accumulated sick leave.

The member must have used all personal leave.

The member must have used all accumulated vacation leave.

The member must not be eligible for lost time compensation under Workers= Compensation

The member must present the committee with an American Medical Association recognized medical physician=s statement of illness/injury verifying or an AMA recognized illness exists which is debilitating and prevents the member from performing the duties of his/her job and other documentation as required by the committee.

The district office will forward Forms B and C to the chairperson of the Non-Certified Sick Leave Council. The Non-Certified Sick Leave Council shall give full consideration to all requests for use of the bank and shall make a final approval or disapproval of any request in full or in part on Form D, Approval and Transfer form, within eight (8) working days of receipt of Forms B and C. (Fill out Form D in duplicate; one copy to employee and one copy to district office. If the employee's request is approved, transfer of the approved number of days from the bank to the employee shall be made so that the transfer is reflected in the next available payroll disbursement.

Policy Title: Family and Medical Leave Pursuant to Family and Medical Leave Act, 1993 Policy No. 603.4

A non-certified employee who has worked for the district for at least one (1) year and has worked at least one thousand, two hundred, fifty (1,250) hours over the previous twelve (12) month period shall be entitled to a total of twelve (12) work weeks of leave during any twelve (12) month period for one or more of the following:

1. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter;
2. Because of the placement of a son or daughter with the employee for adoption or foster care;
3. In order to care for the spouse, son, daughter, or parent of the employee, if such spouse, son, daughter or parent has a serious health condition;
4. Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
5. Because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of an employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

The twelve (12) month period in which the twelve (12) weeks of leave entitlement shall occur is a "rolling" twelve (12) month period measured backward from the date the employee uses any Family and Medical Leave Act leave, except that such measure may not extend back before August 5, 1993 and except as modified by the twelve (12) month measure for leave taken because of 1 or 2 above.

Service Member Family Leave: An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member. The leave described in this paragraph shall only be available during a single 12-month period.

Combined Leave Total: During the single 12-month period, an eligible employee shall be entitled to a combined total of 26 workweeks of leave for Item 5 or any one of Items 1 through 4. Nothing in this paragraph shall be construed to limit the availability of leave for Items 1 through 4 during any other 12-month period.

1. Leave because of the birth of a son or daughter of the employee and in order to care for such son or daughter, or because of the placement of a son or daughter with the employee for adoption or foster care, shall not be taken intermittently or on a reduced leave schedule unless the employee and the district agree otherwise or unless it is medically necessary. The employee shall submit to his/her supervisor his/her request for leave at least thirty (30) days prior to the commencement date of such leave or at the earliest time reasonably practical if thirty (30) days prior notice is impractical. The entitlement to leave for a birth or placement of a son or daughter shall expire at the end of the twelve (12) month period beginning on the date of such birth or placement.

2. The non-certified employee shall provide proof of entitlement to the Family and Medical Leave Act leave requested.
3. Family and Medical Leave Act leave time shall be without pay. At either the employee's or the employer's option, paid accrued vacation and sick leave may be substituted for any qualified Family and Medical Leave Act leave. Such election shall not extend the Family and Medical Leave Act leave period.
4. The employee's coverage under the District's group health plan shall be maintained on the same conditions during the period of the employee's qualified Family and Medical Leave Act leave as coverage would have been provided if the employee had been continuously working during the leave period.
5. Instructional non-certified employees, including but not limited to "signers" for the hearing impaired, whose principal job is to teach and instruct students in a class, a small group or an individual setting, are subject to special rules and limitations under the Family and Medical Leave Act. (See particularly, 29 CFR Part 825, Subpart F.)
6. Except as provided for instructional and for "key" employees as set forth in the Family and Medical Leave Act and 29 CFR Part 825, an employee taking Family and Medical Leave shall be restored to an equivalent position of employment held when the leave commenced if the employee returns to work upon termination of the permitted leave.
7. Taking of leave may be denied if requirements are not met.
8. The terms of the district policies on family and medical leave shall be interpreted in accordance with the federal Family and Medical Leave Act of 1993.

Policy Title: Worker's Compensation

Policy No. 603.5

In the event of a disability incurred on the job and covered by worker's compensation, the non-certified employee shall be paid in full by the district for the day on which the injury occurred.

In the event the disability continues, the employee shall have, so far as consistent with the Workers' Compensation Law, the choice of either (1) entering a period of leave of absence without pay and receiving worker's compensation to which entitled, or (2) utilizing a portion of the employee's accrued sick and vacation leave, if any, to supplement worker's compensation benefits insofar as the combined total of worker's compensation benefits and sick and vacation leave benefits do not exceed one hundred percent (100%) of the regular salary to which he/she would otherwise be entitled.

1. Prior to requesting the use of sick or vacation leave to augment worker's compensation payments, the non-certified employee shall first furnish the district with proof in the form of a statement from a licensed physician that his/her injury or illness will not permit him/her to perform his/her regularly assigned duties. Should the district require a second or third opinion concerning the employee's condition, this shall be furnished at the district's expense.
2. Doctor's statements confirming continuing disability throughout the disability leave shall be furnished at the employee's expense at intervals specified by the superintendent or his/her designee.
3. Documentation listing all payments received from worker's compensation during each pay period shall be furnished by the employee prior to any district warrant being drafted in her/his favor for that pay period. Use of sick and vacation leave to augment worker's compensation payments shall terminate when the employee (a) has utilized all accrued sick and vacation leave, (b) returns to work, (c) is no longer disabled and is fit for duty in the opinion of a licensed physician or (d) is no longer employed with the district.
4. Any employee who suffers injury or occupational disease while performing required employment duties for the district shall report the injury or disease to his/her immediate supervisor within twenty-four (24) hours (or as soon as reasonably possible), fill out the worker's compensation forms and papers as appropriate and submit the forms and papers to the supervisor within three (3) days. The supervisor shall sign the forms and papers as appropriate and immediately submit the same to the district business manager.
5. A Notice of Injury and Claim for Benefits Form and other appropriate forms and papers shall be filed with the Idaho Industrial Commission, State Insurance Fund and any other entities as required within ten (10) days in compliance with the applicable law.

Policy Title: Maternity Leave

Policy No. 603.6

A pregnant non-certified employee may continue in her employment assignment for such period of time as determined by her physician. Should the employee's supervisor be of the opinion that the pregnancy interferes with the employee's ability to perform her assigned duty, the district may request a report of the employee's physical fitness by her physician. The employee may return to duty upon her physician's certification of fitness for duty. Maternity leave shall be without pay. Paid accrued vacation and sick leave may be utilized for maternity leave.

Policy Title: Vacation Leave

Policy No. 603.7

Full-time, regular, non-certified employees only shall be entitled to vacation leave with pay. For purposes of this policy and determination of eligibility for vacation leave, a full time, regular, non-certified employee is an employee who normally works and is employed with the district in such capacity for more than thirty (30) hours per week for twelve (12) months per year.

Vacation time shall accrue from the date of employment, but the employee shall not be eligible for vacation with pay prior to the completion of one full year of employment with the district as a full time employee.

Vacation time will be earned as follows:

1. After one (1) year of continuous employment as a full time employee, ten (10) days vacation.
2. After five (5) years of continuous employment as a full time employee, fifteen (15) days vacation.
3. After ten (10) years of continuous employment as a full time employee, twenty (20) days vacation.

Time taken from the job and charged as paid vacation leave may be scheduled and used in large or small increments. The smallest increments shall not be less than one-half day at any one time. A maximum of 25 vacation leave days may be accumulated and carried over from year to year.

Employees are expected to plan and schedule vacation leave with their immediate supervisor at the earliest time practical and, when reasonably possible, at least thirty (30) days in advance of the requested vacation leave.

Payment in lieu of vacation leave will not be made to employees unless employment has been terminated. Paid vacation leave will not be granted prior to being earned.

Policy Title: Personal Leave

Policy No. 603.8

Personal leave is for business transactions that normally cannot be carried out after working hours. (For example, a day of personal leave may be taken for business transactions of the employee with an attorney, or for medical appointments or for financial transactions.)

Full time, regular, non-certified employees will be allocated two (2) days per calendar year, and part time, regular, non-certified employees will be allocated two (2) days per calendar year. A maximum of five (5) personal leave days may be accumulated and carried over from year to year. Non-certified employees are not eligible for additional personal leave days.

Not more than ten percent (10%) of the non-certified employees may use personal leave at any one time. For purposes of determining the ten percent (10%) limitation, requests for personal leave first in time shall be given priority over requests later in time.

Policy Title: Death or Bereavement Leave

Policy No. 603.9

Within two weeks of the death of an immediate family member, as defined below, a non-certified employee may, upon personal need and request to his/her supervisor, be granted leave, without the loss of pay, for a period of time not to exceed five (5) days.

The employee's immediate family for purposes of this death or bereavement leave policy is the employee's spouse, son, daughter, father, mother, brother, sister, grandfather, grandmother, grandchild, parents of spouse or relative resident of the same household as the employee. It is understood that in the case of spouses, the relationship is extended to both sides of the family. Death or bereavement leave is non-cumulative.

Policy Title: Jury Duty

Policy No. 603.10

It is the policy of the Board of Trustees that a non-certified employee shall be granted leave if summoned to serve on jury duty during his/her work period. An employee called to serve on a jury will be granted leave without loss of pay for the period of time served under such summons. Jury pay will be retained by the employee to pay for his/her expenses, i.e., food, lodging and travel. Notice of the summons to jury duty should be relayed to the employee's immediate supervisor as soon as possible.

Policy Title: Absence Without Pay

Policy No. 603.11

It is the policy of the Board of Trustees that any leave not otherwise described by Board policy shall be leave without pay, whether approved or not approved by the employee's immediate supervisor.