

Standing Rock Community School

Personnel Policies & Procedures

PERSONNEL 005

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PERSONNEL 005

PERSONNEL POLICY GOALS 005.1

I. GENERAL STATEMENT OF POLICY

The personnel employed by the Standing Rock Community School constitute the most important resource for effectively conducting a quality-learning program. All staff members make important contributions to a successful education program. The school's programs function best when it employs high qualified personnel, conducts appropriate staff development activities, and establishes policies and working conditions which are conducive to high morale and which enable each staff member to make the fullest contribution to school programs and services.

The goals of the school's personnel program include the following:

1. To develop and implement strategies and procedures for personnel recruitment, screening, and selection which will result in employing the best possible candidate.
2. To develop general deployment strategy for the greatest contribution to the learning program, and to utilize it as the primary basis for determining staff assignments.
3. To develop a climate in which optimum staff performance, morale, and satisfaction are produced.
4. To provide positive programs of staff development designed to contribute both to improvement of learning programs and to each staff member's career development aspirations.
5. To provide for a genuine team approach to education, including staff involvement in planning, decision-making and evaluation.
6. To provide appropriate compensation and benefits as well as other provisions for staff welfare.
7. To develop and utilize for personnel evaluation positive processes which contribute to the improvement of both staff capabilities and the learning program.

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PERSONNEL POLICY PURPOSE 005.2

I. GENERAL STATEMENT OF POLICY

It is the desire of the Standing Rock School Board to recruit and employ the most qualified applicants for positions within the School system. The Standing Rock Community School follows the principles of Indian Preference, Veteran's Preference and sound personnel practices as established by the School Board.

The Standing Rock School Board is an equal opportunity employer and will not discriminate against applicants for employment based upon race, color, creed, religion, national origin, age, sex, political affiliation or disability. Certain jobs may require select employment factors based on age, sex or physical requirements of the job. These factors constitute a bona fide occupational qualification and shall not be applied in a manner, which contradicts the School's application of Indian Preference and Veteran's Preference. *(Revised 09/27/2016)*

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PERSONNEL MANAGEMENT 005.3

I. PURPOSE

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Confidentiality Agreements

All employees shall sign a Confidentiality Agreement at the beginning of every school year. Employees cannot and shall not discuss student problems, employee problems or alleged incidents at school with other parents, friends, other students, other employees or community members. Discussion of those issues with the parents/guardians of the student are expected, but discussion with anyone else outside the School is grounds for disciplinary action, including termination of employment. It is expected that problems or incidents involving students must be reported to the immediate supervisor or Building Principal. *(Revised September 20, 2010)*

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INDIAN PREFERENCE AND VETERAN'S PREFERENCE 005.3.1

I. PURPOSE

It shall be the policy of the Standing Rock Community School to actively recruit and hire qualified Indian candidates and Veterans for all positions. In the event that an Indian applicant and non-Indian applicant are equally qualified the Indian applicant shall receive preference over the non-Indian applicant. In the event that a member of the Standing Rock Sioux Tribe and a member of another Tribe are declared equally qualified the School Board may grant preference to the Standing Rock Sioux Tribal member. Indian preference is only applicable for initial hire, not when, promotions, layoffs or reduction in force occur.

The Standing Rock Community School will give additional points for Veteran's Preference provided that the applicant submits Honorable Discharge documents or other official Honorable Discharge documents from the Veteran's Administration. *(Revised 09/27/2016)*

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STAFFING PLAN/EMPLOYMENT POSITIONS 005.3.2

I. PURPOSE

The Superintendent in consultation with the Principals and Assistant Principal shall annually establish a staffing plan specifying the number of positions, job titles and job descriptions. The Human Resource Office shall maintain a record of the approved staffing plan. The School Board shall approve the staffing plan and recommended revisions. Based upon the Superintendent's recommendation, the School Board has the authority to establish new positions within the school. The School Board has the final authority on the approval of positions for employment, advertisement, and selection. *(Revised 09/27/2016)*

II CLASSIFICATION PLAN

It shall be the responsibility of the Human Resource Office to maintain a classification plan, which at all times, to the extent feasible, accurately classifies every regular position within the School.

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EMPLOYMENT VACANCY ANNOUNCEMENTS 005.3.3

I. PURPOSE

Job Announcements will specify title and salary range; nature of the work; experience and training required; special qualifications needed; time, place, and manner of making application; closing date of the announcement; statement of Indian Preference, Veteran's Preference and other pertinent information of interest to prospective applicants. All regular and temporary position vacancies shall be advertised if not be filled internally by a qualified employee through promotion at the next scheduled school board meeting. Emergency vacancies and casual labor need not be advertised.

The method used in advertising a vacancy will be determined according to the type of position and/or need(s) of the School. Distribution of advertisement notices will include but not be limited to, other Indian Tribes/Organizations, North Dakota Job Service, colleges and universities, newspapers and publications, the Standing Rock Community School and Standing Rock Sioux Tribal Administration Websites. *(Revised 09/27/2016)*

PERSONNEL 005

EMPLOYMENT APPLICATION PROCESS 005.3.4

I. PURPOSE

Persons interested in applying for work with the Standing Rock Community School will obtain the appropriate application form from the Human Resource Office. A resume or vitae can be attached to a completed application form. Applications shall be submitted to the Human Resource Office. *(Revised 09/27/2016)*

Applicants for positions shall provide official transcripts or other original documents as required. Applicants shall also provide three (3) letters of reference and, if claiming Indian or Veteran's Preference, a copy of the Certificate of Degree of Indian Blood from the Tribe or BIA and copy of DD214. All required information shall be submitted with the application. Failure to have all required documentation will disqualify an applicant from being considered for the advertised position. All information submitted on the application is subject to verification. Applicants shall notify the Human Resource Office in writing of address or other changes affecting availability or qualification of employment. *(Revised 09/27/2016)*

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NEPOTISM 005.3.5

I. PURPOSE

The Standing Rock Community School seeks to hire the best-qualified individuals for all jobs. It is necessary, however, to exercise judgment in the placing of individuals who are closely related. The Standing Rock Community School in its continuing effort to prevent favoritism by an employee to a member of their family will observe the following rules:

1. Administrators, managers, directors and other staff members who are in a supervisory position shall not supervise a relative, significant other, nor advocate for their employment or advancement.

Relative means: father, mother, grandfather, grandmother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, son-in-law, daughter-in-law, father-in-law, mother-in-law, sister-in-law, brother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother or half sister. Significant other means a domestic partner. (*Revised 08/03/2010*)

Administrators, managers, directors and other staff members who are in supervisory positions shall disclose any such conflicts to the Human Resources Manager prior to the interview process.

It shall be the responsibility of the Human Resources Manager to monitor personnel employment decisions to assure there is no violation of this policy. The Human Resources Manager is responsible in assuring that any exception to this policy is premised upon there being no other qualified applicants for the vacant position.

An exception to this restriction may be made by the Superintendent, in circumstances if the employee who is considered for hire is certified by the Human Resources Manager as the only qualified candidate.

2. In the event that a family member of Administrators, managers, directors and other staff members who are in supervisory positions (as defined in Part a) is employed to work in the program/service under their immediate supervision, the supervision and evaluation of the employee who is a family member will be delegated to another administrator qualified to perform the supervision and evaluation of the employee.

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FALSIFICATION OR DISQUALIFICATION OF APPLICANTS 005.3.6

I. PURPOSE

An applicant shall be disqualified from employment consideration on reasonable grounds related to job requirements and/or for the following:

1. All necessary information and documentation is not submitted with the application by the closing date of the position vacancy.
2. Not meeting the qualifications required for performance of the job duties and requirements.
3. Making a false statement or failure to disclose information or facts on the application form or attachment or otherwise making a misrepresentation.
4. Altering information on the application or attachments.
5. Committing or attempting to commit a fraudulent act at any point in the application process.
6. Is an alien not legally permitted to work?

PERSONNEL 005

CERTIFICATION ELIGIBLE APPLICANTS/NOTICE OF CHANGE IN STATUS 005.3.7

I. PURPOSE

Certification of Eligible Applicants: Upon the closing date of the announcement, the Human Resource Manager will review all applications to ensure that the applications are complete and meet the training and experience requirements specified in the announcement. All applicants who meet the qualification requirements and have complete applications for the position shall be considered qualified applicants. A record shall be maintained of unqualified applicants and the qualification requirements that eliminated them from consideration.

Eligibility to reapply: Employees who have been terminated or non-renewed from employment with the Standing Rock Community School will have a six (6) months waiting period to be eligible to reapply for employment. *(Revised 07/27/2011)*. Any debt owed to the school shall be paid in full before consideration for any employment with the Standing Rock Community School. The waiting period does not apply to a Reduction in Force. *(Revised 09/07/2017)*.

Notice of Change of Address: Notices of changes of address or telephone numbers shall be filed by applicants with the Human Resource and Payroll Departments.

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APPLICANT SCREENING PROCESS 005.3.8

I. PURPOSE

The Human Resource Manager will submit a list of certified applicants to the Superintendent, Building Principals, and the immediate supervisor of the position for review. If any of the members are related to the applicant(s) being evaluated, such member shall excuse himself or herself from the evaluation/selection process and a replacement identified from the school or administration. Related shall mean members of the immediate family as defined in policy 007.3.5- Nepotism. *(Revised May 12, 2005)*
(Revised 09/27/2016)

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APPLICANT EVALUATION AND SELECTION FACTORS 005.3.9

I. PURPOSE

Each applicant reviewed by the Committee (Superintendent, Building Principal or immediate supervisor) will be evaluated and scored using the weighted point factor evaluation system. The factors and their relative weights will be determined before the evaluation and scoring process is done. Each factor will be scored in relation to the job and the job requirements. Each member of the committee will score each applicant and then all committee members' scores will be averaged to obtain a composite score. The committee will prepare a short narrative, which supports the score given to the applicant. Each applicant shall be entitled to a debriefing to determine their relative qualifications and the grounds for hiring or not hiring the applicant. *(Revised 09/27/2016)*

Note: an applicant cannot be disqualified as “overqualified”. Such individuals shall be evaluated on the basis of merit and will not be discriminated against.

Once the applicants have been scored and evaluated and then ranked, the committee will determine which of the applicants they wish to interview. The interview will be for the purpose of determining job related communication and deportment skills. If the job does not require communication with others, the committee may elect to forego an interview.

If the committee decides to conduct an interview of the applicants, the committee shall interview all applicants who are considered competitive as a result of the evaluation scoring process.

PERSONNEL 005

NOTIFICATION TO APPLICANTS 005.3.10

I. NOTIFICATION TO SUCCESSFUL APPLICANT.

The candidate selected by the committee will be recommended by the Superintendent or Administrator for hire at the next regularly scheduled School Board Meeting. The School Board retains the right to have access to applications. Once approval to hire has been granted by the School Board the selected applicant will be notified of the offer of employment and issued a contract/letter of employment which shall specify the position title, type of appointment (such as regular, temporary, part-time etc.) salary, step grade, starting date etc. The letter of appointment will be placed in the personnel file. The applicant will have ten (10) days from receipt to return the contract/letter of employment. Failure of the selected applicant to return the signed contract by the specified timeline will result in revocation of the offer and the applicant must re-apply to be given further employment consideration. All application information will be placed in the personnel file.

In the event that a School Board meeting is postponed or rescheduled, and the recommendation for a “hard-to-fill” position is needed, a contract offer can be made and recommended at the next School Board meeting. Hard-to-fill positions are in all content areas. *(Revised 09/27/2016)*

II. NOTIFICATION TO APPLICANTS NOT SELECTED.

Upon acceptance of the appointment by the selected candidate, the Human Resource Manager, by mail, shall notify all other applicants that the selection for the position has been completed. In the event of a refusal to accept appointment, and with proper approval from the School Board, the designated official may offer the position to the next qualified individual or elect to re-advertise. The staff and evaluators are urged to recommend whether or not to re-advertise or to go down the list of alternates. If the staff evaluation committee does not make a recommendation, the option will be left up to the Superintendent.

PERSONNEL 005

PHYSICAL EXAMINATIONS 005.3.11

I. STATEMENT

Before appointment, the appointee may be required to take and pass a satisfactory physical examination. Requirements for the physical examinations are uniformly applied, based on job specifications and will be used to determine pre-existing conditions for workmen's compensation benefits.

Transportation and Food Service program employees will be required to take a physical examination prior to employment and on yearly basis thereafter. *(Revised on 09/27/2016)*

PERSONNEL 005

BACKGROUND INVESTIGATION 005.3.12

I. STATEMENT

The Human Resource Manager shall conduct a background investigation on the applicant recommended for hire. Past history of former employers shall be considered. The Superintendent shall verify all background checks upon receipt. The purpose of the background investigation is to verify the statements contained in the application form and to produce evidence regarding suitability for working in a school setting. This investigation will examine education, experience, prior employment history and references. This information will be used only for the purposes of employee selection. If this investigation produces conclusive information establishing unsuitability for School employment, the Human Resource Manager shall promptly notify the Superintendent. *(Revised 08/03/2010)*

The Minimum Standards of Character shall ensure that no applicant, volunteer, or employee be placed in a position whose responsibilities and duties allowing regular contact with or control over Indian children if he/she have been:

Found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense, under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children; or drug felony, or *(Revised 07/27/2011)*

Found guilty of, or entered a plea of nolo contendere or guilty to, any of two or more misdemeanor offense, under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation contact or prostitution; crimes against persons; or offenses committed against children.

Background investigations will be conducted on every employee after every fifth year of employment. Current employees who have committed any of the offenses listed above and become ineligible for employment as a result of the most recent conviction shall be terminated. Volunteers shall be approved by the Building Principal and Superintendent before a background check is conducted. Written approval shall be submitted into the Human Resource Office. In instances where there is a question as to whether the background investigation includes an offense listed above, the Human Resource Manager may seek certification of the conviction from the appropriate court or consult with legal personnel regarding the crime and/or the conviction.

Any applicant who has been turned down for employment based upon the background

investigation shall have the opportunity to explain, in writing, why the information contained in the background investigation is incorrect or is not an offense of the type described above. The explanation shall be forwarded to the Superintendent for final determination. The decision of the Superintendent is final and no appeal may be taken. The results of the background investigation are considered the property of the School. Regardless of whether the employee is retained or released, the employee may only view the background investigation and cannot obtain a copy of the background investigation.
(Revised September 20, 2010)

PERSONNEL 005

DRUG TESTING 005.3.13

I. STATEMENT

An applicant recommended for hire will be required to undergo a mandatory drug test to determine the illegal use of narcotics, drugs, or other controlled substances. Positive results will disqualify the applicant to be hired.

All employees shall be required to take a drug test during the orientation prior to the beginning of the school term. Drug testing shall be required for just cause after employment or the orientation. The school may also conduct drug testing when it has reasonable suspicion that drug testing may be required. Reasonable suspicion may be required when an employee is involved in an accident involving school vehicles or when the supervisors have evidence or reasonable cause to suspect an employee of drug use. Evidence is based upon direct observation, either by a supervisor or another employee. *(Revised 09/07/2017)*.

All persons who have regular contact with the school and/or its students shall be subject to drug testing. This includes, but not limited to, coaches, contractors, consultants and students teachers.

Temporary full-time and temporary part-time employees shall be subject to drug testing before being allowed to work. Any temporary employee who tests positive for drugs may request that the results be certified, but shall not be allowed to work until the results of the certification are received.

Prospective temporary employees who have tested positive shall wait ninety (90) days before seeking employment with the School.

PERSONNEL 005

EMPLOYMENT ASSURANCES/ANNIVERSARY DATE 005.3.14

I. EMPLOYMENT ASSURANCES

New employees shall read the Personnel Policies and Procedures manual available on the Standing Rock Community School Website. The employee shall sign an assurance that they have read the Personnel Policies and Procedures manual and agree to abide by the provisions of the manual.

II. ANNIVERSARY DATE

The anniversary date for all new regular employees shall be their first day worked. The anniversary date for all temporary employees shall be their first day worked as full time employees.

If an individual has been terminated through no fault of their own for a period not to exceed one hundred-eighty five (185) days, their anniversary date shall be their original anniversary date prior to the termination.

If an individual has resigned and has been asked to return by the School and has successfully competed and obtained a position, their anniversary date shall be their original start date of hire prior to their resignation.

All other employees who resign or are terminated or who are not covered under the above definitions shall have as their anniversary date the latest **start** date of hire.

PERSONNEL 005

EMPLOYMENT STATUS INCLUDING TEMPORARY/ SUBSTITUTES 005.4

I. STATEMENT

An individual's employment status and method of employment determines eligibility for fringe benefits, leave accrual, probationary requirements and the number of days of employment worked annually.

Employees are regular or temporary; full time or part-time. Methods of employment are: contract or wage agreements. Employee contracts or wage agreements will be considered on an annual basis and issued for an annual contract term for the subsequent work term for a timeline not exceeding (12) months, or two hundred sixty (260) days. Employee contracts and wage agreements will specify the position to which the employee is hired, dates of employment, the duration of the contract, the amount of salary or salary rate to be paid to the employee, and other requirements.

All contracts and wage agreements shall be issued "contingent upon availability of federal funding" due to the funding cycle of the granting agency of the School.

Rules and Regulations follow:

ADMINISTRATIVE RULES/REGULATIONS

1. **Regular Full-Time Employee:** A regular full-time employee is one who has successfully completed his/her introductory period, works the customary number of hours weekly (30 or more hours), and maintains continuous regular employment status. All regular full-time employees are eligible to receive all employee benefits provided by the School, personal leave, and sick leave, excluding those by special agreement.
 2. **Regular Part-Time Employees:** – A regular part-time employee is one who consistently works less than the normal number of full-time hours weekly (but in no event less than twenty (20) hours), and who maintains continuous regular employment status. Regular part-time employees are usually paid on an hourly basis. They are not eligible to receive employee benefits.
 3. **Temporary Full Time or Part Time Employee:** A temporary employee is one who is appointed to a full or part-time position for a stated definite period of time in a vacant regularly established position or in a non-continuous position for which there is a short-term need. Temporary employees are not eligible for holiday pay unless they are required to work on the holiday. Temporary part-time employees are not eligible for employee benefits or leave and do not serve an introductory period. Termination may occur at any time without cause and without appeal rights. The Superintendent may appoint temporary employees for a period of not more than twenty (20) days during the school term. The Superintendent shall provide the School Board with a list of temporary employees, including substitute teachers, utilized between meetings of the School Board. All temporary appointments, which require more than twenty (20) days of employment during an annual term, shall require approval of the School Board. Substitute Teachers are considered temporary, part-time employees and shall provide appropriate certification and meet the Minimum Standards of Character in Section 6.17 and pass the Drug Testing found in Section 6.18. Other temporary employees shall meet the Minimum Standards of Character and Drug Testing.
 4. **Introductory Employee:** – The introductory period for new employees, regular full-time and regular part-time is ninety (90) days. If temporary employment does not exceed ninety (90) days, temporary employees shall remain on probation status during the entire temporary employment period and shall have such benefits as defined herein. During the introductory period, the employee has an opportunity to demonstrate proper attitudes and abilities for the position. It also allows the supervisor to train, observe, and evaluate the employee to determine fitness for regular status in the position.
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Employees on entry introductory status may not use personal leave, but will be allowed to use sick leave. Administrative leave may be approved for circumstances outlined in Employee Fringe/Leave Benefits Chapter. All leave will extend the introductory period by the number of leave days used.

5. **Exempt Employees:** – Those who are exempt from the minimum wage and overtime provision of the Fair Labor Standards Act. These employees do not receive overtime pay.
6. **Extra-Duty Contracts:** Refer to the Financial Policies & Procedures. *(Revised 09/07/2017).*
7. **Student Activity Contract/Pay:** Refer to the Financial Policies & Procedures. *(Revised 09/07/2017).*
8. **Benefit Eligibility:** Regular full-time employees who work thirty (30) or more hours per week are entitled to the following benefits: Medical, Dental, Vision, Life and Disability Insurance, Retirement Plan, scheduled School Breaks, Personal Leave, Sick Leave, and any other benefits which may be approved by the School Board. Temporary employees who work less than thirty (30) hours per week are covered by Workers Compensation.

Refer to the Financial Policies & Procedures. *(Revised 09/07/2017).*

When an employee resigns or leaves employment, the benefits that are provided by the school will end at the end of the month of the resignation.

PERSONNEL 005

HOT LUNCH PROGRAM (FREE LUNCH) 005.5

I. PURPOSE

The School Board of the Standing Rock Community School recognizes the commitment of the employees of our school system to assure that our students are supervised at all times and recognize, as do our staff members, that learning takes place every minute of the school day. The School Board also is committed to creating an environment where the food service program begins to demonstrate a positive fund balance annually and is not in a perpetual deficit condition, taking critical resources from educational services.

The Superintendent may on occasion, authorize free breakfast/lunch for staff members on those non-instructional days when the school has scheduled staff inservice workshop days. The Superintendent, in collaboration with the Leadership Team members, may authorize free breakfasts/lunches/banquets on other special occasions as he/she may determine.

II. GENERAL STATEMENT OF POLICY

The School Board of Standing Rock Community School has determined that those staff members who are required and designated to supervise students and remain on duty during their lunch periods will have his/her lunch paid by the school. There are limitations to this policy, however, and procedures, rules and regulations to govern eligibility for free lunch are as follows:

III. PROCEDURES, RULES AND REGULATIONS

Staff Eligibility for employee free lunch is limited to the following:

1. Only those personnel who are required to accompany students to lunch and sit with those students for the purposes of supervision and instruction shall be eligible for being designated to receive a free lunch.
2. **Standing Rock Elementary School:**
 - A. The Principal shall supply a list of names of those staff members who will receive free lunch to the Head Cook.
 - B. The Special Education Director shall submit a list of staff members

who are assigned a one-to-one responsibility for a student and are assigned to supervise that student during the lunch period(s). This list of names shall be submitted to the Head Cook.

- C. One Hall Monitor, if assigned to directly supervise in the cafeteria during the lunch times shall be eligible for a free lunch.
- D. One custodian at the K-6 Elementary who is assigned to clean the Kitchen/gymnasium may be provided a free lunch at the discretion of the Principal.
- E. All employees of the Standing Rock Elementary School who utilize the food service program and purchase breakfast or lunch are required to eat all meals in the designated area where lunch is served. Employees are not allowed to take his/her meal and food service utensils to their room or to another area of the school building.

3. Standing Rock Jr High/ High School (7-12):

- A. The Principal/Assistant Principal of the Standing Rock Jr High/High School shall supply a list of names of those staff members who will receive free lunch to the Head Cook.
- 3.
- 1. This policy provides for two staff members to be assigned for each lunch shift. One staff member may be assigned to do lunch count and the second may be used to assist the administrative team with lunchroom supervision at the discretion of the Jr High/High School Principal. In no event will more than two staff members be eligible for free lunch per lunch shift.
 - B. The Special Education Director shall submit a list of staff members who are assigned a one-to-one responsibility for a student and are assigned to supervise that student during the lunch period.
 - C. One Hall Monitor who is assigned to assist with the supervision in the school cafeteria may be provided a free lunch at the discretion of the Building Principal.
 - D. One custodian at the High School who have direct responsibility to clean the cafeteria areas may be provided a free lunch at the discretion of the Building Principal.
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- E. All employees of the Standing Rock Jt High/High School who utilize the food service program and purchase breakfast or lunch are required to eat meals in the designated area where lunch is served. Employees will not be allowed to take his/her meal and food service utensils to their room or to another area of the school building.

IV. Assistance to Building Administrators

- 1. In order to provide the opportunity for the central office administrative staff to be visible and to assist the principals at the building sites, they will be available as time permits to assist with the noon-hour supervision responsibilities. The central office administrative staff members will set up a rotation schedule.

PERSONNEL 005

EDUCATION INCENTIVES 005.6

I. PURPOSE

It is the desire of the Standing Rock Community School to encourage our qualified personnel to enter the profession of education and desire education and teaching as a career; the School Board also recognizes the need to encourage all personnel to enhance and improve their skills by furthering their formal education to better serve the children of our school system.

The School Board also is committed to creating an environment where staff members are provided the opportunity to earn degrees and/or advanced degrees that are determined to be germane to their field of endeavor and reflect a demonstrated need to be met by our school for our students.

II GENERAL STATEMENT OF POLICY

The School Board of Standing Rock Community School has determined that the administrators will annually set aside a specified amount of funding to be dedicated to providing educational incentives to staff members who demonstrate the need for support based upon justification that the education incentive will strengthen our school in the long term.

The School Board expects the Superintendent to establish appropriate criteria to assure there is added value for our school in each proposal submitted and approved for consideration by the School Board.

It is expected that the Superintendent will establish a Committee to consider each application/proposal and through that Committee Process deny or approve the written requests.

Rules and Regulations follow:

ADMINISTRATIVE RULES/REGULATIONS

1. **Education Incentive Review Committee:**

An Education Incentive Review Committee is hereby established for the purposes of review and consideration of all applications and proposals submitted by staff for funding.

The Review Committee shall consist of the following individuals:

- 1) Principal;
- 2) Human Resources Manager;
- 3) School Business Manager;
- 4) Superintendent of Schools.

2. **Procedures:**

2.1 **Principal/Supervisor Responsibility:** It is the Principal's/Supervisor's responsibility to receive and screen all applications from his/her building to assure that all criteria have been met by the applicant and the application is complete and qualifies for consideration by the Committee. The Principal, after determining that the application qualifies for consideration will affix his/her signature to the application to authorize forwarding it for Committee review. *(Revised 08/03/2010)*

2.2 **Criteria for the Applicant:**

2.2.1 The applicant will complete all application requirements as contained in the application form and process. Failure to complete any part of the application will result in the application not being considered for funding.

2.2.2 College course work shall not interfere with the employee's work schedule. The employee will not miss work to attend classes.

2.2.3 A written course of study (Education Plan) identifying the courses to be taken, the timeframe for course work to be completed and a projected budget shall be part of the application. The courses shall be germane to the field of study or be required to obtain a license, advanced degree or certification in a specified field of study. A projected budget will be submitted to ensure funds are available for the duration of the Educational Plan. *(Revised 09/27/2016)*

- 2.2.3.1 Unless required for a specific license or certification, all coursework shall be at the graduate level.
 - 2.2.3.2 The applicant shall maintain no less than a 2.5 grade point average and official transcripts shall be submitted to the Human Resources Director upon completion of the course. Failure to maintain a 2.5 grade point average will result in reimbursement to the school for the cost of books and tuition via payroll deduction.
 - 2.2.3.3 Failure of the employee to complete the course for any reason will require the employee to reimburse to the school the cost of tuition and books via payroll deduction.
 - 2.2.3.4 Should the employee fail to complete the entire course of study and fail to earn the degree, advanced degree, certificate or license, the employee shall reimburse to the school the cost of tuition and books via payroll deduction.
 - 2.2.3.5 Should an employee terminate his/her employment prior to the completion of the coursework, the school will withhold the employee's final payroll check until the school is reimbursed for the cost of tuition and books.
- 2.2.4 The applicant will write a "Commitment Essay" within which the applicant will explain and reflect on the following:
- 2.2.4.1 Explanation of how approval of your application will benefit the school and students of Standing Rock;
 - 2.2.4.2 Share your short-term and long-term personal and professional goals and explain the long term benefits of your goals to the students of Standing Rock;
 - 2.2.4.3 Explain how approval of this application will benefit you and our students;
-

- 2.2.4.4 Share what your plans are for your career in three years, five years, and ten years from today.
- 2.2.5 The Standing Rock Community School desires to invest in its personnel for the long-term benefit of the children of Standing Rock. However, should any employee take advantage of the Education Incentives Program, it is the expectation of the School Board that the employee will remain as a staff member three (3) full years after completion of the course of study. The three years of continuous service will begin upon the submission to the Human Resources Manager written validation of completion via official transcripts, certificate, and/or license. Should any employee not honor that commitment of three years of continuous service to the school, the following penalty shall apply:
- 2.2.5.1 If an employee should terminate their employment through voluntary resignation, termination, contract non-renewal prior to the completion of the three years of continuous service, the cost of tuition and books shall be reimbursed to the school in full.
- 2.2.5.2 In the event of voluntary resignation prior to fulfilling the three years of continuous service an additional penalty shall be assessed in the amount of 5% of the contract salary in the year the employee resigns.
- 2.2.5.3 If payment is not made prior to issuing the final check, the cost shall automatically be withheld from the final payroll check.
- 2.2.5.4 Penalty shall be applied upon completion of the three full years of continuous service to the Standing Rock Community School.
- 2.3 It is understood that the school reserves the right to determine the value of the applicant's request to the school, and the school reserves the right to deny any application that is determined not to fulfill a critical need for the students of Standing Rock.
- 2.4 The Application and Education Incentives Agreement shall be considered part of this rule & regulation and is hereby attached.
-

STANDING ROCK COMMUNITY SCHOOL

EDUCATION AGREEMENT APPLICATION PACKET



**ALL APPLICATION CRITERIA ARE TO BE COMPLETED AND
SUBMITTED TO THE REVIEW COMMITTEE TO BE CONSIDERED
FOR FUNDING.**

Adopted on 12/17/07



Standing Rock Community School
Standing Rock Community School is fully accredited by the NCA

EDUCATION AGREEMENT

Date_____

I, _____, hereafter referred to as "employee" agree to have the Standing Rock Community School, hereafter referred to as "School", pay for my tuition, fees, and books for college course work based upon the following conditions:

1. College coursework will not interfere with the work schedule of the employee. The employee cannot miss work to attend classes;
2. The employee, to be eligible, shall have completed a minimum of one full year of employment with the school and have signed for a second year of employment with the school;
3. A written course of study (Education Plan) identifying the courses to be taken, the timeframe for course work to be completed and a projected budget shall be part of the application. Coursework shall be germane to the field of study or be required to obtain a license, advanced degree or certification in a specified field of study or shall be determined to be a critical need of the school by the Review Committee;
4. Unless required for a specific license or certification, all coursework shall be at the graduate level;
5. The employee shall maintain no less than a 2.5 grade point average and official transcripts shall be submitted to the Human Resources Manager upon completion of the course(s). Failure to maintain a 2.5 grade point average will result in reimbursement to the school for the cost of the books and tuition via payroll deduction;
6. Should the employee fail to complete the entire course of study and fail to earn the degree, advanced degree, certificate or license, the employee shall reimburse to the school the cost of tuition and books via payroll check until the school is reimbursed for the cost of tuition and books;
7. Should an employee terminate his/her employment prior to the completion of the coursework, the school will withhold the employee's final payroll check until the school is reimbursed for the cost of tuition and books;
8. The applicant will write a "Commitment Essay" within which the applicant will explain and reflect upon the following:
 - 8.1 Explanation of how approval of this application will benefit the school and Students of Standing Rock;
 - 8.2 Sharing in writing your short-term and long-term personal and professional goals and explain the long-term benefits of your goals to the students of the Standing Rock Schools;
 - 8.3 A written explanation of how approval of this application will benefit you and your students; and
 - 8.4 Sharing in writing your plans for your career in three years, five years, and ten years from today.
9. The Standing Rock Community School Board desires to invest in its employees for the long-term benefit of the students. This employee, upon successful completion of the coursework, degree, certificate, advanced degree, and/or license, shall remain as an employee of the school for three continuous years following submission and approval of written validation of completion via transcripts, certificate, and/or license to the Human Resources Manager.

- 9.1 Should the employee terminate his/her employment through voluntary resignation, termination, contract non-renewal prior to the completion of the three years of continuous service, the cost of tuition and books shall be reimbursed to the school in full;
- 9.2 In the event of voluntary resignation prior to fulfilling the three years of continuous service, an additional penalty shall be assessed in the amount of 5% of the contract salary in the year the employee resigns;
- 9.3 If payment is not made prior to issuing the final check, the cost shall automatically be withheld from the final payroll check and should the amount exceed the total of the final payroll check, the employee shall submit the remaining amount in full prior to leaving the school system;
- 9.4 No penalty shall be applied upon completion of the three full years of continuous service to the Standing Rock Community School.

Furthermore, it is understood that the school reserves the right to determine the value of the applicant's request to the school, and the school reserves the right to deny any application that is determined not to fulfill a critical need for the students of the Standing Rock Community School.

I, _____, agree to the terms and conditions of this agreement dated

This _____ day of _____, 20_____

Employee Signature

Date

School Principal Signature

Date

Superintendent Signature

Date



Adopted on 12/17/07

Standing Rock Community School

Standing Rock Community School is fully accredited by the NCA

COMMITMENT ESSAY

Date _____

Each applicant shall complete a "Commitment Essay" that will accompany your Education Agreement Application Form. The "Commitment Essay" shall contain, at a minimum, the following sections in the order listed:

- I. Explanation of how approval of this application will benefit the School and students of the Standing Rock Community School:
- II. Sharing in writing your short-term and long-term personal and professional goals and explain the long-term benefits of your goals to the students of the Standing Rock Schools:
- III. A written explanation of how approval of this application will benefit you and your students:
- IV. Share in writing your plans for your career in three years, five years, and ten years from today:
- V. Any addition information you would care to share that would assist the Review Committee in making its decision in your favor:

It is expected that you write your "Commitment Essay" on separate sheets of paper and include the responses to the aforementioned statements.

PERSONNEL 005

PROMOTIONS, TRANSFERS, AND NON-DISCIPLINARY DEMOTIONS 005.7

I. STATEMENT

Employees of the Standing Rock Community School who wish to be considered for a promotion shall compete for the position through the employment process. *(Revised 09/27/2016)*

Rules and regulations for promotions, transfers, and non-disciplinary demotions are considered part of this policy and follow.

ADMINISTRATIVE RULES/REGULATIONS

1. **Employee Promotion:** Promotions will only be given to an employee of the Standing Rock Schools when they have successfully competed for the position through the school employment process.
2. **Employee Transfer:** It is the policy of the school board to refrain from approving internal transfers from one position to another when a vacancy occurs within the K-12 school system. Should a vacancy occur in the school system, any interested employee may apply for that vacant position to be considered.
3. **Voluntary Demotions:** The School Board with the Superintendents recommendation may administratively reassign to a lower level position at the employee's request or as an alternative to lay-off action. Voluntary demotions shall not disqualify the employee from consideration for later promotion. Salary may be adjusted in accordance with the new position.

PERSONNEL 005

EMPLOYEE INTRODUCTORY PERIOD 005.8

I. STATEMENT

All new employees of the Standing Rock Community School shall be under an Introductory Period of employment. The Introductory Period is structured as a method for observing a new employee's effectiveness in their new employment capacity. All employees, whether promoted, or newly appointed to a regular full-time or part-time position are required to complete successfully an introductory period of ninety (90) days from the date of employment, or promotion. This period is to be utilized for the most effective adjustment of a new, transferred, or promoted employee and for the evaluation and possible separation of any introductory employee whose performance does not meet the required standards of work.

Rules and Regulations follow:

ADMINISTRATIVE RULES/REGULATIONS

1. **Evaluation During Introductory Status:** At least one (1) week before the end of the ninety (90) day period, the immediate supervisor will submit to the Superintendent the Introductory Appraisal Form for review of the employee's performance and recommendations for appropriate action. The supervisor may recommend one of the following actions:

- A. Appointment to regular, temporary, or seasonal status
- B. Extension of the employee's introductory period
- C. Dismissal

The supervisor will discuss the performance of the employee with the employee. In all cases, the employee will be notified of the recommended action and the reason(s).

If the supervisor fails to submit an evaluation of the employee's performance within the specified time, the employee automatically will be assigned to regular employment status. If an evaluation is not completed within the one-week period, it shall be presumed that the employee's performance was satisfactory and the employee shall be granted regular status and may not be terminated without cause.

Change in status from introductory to permanent employment shall be provided to the employee in writing and a copy of such notice shall be placed in the personnel file of the employee to constitute the evaluation of the employee.

2. **Benefits During the Introductory Period:** Employees may not utilize personal leave benefits during their introductory period, but will be allowed to use the sick leave benefits. All leave, except sick leave *and approved administrative leave*, taken during the introductory period will be Leave Without Pay and the introductory period will be extended by the number of leave days taken. Other fringe and insurance benefits are determined by the employment status and are subject to carrier stipulations.
3. **Separation of Introductory Employees:** A new employee may be dismissed with or without cause at any time during the introductory period. Such dismissal can be immediate and does not require the normal two-week notice. A new employee failing the introductory period shall have no right of appeal.
4. **Tenure:** There is no tenure for any employee of the Standing Rock Community School.

5. **Employee Orientation:** It is our policy to provide an orientation program to all new employees to help them learn about the Standing Rock Community School and what we expect from them as members of our organization.

The Superintendent or designee, of the Standing Rock Community School will coordinate a total staff orientation session prior to the beginning of each school term. The purpose of the orientation will be to provide clarification to all school employees and new employees of the expectations, policies, procedures, resources, and goals of the School Board for each academic term, and to generate open lines of communication. All employees are required to participate in staff orientation activities prior to the issuance of salary payment.

All employees will be required to certify their understanding of personnel policies and procedures and other orientation information on an orientation checklist, which will be placed in the personnel folder. This is to verify understanding of the employee as to the expectations, policies, procedures, etc.

In the event that an employee is unable to certify understanding of any of the orientation checklist items, it shall be the responsibility of the immediate supervisor of the employee to clarify any of the items not understood, until the employee is able to fully certify understanding of the orientation checklist items.

Orientation of new employees that are employed following each annual staff orientation session will be provided by the Human Resource Office and the immediate supervisor of the new employee.

6. **Employee Supervision:** Each employee of the Standing Rock Community School will be assigned an immediate supervisor upon their employment at the school. The immediate supervisor of an employee is to be considered a resource to the employees they supervise. The immediate supervisor of an employee is also responsible for ensuring that the employee functions in accordance with personnel and other policies and procedures, and for administration of these policies and procedures in the event of employee non-compliance.

The immediate supervisor of an employee is the initial resource to which the employee is to address any work-related grievances. Therefore, it is essential that a positive working relationship and communication be established between the supervisor of the employee and the employee.

PERSONNEL 005

PERFORMANCE EVALUATIONS 005.9

I. STATEMENT

It is our policy to conduct an on-the-job Performance Review with each employee on a regular basis as an employee development activity. Promotions, pay increases, and continued employment with the Standing Rock Community School are based on performance or merit, not length of service or longevity. Performance evaluations will be considered in decisions affecting employee training, placement, salary increases, promotions, demotions, order of lay-off, and dismissals.

The formal appraisal program is intended to assist and motivate employees to attain their maximum potential. It is a means of stimulation to self-improvement. The program is designed to analyze the strengths and weaknesses of an employee. It enables Administration and the employee to direct their effort toward those personal characteristics, skills, knowledge, and abilities that will make him/her a more effective employee and increase his/her chances of continued upgrading. The program also will provide a basis for special training and personal development from our supervisory personnel that do not meet the required standards of work.

Rules and Regulations follow:

ADMINISTRATIVE RULES/REGULATIONS

1. **Superintendent Evaluation:** The Superintendent will be evaluated by the School Board three (3) months prior to the expiration of the employment contract.
2. **Frequency of Performance Evaluations:** The performance of all employees will be reviewed on an ongoing informal basis. Formal reviews will be made in accordance with the established schedule outlined below:

Bi-Annual Review: Formal employee evaluations will be conducted for all employees a minimum of twice annually. The first formal evaluation will be conducted following the end of the first quarter of school, and be completed by **December 15** of that term. The second formal evaluation will be completed by **March 15** of each school term or

- An employee's performance becomes markedly better or worse; or
- The supervisor or the Superintendent deems it necessary or appropriate.

Beginning with the fourth year of an individual's employment as a Certified or Non-certified, the school district shall prepare a written report of the individual's performance and make the report available to the individual on or before March 15. *(Revised April 1, 2014)*

3. **Rating Officer:** The employee's immediate supervisor will normally be the Rating Officer. He/She will be responsible for evaluating the performance of each employee under their supervision, discussing the completed evaluation with the Superintendent, and conducting a Performance Review Interview with the employee.
4. **Reviewing Officer:** The Superintendent will normally be the Reviewing Officer. He/She will review all evaluations completed by the Rating Officer under his/her supervision. This review will take place before the final evaluation is discussed with the employee.

The Superintendent will evaluate the performance of each supervisor and program manager under the Superintendent's immediate supervision. When evaluating these individuals, consideration will be given to the performance reviews they have completed.

The School Board will evaluate the performance of the Superintendent. The School Board will consider in their review of the Superintendent, the reviews completed by the Superintendent. *(Revised August 6, 2002)*

5. **Performance Evaluation Procedures:** Each supervisor will establish performance objectives for each employee or group of employees. The performance objective will be based on actual job requirements and will be conveyed to the employee in writing. This will ensure that the employees know what level of performance is expected and understands the basis for success or failure to meet these objectives when evaluated. It is the Supervisor's responsibility to conduct a thorough and impartial review of each employee reporting directly to him/her. If a supervisor is not completely familiar with all phases of an employee's job assignment, a second person knowledgeable of the employee's performance will be requested to assist in the evaluation.

All evaluations will be discussed and reviewed with the Reviewing Officer before the final Performance Review Interview with the employee.

Steps in the Evaluation Process: The following steps will be observed in accomplishing the employee evaluation process:

- Step 1: Prepare performance requirements by determining how well you expect the employee to do their duties.
- Step 2: Discuss the performance requirements with the employee and adjust them as needed.
- Step 3: Observe what the employee is doing.
- Step 4: Evaluate the performance against the requirements.
- Step 5: Discuss the evaluation with the employee.
- Step 6: Take appropriate action.

Forms: The Superintendent or designee shall prescribe the form on which the evaluation shall be entered.

6. **Elements of Evaluation:** Some of the elements of the evaluation that will be measured are:
- A. Job Proficiency – the ability to perform tasks at or above the job standards. (the evaluation of job performance is resumed to be accurate unless the employee can verify arbitrary or discriminatory actions or gross error in judgement).
 - B. Harmonious Working Relationships – the way an employee gets along with his/her supervisor, fellow workers and, if appropriate, students, shall be evaluated. Willingness to accept and to carry out orders is also important.
-

- C. Absenteeism and Tardiness – the punctuality and consistency of attendance of an employee on the job is an important consideration.
- D. Errors – Accidents, errors in work and/or accidents that are attributed to improper performance of job tasks shall be noted and evaluated.
- E. Failure to Follow Rules and Regulations – any employee may receive an unfavorable evaluation if he/she disregards written or oral rules or regulations of which he/she could reasonably be deemed to be aware of.
- F. Relationship with the Public – Public Relations is an important part of the duties of every employee. Each supervisor shall evaluate the manner in which his/her subordinates deal with the public. Discourteous treatment, lack of tact and other elements of misconduct in dealing with the public are valid reasons for an unfavorable evaluation.

7. **Performance Evaluation Interview:** Each employee will be given the benefit of a private Performance Review Interview with the Rating Officer. The purpose of the private interview is to review the ratings and discuss the employee's job performance. The employee will be allowed a reasonable time to enter comments on the review form. The employee will sign the evaluation form, indicating the evaluation has been explained and discussed. The employee can outline agreement or disagreement with the supervisor's appraisal. A review form will not be placed in an employee's personnel file until this has been accomplished.

The evaluation form then will be forwarded to the Superintendent for appropriate action.

8. **Unsatisfactory Evaluation:** An employee who receives an overall rating of "unsatisfactory" on the evaluation may be placed on a 90-day probation at the Superintendent's discretion. Job performance will be re-evaluated prior to the end of the probationary period. Employees who again receive overall ratings of "unsatisfactory" will be dismissed.
9. **Administration and Coordination:** The Superintendent or designee has the responsibility to administer and coordinate the performance appraisals completed on the staff. Advice and assistance will be given the Rating Officers and employees to assure that evaluation and review procedures are carried out in accordance to the provisions of this Section.

10. **Continuing Employment:** Consideration of continued employment of and employee shall be determined annually by the School Board. Continued employment for school employees will be based upon the performance evaluation, immediate supervisor written recommendation, and the staffing pattern needs of the school for the next employment term, and in the best interests of the School, as determined annually by the School Board. The School Board shall have the authority to have access to employee performance evaluations for convened meetings of the School Board for this purpose. The School Board will consider continued employment for all positions of the school and shall notify employees of contract renewal or non-renewal by May 1 of each term. *(Revised 04/02/2009)*

PERSONNEL 005

SICK LEAVE SHARING POLICY 005.10

I. PURPOSE

The School Board of the Standing Rock Community School recognizes the need for our School to provide support for our personnel in the time of medical/health crisis and catastrophic illness/life threatening illnesses/injury.

Therefore, the Standing Rock Community School has created this policy to allow leave sharing in the event of medical/health crisis and catastrophic illness/life threatening illness.
(Revised 09/27/2016)

II. GENERAL STATEMENT OF POLICY

Catastrophic illness/life threatening illness/injury is one that incapacitates the employee or a member of the immediate family (spouse, children, parents, brothers, sisters, grandparents, and grandchildren) and places his/her life at risk, and creates a financial hardship because the employee has exhausted all eligible leave credits.

The School Board defines catastrophic illness/injury-life threatening illness/injury as: severe illness/injury which deprives the employee of performing his/her job duties and requiring prolonged hospitalization or recovery for the employee or to care for an immediate family member. A life threatening illness/injury is one that places the employee or immediate family member's life at risk due to that illness/injury.

The catastrophic/life threatening illness/injury to be considered under this policy shall be verified by medical certification and/or written documentation from the medical facility/surgeons/physicians providing health care/services to the employee or immediate family member.

This policy is designed to provide leave sharing for a fulltime employee or immediate family member who is subject to a catastrophic illness/injury and who has completed one year of fulltime employment with the School.

The Superintendent of Schools shall be the authorizing agent on behalf of the School Board and shall determine eligibility and approve or deny such applications.

III. PROCEDURES, RULES AND REGULATIONS

The Rules and Regulations governing employee leave sharing is hereby attached

ADMINISTRATIVE RULES/REGULATIONS

Following are the rules and regulations regarding the leave sharing policy of the Standing Rock Community School:

I. Employee Requesting the Leave Sharing:

A. To be eligible for Employee Leave Sharing, the employee must:

1. be a fulltime employee of the school and have completed a minimum of one full year of employment with the School
2. before being eligible to receive sick leave days through the Leave Sharing program, an employee shall have exhausted all leave balances (personal, sick, compensatory (if applicable), and be designated in a leave without pay (LWOP) status.
3. demonstrate with appropriate documentation that the illness/injury reaches the level to be termed life threatening/catastrophic
4. complete the sick leave sharing request application
5. receive written authorization from the Superintendent of School who is authorized to declare or deny eligibility.

B. Leave Sharing Employee Contributors:

1. The Office of Human Resources and the Payroll Technician shall be responsible for managing and administering the leave sharing program and shall be responsible for procedural matters, solicitation of contributions from the staff, processing of applications and records management.
2. Employee contributors shall retain a minimum of 12 days or 96 hours of sick leave after contributing leave sharing sick leave days to the eligible employee.
3. The employee contributor shall provide a written release of sick leave days for the named recipient to the Payroll Office with the release document containing the number of days/hours contributed.

4. The contributed leave days shall not be deducted until the recipient uses the leave days.
5. Should the recipient not use the leave days or hours, the sick leave days shall remain with the contributing employees' cumulative total.

C. Limitations of the leave sharing policy

1. The leave sharing shall not be more than twenty (20) consecutive work days per application with the maximum number authorized for one employee of ninety days work days ninety (90) in a school year.
 2. The following medical conditions/circumstances shall not be covered under this leave sharing policy:
 - a. Any job-related illness/injury for which workers' compensation benefits have been awarded.
 - b. Any intentionally self-inflicted injuries.
 - c. Any injuries occurring in the course of committing a felony or an assault.
 - d. Sick leave sharing is not available to an employee as a result of caring for a sick or injured relative.
 3. Right of Appeal: Should the employee disagree with the decision of the Superintendent, he/she has a right to appeal to the Sick Leave Sharing Appeal Committee comprised of the Chair of the SRCS, the Human Resources Manager, Payroll Technician, and one staff member.
 - a. The Appeals Committee shall hear the appeal and make a decision on employee eligibility of the requesting employee.
 - b. The decision of the Appeals Committee shall be committed to writing within two days and the decision forwarded to the requesting employee with a copy to the Superintendent of Schools.
-

c. The decision of the Appeals Committee shall be final.

II. Leave Sharing Application:

A. The Leave Sharing Application is hereby attached.

STANDING ROCK COMMUNITY SCHOOL
SICK LEAVE SHARING REQUEST APPLICATION
EMPLOYEE CATASTROPHIC /LIFE THREATENING ILLNESS

Date of Application _____ ID Number _____

Name _____
Last First Middle

Home Address _____

Home Phone _____

Department & Position Title _____

Have you previously used the Sick Leave Sharing Policy ☐ Yes ☐ No

If yes, what were the date(s) and reason(s) of prior use? _____

Name used in previous withdrawal if different from present name _____

1) My catastrophic illness/Medical-Health crisis is:

2) My first absent due to this condition was _____

3) Is this a work related injury or illness? ☐ Yes ☐ No

6) Last Day Worked (Date) _____

7) Number of SLS days requested _____

I have attached a Medical Certification/history and needed medical information confirming the catastrophic illness as required by the rules & regulations. I understand that leave sharing shall not be more than twenty (20) consecutive work days per application and that the maximum number of days that may be withdrawn for any one catastrophic illness is ninety (90) work days in a fiscal year. In addition, leave sharing shall not exceed ninety (90) days for any one catastrophic/life threatening illness.

I certify that the information given in this application is correct and complete to the best of my knowledge. I am aware that should investigation show any falsification, I will not be considered for Sick Leave sharing authorization/benefits and that I may be removed from the future consideration.

Signature of Employee or Spouse or Legal Representative

Date

Must Be Submitted With Medical Certification Form/History

SICK LEAVE SHARING DETERMINATION FORM

(To be completed by Sick Leave Bank Administrator)

Request Approved ☐ Yes ☐ No Request # _____ Date _____

Number of Days (hours) Approved _____

Effective Dates _____

Comments _____

Approval _____

Signature of Superintendent of School

Payroll Department: Number of days available to the employee for Leave Sharing _____

I certify that the sick leave days contributed to this employee from other employees has been documented and upon use will be deducted from the leave days of the contributing employees who have submitted written authorization to contribute sick leave days to this employee..

Signature of Payroll Technician _____ Date _____

PERSONNEL 005

PERSONNEL SALARY RATES/SCHEDULES/JOB CLASSIFICATION 005.11

I. STATEMENT

The Superintendent or designee is responsible for maintaining a fair and equitable pay system that contributes to the overall satisfaction of current and prospective employees. The system must also adhere to the elements of fiscal responsibility.

The pay system will provide for:

- Equitable internal relationships.
- Equal pay for equal work.
- Rewarding employees for outstanding or superior performance.
- Adaptation to meet changing economic and employment conditions.
- Pay rates which compare favorably with competing employers (and is in accordance with Federal minimum wage standards).

The School Board will adopt a comprehensive compensation plan for employees and review it on an annual basis. The plan shall include salaries for all contract employees. The plan will include pay levels reflecting years of experience/education and steps reflecting years of employment to a maximum level.

Rules and Regulations follow:

ADMINISTRATIVE RULES/REGULATIONS

1. **Entry Salary Level:** Contract/wage agreement employees shall be placed on the salary schedule in accordance with verified education and years of experience, not to exceed ten (10) years. In the event that a new employee shall be paid a rate higher than what the placement would be on the salary schedule, the first level to be competitive at the time of hiring, whichever initial rate is chosen will be considered as the “first step”. *(Revised 05/05/2009)*
 2. **Pay Increases:** The Superintendent will be the approving officer for all pay increases. The School Board may, if funds are present, authorize cost of living adjustments based on recommendations of the Superintendent. Under no conditions will the School Board authorize a salary increase in any one position that is not supported by the Pay Plan.
 3. **Verification of Time and Attendance:** The immediate supervisor of an employee shall certify an employee’s time and attendance (including leave use) during every pay period before the employee’s bi-weekly payroll is authorized for processing and distribution.
 4. **Paydays:** Employees will be paid on a bi-weekly basis. Pay periods will be uniform for all programs. If the payday falls on holiday employees will be paid on the working day proceeding the normal payday.
 - 4.1 **Pro-rated Salary:** Only permanent/full-time employees will have the option to select a 21 or 26 pay period schedule. *(Revised 09/27/2016)*
 5. **Employee Loans:** The School Board as a matter of policy will not make loans to employees.
 6. **Compensatory Time:** The School Board does not provide for compensatory time as a method of payment for any employee of the school.
 7. **Overtime:** When necessary for maintenance of essential school operation, overtime shall be distributed as evenly as possible among all employees qualified to do the work. Overtime work will normally be permitted only upon written authorization and in advance of the work actually being performed by the Superintendent. Overtime will be paid to non-exempt employees who are authorized to work hours past forty (40) hours per week during any pay period. To be paid overtime pay the employee shall have worked forty (40) hours during the week. Leave taken for the week will not be considered hours worked. The rate of overtime will be at one and one-half (1½) times the employee’s regular hourly rate.
-

8. **Insurance and Retirement:** Covered employees with eligible dependents may enroll them in the life, medical, dental and vision plans by contacting the Human Resource Office. Terminated employees and their dependents may continue health benefits under the Consolidated Omnibus Budget Reconciliation Act of 1985. (COBRA)
9. **Job Classification:** The Human Resource Office shall maintain a classification plan that accurately classifies, to the extent feasible, every regular position with the School. To achieve this, the Human Resource Manager is authorized to make departmental or occupational group surveys and/or audit individual positions. The Human Resource Manager may independently initiate these classification reviews and surveys. However, it is the responsibility of the Administrators to request a review or survey whenever it comes to their attention that one or more positions under their jurisdiction are improperly classified. An employee may request a review of his or her own position through their immediate supervisor. *(Revised 09/27/2016)*
10. **Certification:** For certain positions, employees may be required to possess certain certification or licenses. These may take the form of academic degree, state licensing, license from examining boards, or operating licenses for certain kinds of vehicles or machinery. When such licenses for certification are required, they shall be incorporated in the position description.
11. **Bonding:** Some positions may require employees to be bonded. Bonding requirements shall be incorporated in position descriptions.

PERSONNEL 005

RESIGNATIONS/INVOLUNTARY TERMINATIONS 005.12

I. STATEMENT

The policies and procedures for resignations and involuntary terminations are as follows:

1. **Employee Resignation:** The Standing Rock Community School will make reasonable effort to retain good employees who appear to be resigning for reasons which might be corrected. When an employee submits a written resignation, the Superintendent will take immediate steps to determine the reason, and where possible and desirable, correct the situation in order to retain the employee.

Certified employees planning to terminate employment should submit a written resignation to his/her supervisor thirty (30) days in advance of the proposed departing date. Non-Certified staff planning to terminate should submit a written resignation to his/her supervisor two (2) weeks prior to the planned departing date. Any employee who has submitted their resignation shall perform their regular duties until the resignation date. Failure to perform the duties assigned may be cause for termination prior to the resignation date.

The last day worked by an employee will be considered the date of separation and the employee will be paid for all unused personal leave.

After signing a contract of employment, any employee that terminates or resigns from employment from the Standing Rock Community School may be penalized in the amount of seven and half percent (7.5%) of the total contract amount. *(Revised 10/16/2012)*

Once the Standing Rock Community School Board has executed contract renewals this action is final. If the contract is not received by the due date specified on the contract the individual would have to go through the employment application process. *(Revised 8/9/01)*

2. **Involuntary Termination:** It is the School's intent to provide continuous employment to all regular employees. Conditions may arise which necessitate the dismissal of an employee or a decrease in the School's work force such as reorganization, curtailment of work, job abolishment, or the individuals inability to perform the job satisfactorily.

3. **Reduction In Force/Lack of Funds:** In the event a School-wide cutback in the work force becomes necessary, the Superintendent, with the concurrence of the School Board, will determine which jobs will be affected and will notify those employees in writing. If a granting agency decreases or discontinues funding of a particular program, only those individuals whose salaries are paid from such funds will be terminated.
4. **Termination:** Termination is a permanent separation initiated by the School due to an employee's inability to satisfactorily perform the duties of his/her position. The School will make a reasonable effort to retain an employee. If it appears that the employee is not suitable for employment, his/her services will be terminated.
5. **Introductory Employees:** All employees are considered introductory employees during the first ninety (90) days of employment.
6. **Termination Notification:** The Notice of Termination to the employee will state in detail and with accuracy the facts relating to their termination. Such information will be confidential and not for release outside of Administration. Upon receipt of such written statement of dismissal, the employee may appeal through the prescribed grievance procedures.
7. **Termination Pay:** All employees who are terminated will be paid all monies due to them to the date of termination. The employees will be paid for all unused personal leave. Employees who are terminated within their 90 days probationary period will not be entitled to be paid for personal leave. All sick leave will be forfeited upon termination. *(Revised 09/27/2016)*

The immediate supervisor will notify the Business Office of the termination of an employee. The employee will sign the termination clearance form stating that all keys, equipment, uniforms, and any other properties in his/her possession have been returned before a final paycheck will be issued. *(Revised 08/03/2010)*

PERSONNEL 005

STANDARDS OF WORK CONDUCT 005.13

I. GENERAL STATEMENT OF POLICY

Employees are empowered and expected to conduct the official business of the Standing Rock Community School with pride and dignity. Employees are required to uphold and meet standards of job performance, dress and behavior that provide quality role modeling for the School, students, and community.

Rules and Regulations follow:

ADMINISTRATIVE RULES/REGULATIONS

1. **Employee Ethics:** Employees are to avoid any action that reflects discredit to the School and its students. They are expected to maintain high standards of honesty, integrity, impartiality and conduct to ensure the proper performance of business. They shall maintain continual trust and confidence and reflect the qualities of courtesy, consideration and loyalty. They must exercise a sense of responsibility for promptness in dealing with and serving the School and its students. Violations shall be reported to the Superintendent and action taken will depend on the circumstances and gravity of the violation.

 2. **Conduct on Travel:** Employees empowered to act for or on behalf of the School may travel on official business pertaining directly to the School. While on School business employees shall act accordingly:
 - a. No use of intoxicants shall be consumed to excess that would impair an employee's ability, to represent, or which would reflect discredit or embarrass the School.
 - b. No immediate family or friends shall travel at School expense unless delegated by the Superintendent on official School business.
 - c. No inappropriate behavior that causes embarrassment to the School.

Violations shall be reported to the Superintendent and action taken will depend on the circumstances and gravity of the violation.

 3. **Misconduct:** Employees covered under the terms of the Standards of Work Conduct, when charged in any court for committing a felony (Federal, State, or Tribal) shall exhaust all administrative remedies within the school.

It is expected that all employees comply with the standards of behavior and performance and that any noncompliance with these standards will result in disciplinary action.

 4. **Work Attendance:** Employees are required to be at their place of work as scheduled by their supervisor. Principals and supervisors must maintain, or cause to be maintained, daily time and attendance records for each employee based upon the approved work schedules. Work schedules are based upon operational requirements of each department.
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5. **Outside Employment:** An employee shall not engage in outside employment when the employment creates a conflict of interest or adversely affects the employee's job performance. Outside employment shall be approved by the Superintendent who will advise the School Board of an employee's outside employment.
6. **Public Statements:** No employee may speak for or on behalf of the School on any matter concerning the School without prior written or oral approval of the Superintendent.
7. **Public Appearances:** An employee who is invited to make a School related public appearance by an outside agency or organization will obtain prior authorization from the Superintendent.
8. **Gifts and Gratuities:** Employees may not accept gifts, money, or other gratuities for personal use from individuals, firms, or organizations that may or do conduct business with the School. It is also against policy to give gifts to individuals or firms who conduct business with the School.
9. **Standards of Dress:** Employees are to dress in a manner appropriate to their position and appropriate to school related activities and events. The manner of dress shall reflect a favorable and professional impression of the School to students, visitors and the public.
10. **Conflict of Interest:** The School will not permit an employee to engage in any activities, including serving on a board, committee, or commission, which creates or gives the appearance of creating a conflict between their responsibilities as an employee and any personal, private, or other such interest.
11. **Electronic Devices:** Employees may not utilize electronic devices for the purposes of recording conversations with students. (Added 08/03/2010)
12. **Political Activity/Letter of Intent:** Employees planning to campaign for, seek, or accept appointment to political office shall give prior written notice of their intentions to their immediate Supervisor and the Superintendent. The Superintendent will review with the employee the request to avoid conflicts of interest and to maintain satisfactory attendance and performance standards. Based on this information the Superintendent, with the School Board concurrence, will determine whether the employee will be allowed to continue school employment.

Employees engaging in political activities do so as individuals on their own time, not as representatives of the School, and should not make any representations to the contrary.

Employees participation in political activities should not adversely affect the employee's job performance, be detrimental to the School's interest or place the employee in a position of serving conflicting interests.

PERSONNEL 005

EMPLOYEE FRINGE/LEAVE BENEFITS 005.14

I. PURPOSE

As a benefit to its employees and to its own operational effectiveness, the Standing Rock Community Schools recognizes and grants various kinds of paid leaves of absence as well as leaves of absence without pay. All leave, whether paid or unpaid must be authorized. Unless otherwise specified elsewhere in these policies, the immediate supervisor of an employee reserves the right to approve or deny the leave requests of an employee.

1. Employees shall complete a leave request form and submit the form to their immediate supervisor in advance of the leave being taken. In the event that the employee is not able to complete a leave form, the employee is responsible for notifying their immediate supervisor of their need to be absent from their work site in enough time so that the supervisor can make certain that their job responsibilities are taken care of in their absence.
2. If approved, the supervisor will notify appropriate individuals of the employee's date and time of absence, and make necessary arrangements to acquire a substitute employee if needed.
3. The leave form will be submitted to the Administrative Office along with the employee's timesheet for that pay period in which leave has been used.

II. RULES AND REGULATIONS

Attendance: The normal workday for regular full-time employees is eight (8) hours. The normal work week is forty (40) hours and consists of seven consecutive days, Sunday through Saturday. *(Revised 09/21/2011)*

Leave Notification: It is the employee's responsibility to advise his/her immediate supervisor of the reason for any absence. Employees are to be at work each day in accordance with these policies and general School regulations. An employee who is going to be on an unanticipated absence shall notify his/her supervisor or the Principal by 7:00 a.m. or no later than thirty (30) minutes before the work schedule begins. Employees who fail to give such notification shall receive unexcused absence (AWOL) for the day in question.

Tardiness: Each employee is to be at his/her place of work and ready to work at the starting time. Habitual tardiness is a matter for disciplinary action.

Unexcused Absences (AWOL): An employee who is absent without notifying his/her supervisor and obtaining authorized leave is considered to be Absent Without Leave. The Standing Rock Community School reserves the right to verify the reason for your absence.

The leaves as approved by the School Board will be found in this section

14.1 **Personal Leave:**

The Standing Rock Community School provides personal leave with pay to all eligible employees. School employees will have access to the following amount of personal leave during their work term. *(Revised 08/03/2010)*

- a. Full-Time (260 day contract) 6 days – personal leave
 - b. Full-Time (215 day contract) 4 days – personal leave
 - c. Full-Time (210 day contract) 4 days – personal leave
 - d. Full-Time (200 day contract) 4 days - personal leave
 - e. Full-Time (185 day contract) 2 days – personal leave
 - f. Full-Time (182 day contract) 2 days – personal leave
1. All regular full-time employees and regular part-time employees normally scheduled to work at least twenty (20) hours each week are eligible to receive personal leave with pay.
 2. For all new employees personal leave shall not be available during the Introductory Period (90 day probationary period), but the employee will be allowed to use the sick leave benefits pursuant to the sick leave policy.
 3. Part-time employees normally scheduled to work less than twenty (20) hours per week are not eligible for personal leave benefits.
 4. Scheduling and use of Personal leave shall be approved by the supervisor at least twenty four (24) hours in advance so as to not hamper the normal operating efficiency of the Standing Rock Community School. *(Revised 10/16/2012)*
 5. If a holiday is observed while an employee is on Personal leave, he/she shall be allowed an additional day of leave with pay.
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6. During the school year, personal leave may not be used the day before or the day after a holiday/vacation.
7. Pay in lieu of Personal leave is granted only at the end of a contract term or upon termination of employment. Termination or resignation during the 90-day probationary period shall exclude employees from the personal leave benefit payment.
8. Personal leave may be used in lieu of sick leave when all sick leave benefits have been exhausted with supervisory approval.
9. Employees shall take their Personal leave in the contract. Personal leave not used during the contract year will be paid at the end of the contract. There is no carryover of Personal leave.
10. Employees who voluntarily terminate in accordance with the resignation policy as outlined in the Resignations/Involuntary Terminations Chapter shall receive payment for all accrued Personal leave.
11. All employees who terminate (voluntarily or involuntarily) shall sign the Clearance form; return keys, equipment, supplies and any other properties in their possession; and be cleared through the termination before a final paycheck will be issued.

14.2 **Sick Leave:**

The Standing Rock Community Schools realize that inability to work because of illness or injury may cause serious economic hardship. For this reason, the School provides sick leave with pay to its employees. Employees may accrue up to thirty (30) days of sick leave. **Sick leave cannot be used to extend vacations, holidays, or other leave.** During the school year, pre-approved sick leave may not be used the day before or the day after a holiday/vacation. School employees will have access to the following amount of sick leave during their work term: *(Revised 08/03/2010)*

- a. Full-Time (260 day contract) 12 days – sick leave
- b. Full-Time (215 day contract) 11 days – sick leave
- c. Full-Time (210 day contract) 11 days – sick leave
- d. Full-Time (200 day contract) 11 days – sick leave
- e. Full-Time (185 day contract) 10 days – sick leave
- f. Full-Time (182 day contract) 10 days – sick leave

1. All regular full-time employees and regular part-time employees normally scheduled to work at least twenty (20) hours each week are eligible to receive sick leave with pay.
 2. Employees shall notify their supervisor by 7:00 a.m., or no later than a half-hour before the workday begins, when they are physically unable to report to work. Otherwise, the absence may be changed to Absence Without Leave and shall be without pay and shall be recorded as “unexcused”.
 3. Sick leave is granted only in the following instances:
 - Personal illness or accident
 - Medical, dental, or optical consultation, examination or treatment.
 - Maternity Leave.
 - Exposure to contagious disease that would endanger the health of co-workers.
 - Contagious disease within the employee’s immediate household which required the employee’s personal care.
 - Participation in an approved program for the treatment of alcohol or drug abuse.
 4. Sick Leave may be used during the introductory period (90-day probationary period) of employment at the rate earned (see item 2). Advances on sick leave may not be taken.
 5. Family illness which requires the employee’s presence and care may be charged to Sick Leave or Leave Without Pay.
 6. If an employee remains ill or incapacitated and uses all accumulated sick leave, the employee may be allowed to draw upon his/her personal leave for additional leave time. When an employee has exhausted all accrued sick leave and personal leave they may request a leave of absence without pay.
 7. When an absence due to illness exceeds three (3) working days, an employee may be required to furnish a Physician’s Certificate stating diagnosis of illness or injury, prognosis, and expected date of return to work. A Supervisor may also request a Physician’s Certificate if he believes an employee is abusing the sick leave benefit. An employee who fails to furnish a certificate within three (3) working days of his/her supervisor’s request shall be subject to disciplinary action.
 8. All accrued sick leave is forfeited without compensation upon termination of employment.
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14.3 **Bereavement Leave:**

It is our policy to grant employees reasonable bereavement leave without loss of pay when a death occurs in an employee's immediate family. All employees are eligible for this leave beginning with their first full day of active employment.

1. In the event of a death in the immediate family, an employee shall be granted leave with pay not to exceed five (5) working days. The employee shall notify his/her supervisor immediately so that his/her job responsibilities will be covered. The Superintendent, at his/her discretion, may extend the bereavement leave of an employee. There is no carry-over or payment for any unused bereavement leave.
2. Members of the immediate family are considered to be the spouse, children, parents, brothers, sisters, grandparents and grandchildren.
3. An employee desiring to attend the funeral of a friend or a relation outside the immediate family may use Personal leave or leave without pay.
4. In the event of an extended family member (those family members not considered immediate family) the employee shall be entitled to eight (8) hours bereavement leave. *(Added 08/03/2010)*

14.4 **Maternity Leave:**

The Standing Rock Community School will consider a request for a Maternity Leave of Absence on the same basis as requested for other leaves. Five days of Maternity Leave will be allowed for employees. Disabilities caused or contributed to by the pregnancy, childbirth, or related medical conditions shall be treated the same as disabilities caused or contributed to by other medical conditions. Every effort will be made by the School, in cooperation with the employee's physician, to protect the health and safety of the pregnant employee. Provisions of this policy also apply to female employees with newly adopted children, from birth to twelve years of age.

1. These policies and procedures apply equally to married and unmarried employees.
2. The employee may continue to work as long as she and her physician concur to her ability to work and the demands of the job are satisfied.

3. An employee may use her accumulated sick leave to cover disability caused by pregnancy, related medical conditions, and convalescence.
 4. An employee shall give her supervisor two- (2) week's written notice of her anticipated dates of departure and return. A six-week period of convalescence after childbirth is considered reasonable in the absence of extenuating circumstances.
 5. Should it become necessary to be absent beyond her accrued sick leave, the employee may submit a written request to her supervisor to use her Personal Leave. If absence is desired beyond the accrued Personal Leave, the employee may then request Leave of Absence Without Pay for up to and not to exceed one hundred eighty days from the expiration of accrued Personal Leave.
 6. An individual on either sick leave or personal leave is subject to all provisions and benefits of respectively the sick leave policy or the personal leave policy. An individual on Leave of Absence Without Pay is subject to all provisions of the Leave of Absence Without Pay Policy.
 7. Following delivery, the employee shall inform her supervisor of her anticipated date of return to work.
 8. The employee shall present to her supervisor a medical release from her attending physician stating she is both physically and mentally able to return to work on a full time basis.
 9. The employee shall be reinstated to her former position at her current salary and shall retain all rights and benefits accrued to her during maternity leave.
 10. The employee must return to work on the first scheduled workday following the expiration date of her maternity leave and/or leave without pay. Failure to return to work on this date without prior notification to her supervisor shall be interpreted as voluntary termination of employment.
 11. An employee who accepts employment elsewhere without prior approval from their supervisor and the Superintendent while on Maternity Leave of Absence shall be considered to have terminated employment without notice as of the date of such employment was accepted.
 12. There is no carry-over or payment for any unused maternity leave for any employee.
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14.5 **Paternity Leave:**

Five days of Paternity Leave will be allowed for male employees. This leave shall be taken during the time that the mother is convalescing, usually for up to six weeks. A male employee may also be granted Personal Leave, sick leave, or leave without pay to care for his minor children or to assist the mother of his newborn child while she is convalescing from childbirth or related medical conditions. Provisions of this policy also apply to employees with newly adopted children from birth to twelve years of age. A note from the family's doctor citing the need for this care shall be required. There is no carry-over or payment for any unused paternity leave for any employee.

14.6 **Administrative Leave:**

Administrative leave may be granted to employees by the Superintendent. Such leave shall be granted on a non-discriminatory, uniform basis to all employees. The Superintendent may grant administrative leave with pay for the following and/or other circumstances as he/she deems appropriate:

1. Employees who are unable to travel to their work site due to inclement weather or unsafe roadway conditions.
2. Disasters such as fire or flood that seriously damages or destroys the employee's residence.
3. A physical examination required for determining continued employment or for entry into the armed forces or required by the local draft board.
4. Donating blood to the American Red Cross. This leave may not exceed four (4) hours.
5. Participation in public activities which the School participates or is interested provided the employee can be spared without detriment to the work, and provided further that it would not require employment of a relief worker or payment of overtime.
6. Participation in emergency rescue or protective work.
7. Participation in Federally or Tribally recognized civil defense programs for a reasonable amount of time up to forty (40) hours in a calendar year.

14.7 **Jury Duty or Court Appearances:**

The Standing Rock Community Schools encourage its employees to serve when called to jury duty or when required to appear in certain court cases. Leave with pay shall be granted to an employee who is:

1. An employee called to jury duty or to a court appearance shall accrue all employee benefits for the period.
2. When an employee receives a notice of jury duty or summons or subpoena to appear in court, he shall notify his/her supervisor at least two (2) days in advance of the date he/she is scheduled to appear.
3. Upon his/her return, the employees shall present to his/her supervisor a signed statement from the officer of the court indicating the dates served and the amount of compensation received (less travel allowances). The Standing Rock Community School shall reimburse the employee the difference in the amount received from the court and his/her regular rate of pay.

14.8 **Military Leave:**

It is our policy to grant a leave of absence with full pay to a regular employee (full-time or part-time) who is called to temporary military duty as a member of the National Guard or as a Reserve Unit of the U.S. Armed Forces.

1. An employee ordered to active duty as a reservist or a national guardsman shall be granted a Leave of Absence Without Loss of Pay, personal leave or sick leave for a maximum of two (2) weeks, or ten (10) working days, in any calendar year.
2. The employee requesting this leave shall submit a copy of his/her orders and a Request for Military Leave to his immediate supervisor. Upon his/her return from Military Leave, the employee shall present to his supervisor a signed statement from the commanding officer indicating the date of training and the amount of money received (less travel allowance) for the period of training. The employee shall be paid the difference in the amount received from the government and his regular rate of pay.
3. An employee on Military Leave shall receive all employee benefits for the period of leave without pay not to exceed the two weeks or ten working days.

4. If the employee is called to active duty beyond the two-week period defined above, the employee shall provide a copy of the orders to the immediate supervisor. The employee shall be put on Leave Without Pay until such military duty is completed. The individual shall be granted full reemployment rights upon completion of the military duty and shall be granted their former position or a position of equal stature and pay including any cost of living raises, which have been given. Individuals shall exercise this right within thirty (30) days of completion of the tour of duty and return. If the individual chooses not to exercise this right until after the thirty days, they shall lose their reemployment rights.

14.9 **Leave Without Pay:**

The Standing Rock Community School considers a leave of absence a privilege and does not grant such leave automatically to employees. Leave Without Pay (LWOP) is defined as authorization of an employee to be absent from work in an instance where there is a written verified substantiated and legitimate emergency. The employee shall have exhausted all appropriate leave balances that may otherwise be considered for paid leave status. If LWOP extends beyond a one (1) day period, then the employee shall be required to apply for an Extended Leave of Absence Without Pay.

One Day Leave of Absence Without Pay:

A one-day leave of absence without pay may be granted if there is a verified substantial and legitimate emergency for the employee to be absent without pay.

The School Board provides this option for serious and verified emergencies only and such leave shall be limited in its use and approval.

During the school year, a one-day leave without pay shall not be granted before or after a holiday/vacation.

Extended Leave of Absence Without Pay:

Extended Leave Without Pay is a matter of administrative review and recommendation to the Board on the part of the supervisor and the Superintendent. It is granted only upon written application of the employee and is allowed in order to maintain continuity of service in instances where unusual or unavoidable circumstances require an employee's absence. This leave is granted by the School Board on the assumption the employee shall be available to return to regular employment when the conditions necessitating the leave permit.

1. An employee shall have completed the ninety (90) day introductory period to be eligible for a leave of absence.
 2. The Superintendent, upon recommendation of the supervisor, may recommend an Extended Leave of Absence Without Pay to the School Board for approval.
 3. Extended Leave of Absence Without Pay may be considered for the following reason: Educational Sabbatical.
 4. An Extended Leave of absence without pay may also be granted for disciplinary reasons.
 5. The Application for and Extended Leave of Absence Without Pay shall be issued by the Superintendent and/or Human Resource Manager. The application for Leave of Absence must state:
 - The PURPOSE for which leave is requested
 - The LENGTH of time the employee will be away
 - The anticipated date of RETURN
 6. An extended leave of absence without pay may be granted for the following reasons:
 - Personal Illness or Accident—When it is necessary to be absent beyond the time provided by accrued sick leave, a doctor's statement shall be submitted, stating diagnosis of injury or illness, prognosis and expected date of return to work. Such leaves shall include participation in an approved alcohol and drug treatment program.
 - Family Illness—The Application for Extended Leave Without Pay shall specify details for the request. A doctor's statement shall be submitted, stating the nature of the employee's absence.
 - Personal Business—The Application for Extended Leave Without Pay shall specify details for the request. This includes instances where temporary absence from work may relieve hardship to the employee and his immediate family. A Leave of Absence shall not be granted to allow outside employment.
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7. The Superintendent may extend such a Leave of Absence when circumstances warrant such action. The Superintendent will notify the Board of the Extended Leave of Absence Without Pay in a timely manner.
8. Upon return from an extended leave of absence without pay not to exceed one hundred eighty (180) calendar days, the employee shall be reinstated to his former position at the current rate of pay and shall retain all rights and benefits accrued prior to the leave.
9. An employee shall return to work on the first scheduled workday following the expiration date of the Extended Leave of Absence. Without prior notification to his/her supervisor the absence shall be interpreted as voluntary termination of employment.
10. An individual on Extended Leave of Absence Without Pay shall not accrue employee benefits. The individual shall not be entitled to coverage or use of the medical or dental benefits during the period while they are on Leave Without Pay.

14.10 **Holidays:**

The School recognizes federally recognized holidays and tries to provide school and work intermission days. Any other days of religious, cultural or historic importance, which the employee wishes to take off, require prior approval and shall be taken as personal leave or Leave Without Pay. Such days of religious, cultural or historic significance shall be granted on a non-discriminatory basis.

14.11 **Education Leave:**

The Superintendent may approve employees to take educational leave with pay for higher education pursuant to an approved education agreement. Educational leave shall be for post secondary education courses and shall be in subjects which are of benefit to the School and to the job and job performance. Educational leave shall not exceed more than five (5) hours per week. Educational leave shall be scheduled with the Principal and the Superintendent. All employees shall sign an education agreement and it has to be approved by the school board.

An employee who is not covered by an approved education agreement may submit a written request for education leave pursuant to this policy. The written request for shall must include written verification of courses to be taken and related data.

Such requests shall be reviewed and approved by the Education Review Committee prior to approval by the Superintendent (See 005.6-Education Incentives Program).

Educational leave shall be scheduled with the Principal and the Superintendent. All employees shall sign an education agreement and it has to be approved by the school board.

14.12 Occupational Disability or Injury Leave:

The Superintendent may approve employees to take occupational disability or injury leave when an employee is injured in the course of employment. This leave requires written certification that the employee is not able to work by a licensed physician. The School will pay the employee's salary for the first seven working days of occupational disability or injury leave. Thereafter, provisions of the Worker's Compensation Insurance Program apply. The School may pay the difference provided employees have sick or personal leave. However, if a determination is made that negligence on the part of the employee contributed to the cause of the disability or injury, no benefits shall be paid.

The following applies:

1. An employee applying for occupational disability or injury leave shall be required to be examined by a physician retained by the Standing Rock Community School Worker's Compensation.
2. An employee who fails to report any injury occurring in the line of duty, however minor the injury, to his or her immediate supervisor within three (3) working days and refuses to take first aid treatment may be found ineligible for occupational disability or injury leave. An employee or in the event that an employee is incapacitated, the employee's supervisor shall report any injury occurring in the line of duty within three days of the date of injury to the Human Resource Office on forms provided for that purpose.
3. School employees are covered by provisions of the Worker's Compensation Law and in cases not covered by this section or policies, provisions of the Workers Compensation Program apply.

14.13 Family and Medical Leave:

Family and Medical Leave Act (FMLA) qualifies employees up to twelve (12) weeks of unpaid leave per year for the birth, adoption or care of a child, care for a

spouse or parent with a serious health condition, or when the employee is unable to work because of a serious health condition.

An employee is entitled to twelve (12) workweeks of family leave during any twelve (12) month period. An employee is anyone who was employed by the School on a continuous basis for the previous fifty-two (52) weeks for at least 1,250 hours of service during those 52 weeks. This excludes authorized leave or periods of time in which persons do not report to work but have a continuing employment relationship. If both parents of the child are employed by the School, they together are entitled to a total of twelve (12) weeks of leave.

FMLA leave may be taken for the following reasons:

1. The birth and care of a newborn child. Leave taken shall be within twelve (12) months of birth or adoption or foster care placement. "Child" is defined as a biological, adopted or foster child, a stepchild, a legal ward who is under eighteen (18) years of age or incapable of self care due to a mental or physical disability.
2. The care of a child, spouse, parent, who has a serious health condition. "Serious health condition" is one caused by injury, illness, impairment, or physical or mental condition which involves continuing treatment by a health care provider. FMLA leave will be granted to only one parent at a time. The School will require certification by a health care provider of the employee's need for family leave.
3. The employee's own serious health condition. The School will require certification of the condition by a health care provider.

Employees shall give written notification to their supervisors of their intent to use FMLA leave thirty (30) days in advance if the need for leave is foreseeable based on expected birth, placement for adoption, foster care or planned medical treatment. If the event is unforeseeable, notification of leave shall be given at the earliest opportunity and written notification given within two days.

FMLA leave may be unpaid, however, the employee is permitted to use accrued paid sick leave and personal leave for part or all of the period of leave. An employee who wishes to extend a paid leave period with unpaid FMLA leave will meet requirements and certification requirements which will apply as of the first day of the leave period. FMLA may be taken for one continuous period or taken intermittently.

Health benefits provided under the School group plans will be continued for the duration of FMLA leave. If the employee fails to return from leave, the employee may be required to reimburse the School for all premiums paid during the leave.

Upon returning from FMLA leave, the employee is entitled to be returned to the same position previously held or to an equivalent position with equivalent employment benefits and conditions of employment.

5.14 **Vacation Leave:**

The Standing Rock Community School provides vacation leave to the full-time 260 day contract employees. Ten (10) days of vacation leave will be provided to each employee to be taken in increments of forty (40) hours. This leave will be taken by employees at specified times so as to not interfere with the operation and business of the school's Superintendent and Business Offices. Vacation leave will not be carried over, if the vacation leave is not used during the contract year it will be forfeited at the end of the contract term. Vacation leave will not be paid in the event of an employee's resignation or termination

PERSONNEL 005

HARASSMENT INCLUDING SEXUAL HARASSMENT 005.15

I. STATEMENT

The Standing Rock Community School is committed to take reasonable steps to provide a work environment free from all forms of harassment, whether based on sex, race, color, religion, national origin, age or disability. Although this policy focuses on sexual harassment, it applies equally to all forms of harassment, and the procedures described in this policy should be followed for all kinds of harassment.

Rules and Regulations regarding Standards of Work Conduct follow.

ADMINISTRATIVE RULES/REGULATIONS

15.1 Sexual Harassment:

Sexual Harassment on the job is any unwelcome sexually oriented behavior, demand, comment or physical contact, initiated by any individual at the work place, that is a term or condition of employment, a basis for employment decisions, or that interferes with the employee's work or creates a hostile or offensive working environment. Common forms of harassment include offensive or abusive physical contact, jokes or remarks, lewd language, obscene gestures, suggesting sexual favors, displaying sexually suggestive objects, pictures, magazines, calendars or other materials that may be considered offensive to another employee and should not occur.

15.2 Supervisor Responsibility:

Each supervisor is expected to communicate the School's basic policy on sexual harassment or other harassment to each subordinate employee. Employees should be encouraged to report violations of this policy to their supervisor or the Human Resource Office. When a violation of this policy comes to the supervisor's attention, the Superintendent or the Human Resource Manager should be informed immediately. Each supervisor is to ensure that the work environment does not support or encourage sexual harassment activities.

15.3 Reporting and Investigating:

Employees are expected to report incidents of sexual harassment as soon as possible after their occurrence to the Human Resource Office or to their supervisor. If the employee's supervisor is involved in the incident, the report should be made to the Human Resource Office.

If you observe or become aware of harassment, but are not yourself the victim, you also have an obligation to bring the matter to the attention of the Human Resource Office.

The School will investigate all reports of alleged harassment. To the extent possible, the School will keep the information confidential, consistent with its obligation to investigate promptly and thoroughly. If the School determines that harassment has occurred or that counseling, training, disciplinary measures or termination are appropriate, it will take appropriate measures to correct the problem.

No employee will be retaliated against in any way for reporting in good faith any allegations of harassment. Such retaliation in and of itself may result in disciplinary action, up to and including termination.

All employees are required to cooperate with any investigation undertaken by the School in response to an allegation of harassment. Refusal to cooperate in an investigation may result in disciplinary action, up to and including termination.

Any employee who desires informal counseling or advice regarding issues of harassment is encouraged to contact the Human Resource Manager. Any affected employee who is dissatisfied with the conclusions or results of an investigation or with any corrective measures taken, may appeal to the Superintendent of the School. Any questions about the application or interpretation of this policy should also be directed to the Superintendent.

Either party may appeal the decision of the Superintendent by following the procedures set forth in the Formal Grievance Procedure, Section 17.2, Step 3, Appeal to the Board, including the time lines set forth in Step 3 proceedings, as amended. *(Revised 08/16/2011)*

PERSONNEL 005

EMPLOYEE DISCIPLINE 005.16

I. STATEMENT

The Standing Rock Community School at all time seeks to be fair and consistent in its treatment of personnel. The individuals responsible for administering discipline will be firm, impersonal, and impartial in their actions. All disciplinary measures taken will be administered in an objective and constructive manner.

The Superintendent shall be apprised of disciplinary action involving more than a written warning.

Any discipline administered by a supervisor will be commensurate with the offense committed. When an employee commits an offense warranting disciplinary action, his/her supervisor may begin discipline in any of the steps listed below, depending on the seriousness of the infraction. In addition, the supervisor may repeat any of the first three steps to this procedure when they feel it is necessary and the action is commensurate with the offense committed.

The Superintendent reserves the right to terminate employment without notice.

Rules and Regulations regarding this policy follow.

ADMINISTRATIVE RULES/REGULATIONS

The following types of disciplinary action will be utilized as necessary:

- **Verbal Warning:** Minor violations may be cause for the immediate supervisor to counsel the employee. Such violations may include occasional tardiness, etc. Such sessions will not become a part of the personnel file.
 - **Oral Reprimand:** The immediate supervisor should discuss clearly and frankly with the employee the reason(s) for the oral reprimand. Specific suggestions for corrective action should be given to the employee and the consequences of further unsatisfactory performance or conduct. The employee should be provided with clear written standards for work performance. This interview should be and placed in the personnel file. The employee should sign the report to acknowledge that the interview occurred. A copy should be retained by the supervisor and a copy given to the employee. The oral reprimand will be removed from the personnel file after one year.
 - **Written Reprimand:** An immediate supervisor may issue a written reprimand for cause. It shall state specifically why the employee is being reprimanded and give the consequences of further unsatisfactory performance or conduct. A copy of the reprimand, signed by both the employee and the supervisor, will be given to the Superintendent to be placed in the employee's personnel folder. The employee will retain a copy. The reprimand will be removed from the file after two (2) years.
 - **Probation:** A department supervisor, with the concurrence of the Superintendent, may place an employee on disciplinary probation for a period not to exceed 90 calendar days. The probation notice shall state specifically why the employee is being placed on probation, expected standards of performance, duration of probation and the action to be taken if improvement is not achieved. A copy of the probation notice, signed by both the employee and the supervisor, will be given to the Superintendent to be placed in the employee's personnel folder. The employee will retain a copy. At the end of the probationary period or any time proceeding, the employee will be informed in writing that he/she has satisfactorily completed the probation or that he/she is being dismissed. An employee cannot use any type of leave until the probation is completed. Leave approved by the Supervisor and/or taken shall be leave without pay and the expiration period of the probation will be extended. The probationary action notice will not be removed from the personnel file.
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- **Suspension with Pay:** The immediate supervisor may suspend an employee with pay until a hearing can be held before the Superintendent to determine the final form of disciplinary action. A written notice will be given to the suspended employee at the time he/she is notified of the suspension, with a copy kept in the employee's personnel file and a copy submitted to the Superintendent. The decision of the Superintendent shall be in writing with a copy given to the suspended employee and a copy put into the employee's personnel file. The notice of suspension will not be removed from the personnel file.
- **Suspension without Pay:** A department supervisor, with the approval of the Superintendent, may suspend without pay an employee for no more than thirty working days as a disciplinary measure. Shorter suspensions of one (1) to five (5) days will be normally used as a warning depending upon the severity of the offense and its frequency before longer suspensions are given.

On or before the effective date of the suspension, the supervisor will deliver a suspension notice to the employee and the Superintendent, setting forth reasons for the suspension. A copy will be placed in the employee's personnel file. Upon receipt of this notice, the employee will report to the Superintendent to discuss dismissal procedures. The notice of suspension will permanently remain in the personnel file. If the employee is cleared of the offense pay will be reinstated and records of the incident will be expunged from the personnel file.

- **Dismissal (Involuntary Termination):** If the preceding actions are insufficient, an employee may be terminated.
 - a. The Superintendent, on the recommendation of the supervisor, may dismiss any employee. A Dismissal Notice will be delivered to the employee setting forth the reasons and the effective date of his/her dismissal.
 - b. The Superintendent may dismiss any supervisor. A Dismissal Notice will be delivered to the supervisor setting forth reasons and the effective date of dismissal.
 - c. Should the employee not be available on the date of dismissal, notice shall be sent by certified mail to the employee's last known address and the postmark will become the effective date of dismissal.

16.1 **Employee Appeal:**

Disciplinary action taken against a regular employee can be appealed in writing within ten (10) working days following receipt of the action by the employee. An appeal shall follow the grievance procedures described in the following chapter of the School' grievance system.

PERSONNEL 005

EMPLOYEE GRIEVANCE SYSTEM 005.17

I. STATEMENT

It is our intent to provide an effective and acceptable means for employees to bring problems and complaints concerning work related issues and decisions. An employee may not utilize this procedure to question implementation of School Board policy, but may utilize the procedure for disputes regarding interpretation, or perceived misapplication of School Board policies or procedures. The Standing Rock Community School, therefore establishes this informal and formal grievance procedure for the benefit and use of all regular full-time and other eligible employees.

This procedure is to protect and implement all due process rights of individuals. An employee who has a problem or a complaint should first attempt to resolve it in informal discussions with the immediate supervisor. If the problem or complaint remains unresolved after these discussions, a written grievance shall be filed as set forth below. All formal complaints shall first be presented for filing with the School's Human Resource Manager. The Human Resource Manager shall be available to assist the employee through the Grievance process.

Temporary employees and employees who have not successfully completed an initial introductory period do not have access to the School employee grievance system. This procedure is to be used only after the employee has attempted to resolve the problem with the supervisor and is still dissatisfied. No action of reprisal shall be taken against an employee who has initiated an informal or formal grievance.

All formal grievances and appeals shall be in writing and submitted within the required timelines. Grievances shall be filed within ten (10) working days after the occurrence of the action in question. The day of the occurrence in question shall not be counted as a day. A day shall be a working day.

An employee may have a representative, at his or her own expense, at any step in the procedure. Failure to proceed to a higher step within the time period specified will terminate the grievance. The employee shall notify the Superintendent and Human Resource Manager, in writing, if they intend to have legal counsel represent them at any stage of the Grievance process. *(Added 08/03/2010)*

The employee has the right to all information pertaining to the issue held by any party within the organization. The employee filing the grievance may request such information,

in writing, from the supervisor prior to any informal or formal hearing on the issue. During such hearings the aggrieved has the right to call witnesses and to question the evidence and to be present during any discussion on the issues by the parties.

Every effort will be made to resolve the grievance at the lowest possible level, through informal discussion between the parties. If the grievance is resolved informally to the satisfaction of the employee, there shall be no further action necessary.

Copies of all grievance and appeals and related record will be kept in the personnel folders maintained in the Human Resource Office. If the grievance is resolved informally, a statement shall be put in the personnel folder indicating an informal resolution. At no time, once a grievance is considered resolved, can an employee re-file the same grievance if after a period of time the employee decides he or she is not satisfied.

The employee shall continue to observe assigned duties during all steps of the grievance process. The aggrieved employee shall continue to comply with the directions of their supervisor in accordance with established procedures. Failure to comply with directives and procedures during the appeal process shall constitute grounds for disciplinary action.

Rules and Regulations regarding this policy follow.

ADMINISTRATIVE RULES/REGULATIONS

17.1 Informal Grievance Procedure:

An employee who has a problem or a complaint will first attempt to resolve it in informal discussions with the immediate supervisor. If the problem involves the immediate supervisor, the employee may elect to take the issue to the next higher level in the organization. Doing so shall not be considered as a violation of the chain of command. The employee shall contact the Human Resource Manager for assistance who shall be available to schedule a meeting between the employee and supervisor. If the complaint involves the supervisor, the Human Resource Manager shall schedule a meeting between all parties in an attempt to resolve the issue.

They should attempt to reach an acceptable solution through these informal discussions. If unsuccessful, a written grievance may be filed under the provisions of this policy. Attempts to reach an informal resolution of the problem shall not stop the counting of days for purposes of filing a formal grievance. Therefore, every effort shall be made to informally resolve the matter as quickly as possible. Whenever possible, hearings should be scheduled during a mutually convenient time that does not conflict with regularly scheduled school programs.

17.2 Formal Grievance Procedure:

If a formal grievance is filed, it will be filed with the Human Resource Manager and processed in the following manner. It shall be filed within ten (10) working days after the occurrence of the dispute in question. The day of occurrence of the dispute shall not be counted. Any formal grievance filed after the required timeline, at any step, will be considered invalid and will be dismissed. At no time can the same grievance be re-filed if timelines have lapsed, or it is considered mutually resolved.

Step 1 (Appeal to Immediate Supervisor): The employee will present the written grievance to the Human Resource Manager. The grievance will state the complaint and action requested. The Human Resource Manager will schedule a meeting between the employee and the immediate supervisor to resolve the grievance. A written decision will be given to the employee, by the Immediate Supervisor within ten (10) working days of the day of filing. If the grievance remains unresolved or the decision is considered unacceptable to the employee, the employee may proceed to Step 2.

Step 2 (Appeal to the Superintendent): Within ten (10) working days after the receipt of the decision in Step 1, or after the decision is due, the

employee or his/her representative may present the grievance in writing to the Human Resource Manager, who will then schedule a meeting with the Superintendent. The Superintendent will render a written decision to the employee within ten (10) working days of receipt of the appeal. If the grievance is considered unacceptable to the employee, the employee may appeal the Superintendent's decision to the School Board

Step 3 (Appeal to the School Board): Within five (5) working days after the receipt of the decision in Step 2, and the employee or his/her representative is not satisfied with the decision of the Superintendent, or the grievance remains unresolved, an appeal may be filed with and through the Human Resource Manager to the School Board. The School Board will schedule and hold a hearing within twenty (20) working days of receipt of the employee appeal.

17.3 School Board Hearing:

At least five (5) working days before a hearing date, the Human Resource Manager will send to all interested parties a copy of the appeal to be heard, notice of the time, date, place, and purpose of the hearing.

The hearing will be closed to the public unless the employee requests an open hearing. At the sole discretion of the School Board and for the protection of privacy, hearings may be held in executive session. All parties to the hearing are entitled to counsel or representation of their own choosing at their own expense. All parties to the hearing are entitled to bring witnesses on their behalf and to question during the hearing and to be present during discussion on the issues.

17.4 Findings of the School Board:

The School Board will issue its written decision to all concerned within ten (10) working days of the hearing.

This decision will be final and binding upon all parties. No appeal to any tribunal, agency, or other entity shall be allowed.

17.5.1 Conflict of Interest:

Any School Board Member who is a member of the immediate family of the aggrieved party shall abstain from participation in the grievance process and hearing.

17.5.2 **Non-Grievable Matters:**

The following actions are not “grievable” under this policy:

- Complaints regarding disciplinary actions, termination of probationary or temporary employees, and non-renewal of contract.
- Complaints regarding Teacher Evaluations or performance reviews.
- Termination of temporary employees.
- Job Classification and compensation issues.
- Actions grieved after resignation or voluntary request.
- Hiring decisions.
- Any matter where an employee alleges discrimination or other violations must be grieved following those procedural outlines.

PERSONNEL 005

DRUG FREE WORK PLACE 005.18

I. STATEMENT

DRUG FREE WORKPLACE

The Standing Rock Community School hereby adopts this Drug Free Workplace policy for illegal drugs or controlled substances. Any employee, consultant, or volunteer who is found to be in violation of this Policy will be subject disciplinary proceedings, up to and including termination. This Policy applies to all employees, consultants, volunteers involved with the School.

In addition, School Board members shall be subject to drug testing under the same terms and conditions as other employees, consultants and volunteers under this Policy. Results of testing for School Board members shall be a matter of public record. Violations of this Policy may subject the Board member to removal or recall proceedings.

The School is committed to establishing and maintaining a drug-free workplace that is safe for employees and is conducive to high work standards. The Drug Free Workplace Act and the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226) requires all institutions who receive any grants/contracts from the federal government to comply with the provisions of the Act.

For the purposes of this Policy, employees shall include full-time, part-time and temporary, permanent or regular (certified and non-certified) employees, consultants, Board members and volunteers. Consultants shall include those individuals working under contract or consultant agreement for the School, but does not include construction workers paid through a construction contract. Volunteers include those individuals who have daily contact with the children but are not paid.

The School shall insure that consultants, construction contractors, vendors or others associated with the School who have more than one employee, sign in any contract with the School, an assurance that their employees who are on school grounds, are drug free and are subject to drug testing. Individuals contracted for the purpose of officiating athletic activities, if they are a member of the North Dakota or South Dakota Officials Association, are required to sign a statement that they are drug free. Individuals who officiate school athletic activities, who are not members of the North Dakota or South Dakota Officials Association, will be subject to drug testing.

Rules and regulations for this policy follow.

ADMINISTRATIVE RULES/REGULATIONS

18.1 Possession on School Grounds:

The sale, use, possession, purchase, manufacture, or transfer of illegal drugs or other controlled substances, without a valid prescription, or drug-related equipment or paraphernalia on the School premises or while on school business is prohibited.

Any consultant, employee, volunteer, Board member or other third parties on the School's premises are prohibited from the use, possession, purchase, manufacture or transfer of illegal drugs. Any such individual found in violation of this Policy will be subject to actions including, but not limited to, removal from the premises.

If any employee, consultant or volunteer reports to the workplace or attempts to work under the influence of illegal drugs, or other controlled substances, appropriate disciplinary action will follow.

If any employee, consultant or volunteer is suspected to be under the influence of drugs they will be requested to leave the premises. Prior to being asked to leave the premises, the employee, consultant or volunteer may be asked to submit to drug testing.

Any violation of this policy will subject employees to termination of employment and the services of the volunteer or consultant will be terminated, once the results have been certified; and the matter may also be reported to the appropriate law enforcement agencies.

18.2 Prescription Drugs:

Employees may keep prescription drugs and over-the-counter medications on school premises provided:

- A. The prescription drugs have been prescribed by a doctor for the person in possession of the drugs;
- B. The prescription drugs and the over-the-counter medications are kept in their original containers and;
- C. At the School's request, documentation can be provided for the prescription.

- D. The employee shall not allow access to the prescription or over-the-counter drugs to students.

Employees that provide documented prescription drugs and test positive, will be allowed to remain current employees until the Medical Review Officer (MRO) contacts them for confirmation. If the results from the MRO are for non-prescription drugs or above prescribed levels, the School shall treat such results as a positive result and disciplinary action will follow.

18.3 **Controlled Substances:**

The unlawful manufacture, distribution, dispensation, possession, transfer, sale or use of illegal drugs or controlled substances or drug related equipment or paraphernalia on School property or while on school business is prohibited.

Controlled substances or illegal drugs are those drugs or substances listed below and the appropriate cut off levels:

1. Marijuana (THC) - 50ng/ml
2. Cocaine (COC) - 150ng/ml
3. Amphetamine (AMP) - 1000ng/ml
4. Phencyclidine (PCP) - 25ng/ml
5. Opiates (OPI) - 300ng/ml
6. Barbiturate (BAR) - 300ng/ml
7. Benzodiazepine (BZO) - 300ng/ml
8. Methadone (MTD) - 300ng/ml
9. Methaqualone - 1000ng/ml
10. Propoxyphene (PPX) - 300ng/ml
11. Ecstasy - 500ng/ml
12. Oxycodone (OXY) - 100ng/ml
13. Methamphetamines (MET) 1,000ng/ml

This Policy shall also incorporate those controlled substances listed in the Controlled Substances Act found in 21 U.S.C. §812, listed on Schedule I. through V., and listed in 21 C.F.R. §1308 and the Drug Free Workplace Regulations found in 49 C.F.R. Part 40.

18.4 **Drug Testing:**

As a condition of working for or associating with the School, all employees, consultants or volunteers are required to abide by this Policy and submit to drug

testing. All employees shall comply with School procedures regarding scheduled dates for drug testing. Failure to comply with scheduled testing dates may result in disciplinary action, contract or volunteer termination, board removal or other appropriate type action. Individuals testing dilute will be subject immediate re-test and subsequent unannounced and observed re-test. If the employee refuses to re-test, he/she will be subject to immediate termination. *(Revised 08/03/2010)*

- A. **Pre-Employment** – After an offer of employment is made, but prior to commencing work, all prospective employees will be subject to a Pre-employment Drug Test. The School shall administer the pre-employment drug test prior to any employee, consultant or volunteer beginning work or Board member assuming office. Any prospective employee, consultant or volunteer who fails the drug testing, shall have the offer of employment withdrawn. The applicant may re-test after 45 days, provided the offer of employment is still available. *(Revised 08/03/2010)*
- B. **New School Year** – Every employee, consultant or volunteer shall submit to drug-testing at the beginning of every school year as determined by the School administration. Any individual found to have a positive result will be subject to disciplinary action, up to and including termination.
- C. **Post-Accidents** – Any employee, volunteer or consultant involved in an on-duty accident or on-duty motor vehicle accident, that creates the belief or suspicion that the employee was under the influence of illegal drugs, will be subject to immediate testing. If the supervisor suspects the employee was under the influence of illegal drugs, the supervisor will refer the employee to the Human Resources Office for testing.
- D. **Reasonable Suspicion** – Any employee, volunteer or consultant suspected of working while under the influence of illegal drugs may be asked to submit to testing for the presence of illegal drugs that are not prescribed. Any on-the-job behavior that creates the belief or suspicion that an employee is under the influence of illegal drugs or controlled substances; abnormal behavior or a drug-related investigation, arrest or conviction shall be grounds to require drug testing. The Supervisor shall inform the employee of those beliefs or suspicions, which form the basis for requesting a Reasonable Suspicion test.

18.5 **DOT Safety Sensitive Positions:**

All employees who possess Commercial Driver's License (CDL's) and who operate a vehicle for the purposes of transporting students shall be required to submit to the testing provided in Section 18.4 above. In addition to the testing required in Section 18.4 above, those employees in possession of CDL's shall be required to submit to mandatory drug testing four (4) times per year, at times to be determined by the School's Administration.

18.6 **Convictions:**

Employees, Consultants and volunteers are required to notify the Human Resources Office of any federal, tribal, state, drug arrest or conviction occurring no later than five days after such arrest or conviction.

18.7 **Refusal:**

Any individual who refuses to abide by this Policy or refuses to submit to drug testing, will be subject to disciplinary action, up to and including termination. Any individual caught tampering with or adulterating a drug specimen will be in violation of this Policy and will be subject to disciplinary action, up to and including termination.

18.8 **Drug Free Workplace Program:**

The School will establish and maintain Drug-Free Workplace Program to inform employees of:

- A. The dangers of workplace drug abuse;
- B. The School's policy of maintaining a drug-free workplace;
- C. Disciplinary actions that may be imposed for drug abused violations;
- D. The availability of counseling and rehabilitation through Employee Assistance Services, Indian Health Service and Employee Insurance.

18.9 **Employee Assistance Program:**

Employees eligible for participation in the Employee Assistance Program may

utilize the services offered by EAP by voluntary participation. However, once an employee has tested positive for illegal drugs or controlled substances, referral to EAP is not an option and the employee is subject to termination of employment.

18.10 **Hearings:**

Permanent or regular full-time employees who are found to be in violation of this Policy and who have had their employment terminated for use of illegal drugs or controlled substances in violation of this Policy, are allowed to utilize the Grievance Procedure in Section 17 of the Personnel Policies and Procedures Manual Grievance Procedure. Part-time employees, temporary employees, volunteers or consultants shall have no right of appeal and will be subject to termination once the results of the positive test have been certified.

18.11 **Communicating the Drug-Free Workplace Policy:**

Upon its implementation, all current and newly hired employees are expected to receive and sign a copy of the Drug Free Workplace Policy.

18.12 **Effective Date and Amendments:**

This Policy shall become effective upon approval by the School's Board of Directors and may be amended as necessary by the Board of Directors.

PERSONNEL 005

PERSONNEL RECORDS 005.19

I. STATEMENT

The School shall maintain a system of confidential personnel records. A separate personnel record folder shall be created at the time of employment and maintained for each employee. During the time of employment, all information pertaining to the employee shall be kept in his/her personnel records folder.

Rules and regulations for this policy follow.

ADMINISTRATIVE RULES/REGULATIONS

At the time of termination or separation, the personnel records folder shall be transferred to an inactive section and retained as a permanent source of confidential information regarding the employee's employment with the School.

All personnel records should be kept under lock and key. Access to information contained in the personnel records shall be limited to authorized personnel only and otherwise opened on a need to know basis, subject to specific approval of the Superintendent.

Employees shall have access to all information contained in their own personnel file.

The Superintendent and the Human Resource Office shall establish and maintain a roster of all employees.

The personnel folder shall include but not limited to:

- Application for employment
- Record of medical examination(s) and test results if required for the position and employer.
- Reference letters and verification of previous employment, including salary received.
- Copies of any employment correspondence including notification of employment
- Current job description
- Record of all personnel evaluations including changes in job, income, grade, or tenure
- Record of all formal disciplinary actions such as administrative, reprimands, probationary suspension or other adverse personnel actions. (Note: if a disciplinary action is reversed upon appeal, there will be no record of the charges maintained in the employee's file).
- Personnel action forms
- Letters/certificates of appreciation, etc.
- Personnel information sheets
- Letters of hiring and stipulations, including starting salary, scheduled probationary date, salary increases, benefits, evaluations, etc.
- Copies of employee's driver's license for all employees driving School vehicles. Employee shall be bondable and able to qualify for School Auto Insurance or provide proof of auto insurance.
- Signed forms indicating which keys have been issued to the employee.

- Contract of Employment. This contract will be placed in the employee's personnel file so that no information about the employee health, finances and private life are disclosed, except by written request or consent of the employee concerned.

19.1 **Other Personnel Records:**

Applications for Employment for Persons not hired: All applications shall be maintained for one (1) year in the Human Resource Office as a future recruitment source and evidence that the School used fair selection procedures that may be required to show compliance with the Federal Civil Rights legislation.

19.2 **Time Attendance and Leave Records:**

Time and attendance records shall be kept for all employees and shall be maintained for three (3) years. Records shall also be kept of personal and sick leave. These will be kept in the Payroll Office. *(Revised 08/03/2010)*

19.3 **Employee Access:**

The above sections shall not prevent the individual employee from access to or right to examination of his/her file. To see your personnel file, contact the Human Resource Manager. You have the right to question the existence or accuracy of any item in your file.

19.4 **Change In Status:**

Employees shall be responsible for notifying, in writing, their supervisor and the Human Resource Manager or Business Office about changes in their address, telephone number, marital status, dependents, persons to be notified in case of accident and any other pertinent information.

PERSONNEL 005

ASBESTOS HAZARD POLICY 005.20

I. STATEMENT

Response Act (AHERA) requires that all public school buildings be inspected or re-inspected for the presence of asbestos every three years after a management plan is in effect. The same statute also requires initial and annual notifications of the availability of a management plan which outlines the steps to be taken to eliminate any hazards.

The Standing Rock Community School has a very limited amount of asbestos containing materials in the school buildings and it is being managed in strict compliance with all pertinent federal regulations. A copy of the inspection report which details the location of these materials and the proper management procedures is available for public inspection during normal working hours in the Administration Office.

PERSONNEL 005

TOBACCO POLICY 005.21

I. STATEMENT

The Standing Rock Community School recognizes that to protect students from exposure to the addictive substance of nicotine, employees and administrators of the school, and all members of the community, have obligations as role models to refrain from tobacco use on school property. Therefore, the Standing Rock Community School has prohibited smoking or any other use of tobacco products on school property. This shall include all school buildings, grounds and school owned vehicles.

Violations of this policy may result in disciplinary action up to, and including termination.

The exception to this policy will be when activities are scheduled at the gym. The public will be allowed to smoke 100 feet from the school building.

PERSONNEL 005

PUBLIC ACCOUNTABILITY 005.22

I. STATEMENT

The Standing Rock Community School Board hereby adopts its Public Accountability Policy that recognizes the concept that School employees are held to a higher lever of responsibility under the public trust, which demands effective and efficient use of public funds in order to serve the public interest. This includes the notion that the use of public funds should always be in the public interest and not for individual or private gain. This necessarily includes the view that school employees are public employees and should not be paid for time they do not work.

Accordingly, all employees (exempt and non-exempt) may have their pay reduced or such employee may be placed on leave without pay for absences for personal reasons or because of illness or injury of less than one work-day when accrued leave is not used because:

1. Permission for its use has not been sought or has been sought and Denied;
2. Accrued leave has been exhausted.

This Public Accountability Policy will apply to all employees, regardless of their classification as exempt or non-exempt employees.

PERSONNEL 005

EMPLOYEE HOUSING 005.23

I. STATEMENT

EMPLOYEE HOUSING

The Standing Rock Community School has its own Policy for employee housing, recognizing priority will be given to certified teaching staff. Assignment of quarters will be made by the Housing Committee, composed of one School Board member (chosen by the Board), the Superintendent, Business Manager and Human Resources Manager. Employees selected for housing will be required to sign a lease and abide by its provisions.

Policy Rules and Regulations Follow.

ADMINISTRATIVE RULES/REGULATIONS

The Housing and Transportation Committee is a standing committee of the school board. The Committee provides oversight on behalf of the school board on School-owned Housing. This committee is given the authority to assign school-owned housing via lease agreements; assure the property is maintained through periodic inspections, and assure the policies established by the School Board to lease housing is followed in the process.

School-Owned Housing:

1. Tenants are placed in the housing by the Chief Finance Officer and the Superintendent to assure the prioritized eligibility policy has been adhered to and which is as follows:
 - A. Top Priority: Licensed Staff;
 - B. Second Priority: Non-Licensed Staff;
 - C. Should Licensed Staff Member Request Housing; Any Non-Licensed Staff will be given a 30-day notice to vacate.
2. Annually the lease agreement with the tenants is reviewed, modified, and reissued to the tenants. The lease agreement is kept current and the revisions are annually submitted to the school board for their review and approval prior to issuance of the annual lease agreement to all tenants.

Refer to the Facilities Housing Policies. *(Revised 09/07/2017)*.

PERSONNEL 005

FACILITIES DEPARTMENT USE OF ASSIGNED VEHICLES 005.24

I. STATEMENT OF PURPOSE

It is the intention of the Standing Rock School Board to provide for effective and timely operations and maintenance services to the facilities, operated, owned or maintained by the Standing Rock Community School Facilities Department.

Meeting the ongoing operations and maintenance needs of the school facilities requires the School Board to provide and assign vehicles (school-owned/GSA) to the facilities department employees during their respective work shifts for the purposes of completing their assigned duties and responsibilities.

The assigned vehicles at no time shall be used for personal use. The vehicles are to be routinely maintained and serviced by the Standing Rock School Transportation Department through the service department.

The School Board directs the Facilities Manager and the Superintendent to establish such rules and regulations, approved by the School Board, which shall clearly defines the limits of vehicle use and assures the vehicles are used at all times to meet the express operations and maintenance needs of the Standing Rock Community School.

The rules and regulations are attached and part of this policy.

ADMINISTRATIVE RULES/REGULATIONS

The following rules and regulations shall govern the use of all school-owned and leased (GSA) vehicles assigned to and used by the employees in the Standing Rock School Facilities Department:

1. The Facilities Manager shall assign all school-owned/leased (GSA) vehicles for use expressly by the facilities department employees.
2. The Facilities Manager shall provide oversight to assure employee compliance to all rules and regulations in the use of the assigned vehicles.
3. No employee assigned a vehicle shall use that vehicle for personal business. The personal use of the vehicle may cause the loss of the use of the school assigned vehicle.
4. The vehicle shall not be used to transport unauthorized passengers at any time unless for the express purposes of completing duties and responsibilities of the Facilities Department.
5. The use of the assigned vehicles shall be limited to the following:
 - 5.1 During the daily work shift, the assigned vehicle may be used for operations and maintenance work only and shall provide transportation services to the individual in completing his/her daily duties and responsibilities.
 - 5.2 The assigned vehicle will be picked up at the facilities department at the start of each work shift for daily use in performing job responsibilities. At the end of the work shift, the vehicle shall be returned, parked and secured in the Facilities Department storage area.
 - 5.3 It is the responsibility of the employee assigned the vehicle to keep an accurate daily mileage log and to comply with the school maintenance schedule. Whenever possible, maintenance and repair shall be accommodated through the school transportation service department.

6. Use of the vehicle by employees who are on-call each week to service all school facilities and meet the emergency facility needs of the school are as follows:
 - 6.1 The assigned on-call employee, shall be on duty for one week from Friday, after 4:30 pm to the following Friday at 4:30 pm. This on-call duty shall alternate each week.
 - 6.2 While on-call, the on-duty employee is authorized to drive the school vehicle directly to and from his/her place of residence so that the vehicle is available for quick response to emergencies and for the purpose of maintaining and servicing the facilities of the Standing Rock Community School. At no time shall the assigned vehicle be utilized for personal business.

PERSONNEL 005

MOBILE TECHNOLOGY DEVICE POLICY WHILE DRIVING 005.25

I. STATEMENT PURPOSE

To help reduce the possibility of accidents in connection to the use of mobile technology, all employees while driving a school or any other vehicle (including GSA, rented, leased, borrowed or personally owned vehicle) while conducting school business will adhere to the following:

ADMINISTRATIVE RULES/REGULATIONS

1. Employees should comply with all federal, state, and local laws and regulations regarding the use of mobile technology devices including cellular phones. [The Governors Highway Safety Association maintains a list of state and local restrictions on cellular phone use (www.ghsa.org)]
2. The use of hand held cellular phones while driving is prohibited.
3. Cellular phone calls using hands-free technology is discouraged. If necessary calls made in this manner should be brief. Extended conversations (more than 5 minutes) made in the manner are prohibited.
4. Sending or reading text messages or e-mails , dialing cellular phones, viewing television, videos, or DVD's and inputting data into laptop computers, personal digital assistants or navigation systems is prohibited while driving.

PERSONNEL 005

SOCIAL NETWORKING AND MEDIA USAGE POLICY 5.26

I. GENERAL STATEMENT OF POLICY

The Standing Rock Community School offers its students, faculty, and administration access to its computer network and the Internet and telephone system. In providing network and Internet service throughout the School, the goal is to facilitate access to resources, improve communication and encourage innovation. The School regards this access as a privilege, not a right. Account holders are expected to act in a responsible, ethical manner, and to abide by Tribal, state, and federal law.

Every student, faculty, and staff member of Standing Rock Community School is assigned a Standing Rock Community School internal Pink Note account, EduTech e-mail account and telephone as determined necessary. Access to computer systems and networks owned by SRCS imposes certain responsibilities and obligations on all who use them. Infractions of the School's Social networking and Media Usage Policy will result in curtailing access to network and/or computer lab facilities and referral to appropriate supervisor or superintendent for disciplinary action.

Rules and Regulations follow:

ADMINISTRATIVE RULES & REGULATIONS

26.1 Scope:

The Standing Rock Community School (SRCS) Networking and Social Media Policy applies to all SRCS employees, including full time regular employees, part time employees, temporary employees, volunteers, athletic department staff, whether full or part time and administrative employees. This Policy governs those employees' usage of social networking sites in a personal or official capacity.

26.2 Definitions:

The term Social Networking Site shall refer to any website designed to allow users to publish and/or read content, including public and private messages. The term includes but is not limited to Facebook, Hi5, Twitter, Friendster, Imeem, tagged, Ning, MySpace, LinkedIn, YouTube, Flixster, Instagram and other various blogging websites.

26.3 Policy:

The use of social networking sites in a personal capacity while at work or on any School owned computer or mobile device is strictly prohibited. As a condition of employment and use of school property, the School reserves the right to monitor the use of social networking websites to determine compliance with the Policy.

The School respects the right of employees to use social networking sites at home for personal use and enjoyment. All employees shall use caution when self-identifying as an employee of the SRCS. By identifying oneself as an employee of the SRCS on a social media networking site, other users may perceive an employee's comments as being made in an official capacity on behalf of the SRCS.

- A. All employees shall not use social media networking sites or any other medium that is accessible to members of the general public, for communication with fellow employees concerning sensitive, confidential information.
- B. All employees shall not use social media networking sites or any other medium that is accessible to members of the general public, to discuss a student by name or any other description of a student that might identify the student.
- C. No employee shall post any comments regarding the School, its students or employees that are obscene, defamatory, profane, libelous,

threatening, harassing, abusive or hateful. The School will not allow employees to post personal attacks, disagreements, or controversies associated with the SRCS, its employees or students.

- D. Any employee who chooses to identify themselves as an employee of the SRCS must post a disclaimer in a prominent place that state: “The views expressed on this social media site are mine and do not represent the views of the Standing Rock Community School”.

25.4 **Violation(s):**

Any violation of this Policy may result in disciplinary action in accordance with the School’s Personnel Policy and procedures manual.

(Adopted by SRCS Board 10/12/2016)

TECHNOLOGY USAGE POLICIES AND PROCEDURES

Standing Rock Community School offers students, staff, faculty, and administration access to its computers, network, electronic communications, information systems and the Internet. In providing network and Internet service throughout the school, the goal is to facilitate access to resources, promote communication, improve academic development and encourage innovation. All students, faculty, and staff are responsible for seeing that these computing facilities are used in an effective, efficient, ethical, and lawful manner. In general, SRCS technology is not to be used by employees, students, or guests for their personal, commercial or profit-making purposes. The school regards this access as a privilege, not a right.

1. **Access is a privilege - not a right.**
2. **Accessible DOES NOT mean acceptable**
3. **Access entails responsibility.**

No one should deliberately attempt to degrade the performance of a computer system or to deprive authorized personnel of resources or access to any school computer system. Loopholes in computer security systems or knowledge of a special password should not be used to damage computer system, obtain extra resources, take resources from another user, gain access to systems or use systems for which proper authorization has not been given.

Employees, students, or guests may not use Standing Rock Community School's network or equipment in ways that may negatively impact academic performance or the productivity of its staff, be disruptive, offensive to others, or harmful to morale. To this end, access to certain websites may be prohibited and will be blocked. Any attempt to circumvent these site blocks will be considered a violation of these policies. Ex: Using proxy servers or other means. I understand that I continuously represent the Standing Rock Community School whenever and wherever I use email, the Internet, and any school owned technology or device.

Inappropriate use includes, but is not limited to:

1. Social Media
2. Sending or displaying offensive messages or pictures

3. Use of personal technology devices
4. Using obscene language
5. Harassing, insulting or attacking others
6. Damaging or tampering with any technology or communication tools
7. Violating copyright laws
8. Attempt to discover or use another's login name or password, or sharing passwords.
9. Trespassing in another's folders, work, or files
10. Intentionally wasting limited resources (Streaming non-educational movies, music)
11. Employing the network for commercial purposes
12. Bypassing school Internet filters without authorization
13. Storing of movies or music
14. Allowing students to use a staff computer
15. Storing of software used primarily for hacking, eavesdropping, or network administration.

Standing Rock Community School provides a user ID and e-mail address to every student and employee of the school. A valid user ID and password is needed for using the computers, storage space on the server, as well as accessing e-mail. You should not give your user ID or password to anyone else. You are responsible for everything that happens with your user ID. If someone else is caught using your user ID, then your account will be immediately locked, and you will need to contact the Technology Department to have the account unlocked and password reset. You shall use your own user ID, using someone else's user ID and/or letting other people use your user ID is a violation of this policy. Students are forbidden from using any staff or faculty computer. This is due to employees storing and/or receiving documents or messages of a confidential nature.

Employees, students, and guests should understand that their use of Standing Rock Community School's network, communication devices, and computer equipment is not private. Although employees have passwords that restrict access to their voice mail, computers and various school accounts, Standing Rock Community School reserves the right to access or review any person's data, files, voice mail, or e-mail messages on SRCS network or computer equipment without prior consent of system user. In addition Standing Rock Community School reserves the right to read and/or remove any files on the network or on individual devices without prior notice to system user. This is to ensure and maintain system integrity and ensure that users are using the system appropriately and responsibly. Standing Rock Community School also reserves the right to monitor on-line activities. Network activity is logged and the logs may be periodically reviewed for possible policy violations. An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these policies. Repeated suspensions may result in the permanent suspension of computer use privileges. Violations of these policies will be dealt with in the same manner as violations of other school policies and may result in disciplinary review, and for employees may lead to disciplinary action, up to and including termination.

All users of SRCS computing, network, and communication systems shall read, understand, and comply with the policies outlined in this document, as well as any additional guidelines established by the administrators of each system. BY USING ANY OF THESE SYSTEMS, USERS AGREE THAT THEY WILL COMPLY WITH THESE POLICIES

(Adopted by the SRCS Board on 09/27/2016)

PERSONNEL 005

TECHNOLOGY SUPPORT POLICY

Standing Rock Community School recognizes the need to have consistent and compatible hardware, software and other technology throughout the school. By having consistency and uniformity the school is able to reduce costs by purchasing from the same vendor(s) and lower support costs.

The use of technology at the SRCS continues to grow at a rapid pace. Various forms of hardware and software is being used by a diverse group of people to achieve a vast range of goals. The Technology Department is charged with supporting those endeavors to the best of their abilities. Such support requires that a consistent uniform set of technology be used

All school technology purchases are to be approved by the Technology Department, to ensure compatibility, licensure and support. Unapproved purchases may not be supported if deemed incompatible with current systems. The IT Department will not reduce or bypass current security practices to support unapproved hardware and/or software. All software shall be legally licensed for each computer the software will be installed on.

(Adopted by the SRCS Board on 09/27/2016)

STANDING ROCK COMMUNITY SCHOOL
9189 HWY 24, FORT YATES, ND 58538
APPLICATION FOR EMPLOYMENT

In compliance with Federal and Tribal equal opportunity laws, qualified applicants are considered for all positions without regard to race, religion, sex, national origin, marital status, or the presence of non job-related medical conditions or handicap. Indian Preference in employment is considered by the Standing Rock Community School Board.

POSITION APPLIED FOR: _____ DATE OF APPLICATION: _____

NAME: _____ SOCIAL SECURITY NO: _____
 LAST FIRST MIDDLE

ADDRESS: _____
 STREET P.O. BOX CITY STATE ZIP CODE

TELEPHONE: (HOME) _____ (WORK) _____ (CELL) _____

EMAIL ADDRESS: _____

ARE YOU KNOWN BY ANOTHER NAME TO SCHOOLS AND REFERENCES? ☐ YES ☐ NO
IF YES, BY WHAT NAME? _____

WERE YOU PREVIOUSLY EMPLOYED AT THE STANDING ROCK COMMUNITY SCHOOL?
☐ YES ☐ NO IF YES, DATES OF EMPLOYMENT AND POSITION HELD _____

HOW DID YOU LEARN OF THIS POSITION? _____

DO YOU WISH TO WORK: ☐ FULL-TIME ☐ PART-TIME IF PART-TIME: HOURS: FROM _____ TO _____

IF EMPLOYED, WHEN WILL YOU BE AVAILABLE TO WORK? _____

ARE YOU CLAIMING INDIAN PREFERENCE? ☐ YES ☐ NO If yes, submit documentation.

ARE YOU CLAIMING VETERANS PREFERENCE? ☐ YES ☐ NO If yes, submit DD214.

HAVE YOU EVER BEEN CONVICTED OF ANY FELONY OR MISDEMEANOR INVOLVING CRIMES OF VIOLENCE; SEXUAL ASSAULT, MOLESTATION, EXPLOITATION, CONTACT OR PROSTITUTION; CRIMES AGAINST PERSONS; OR OFFENSES COMMITTED AGAINST CHILDREN? ☐ YES ☐ NO
IF YES, PLEASE EXPLAIN _____

ARE YOU CURRENTLY ON PROBATION OR PAROLE OR RECENTLY RELEASED FROM PRISON?
☐ YES ☐ NO IF YES, PLEASE EXPLAIN _____

EDUCATIONAL BACKGROUND

HIGH SCHOOL ADDRESS _____

GRADUATED: ☐ YES ☐ NO ☐ GED YEAR: _____

COLLEGE OR UNIVERSITY* / ADDRESS MAJOR DEGREE/YR NO. CREDITS

TRADE SCHOOL*/OTHER*/ADDRESS FIELD GRADUATED: ☐ YES ☐ NO YEAR: _____

***To complete application, transcripts must accompany the application form.**

EMPLOYMENT EXPERIENCE

Please complete the following information for each job that you have held, starting with your present or most recent job. It is very important that you complete all information requested in order for Standing Rock Community School to be able to properly assess your job experience. Attach additional sheets, if necessary. Resume may be attached.

NAME OF EMPLOYER: _____ SUPERVISOR: _____
ADDRESS: _____ TELEPHONE: _____
JOB TITLE: _____ SALARY: _____
STARTING DATE: _____ ENDING DATE: _____ REASON FOR LEAVING: _____
DESCRIBE DUTIES: _____

NAME OF EMPLOYER: _____ SUPERVISOR: _____
ADDRESS: _____ TELEPHONE: _____
JOB TITLE: _____ SALARY: _____
STARTING DATE: _____ ENDING DATE: _____ REASON FOR LEAVING: _____
DESCRIBE DUTIES: _____

NAME OF EMPLOYER: _____ SUPERVISOR: _____
ADDRESS: _____ TELEPHONE: _____
JOB TITLE: _____ SALARY: _____
STARTING DATE: _____ ENDING DATE: _____ REASON FOR LEAVING: _____
DESCRIBE DUTIES: _____

REFERENCES

	NAME:	OCCUPATION/TITLE:	ADDRESS:	TELEPHONE:	YRS. KNOW:
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

***Three letters of reference are required to be submitted with this application.**

AGREEMENT

I certify that answers given herein are true and complete to the best of my knowledge and hereby authorize designated Standing Rock Community School staff to conduct follow-up consultation regarding my previous employment and other information as may be necessary in arriving at an employment decision. I authorize a criminal records background check and fingerprinting. I also understand that if employed I will be subject to drug testing. I hereby release the Standing Rock Community School Board and their designated staff from all liability for other employers' or individuals' responses to inquiries in connection with this application for employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

APPLICATION PROCESS: SUBMIT COMPLETED APPLICATION WITH REQUIRED DOCUMENTATION (TRANSCRIPTS, THREE (3) LETTERS OF REFERENCE, DEGREE OF INDIAN BLOOD; if claiming Indian Preference) MAIL TO: Standing Rock Community School, Human Resource Office, 9189 HWY 24, Fort Yates, ND 58538.

Applicant Signature

Date



STANDING ROCK COMMUNITY SCHOOL
 Information contained in this questionnaire is for official use only.
Questionnaire/Application for a Child Care Position

Notice to Applicant: The Indian Child Protection and Family Violence Prevention Act Public Law 101-630 and the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), requires that employment applications for child care positions have applicants sign a receipt of notice that a criminal record check will be conducted as a condition of employment.

1. Full Name				2. Date of Birth		
Last Name	First Name	Middle Name	Jr., II, etc.	Month 00	Day 00	Year 0000
3. Other Names Used - Maiden name, from a former marriage, alias(s), or nickname(s).				4. Your Telephone No.		
				()		
5. Place of Birth			6. Social Security Number			
City	County		State			
7. Residence - List where you have lived, beginning with the most recent and working back 5 years. All periods in the last 5 years must be accounted for in your list						
Month/Year 1) To Present	Month/Year	Street Address	City	State	Zip Code	
Month/Year 2) To	Month/Year	Street Address	City	State	Zip Code	
Month/Year 3) To	Month/Year	Street Address	City	State	Zip Code	
Month/Year 4) To	Month/Year	Street Address	City	State	Zip Code	
8. Residence on an Indian Reservation - List any Indian Reservations in which you have lived or worked in the last 5 years.						
9. Education - List the schools you have attended, beginning with the most recent and working back 5 years. Use item 18, if more space is needed.						
Month/Year To	Month/Year	Name of School	Degree/Diploma/Other		Month/Year Awarded	
Street Address and City of School				State	Zip Code	
10. Employment - List your employment activities, beginning with the present and working back 5 years. The 5 year period must be accounted for without breaks. For periods of unemployment, list dates and "unemployed" or "attending school."						
Month/Year 1) To Present	Month/Year	Employer Name	Position Title			
Employer Street Address			City	State	Zip Code	
Supervisor's Name	Telephone Number ()	Other Employer Reference			Telephone Number ()	
Reason You Left						

Information contained in this questionnaire is for official use only.

Application Continuation				
Last Name	First Name	Middle Initial	Jr., II, etc.	Social Security Number
Employment Continued -				
Month/Year 2) To Present	Employer Name		Position Title	
Employer Street Address		City	State	Zip Code
Supervisor's Name	Telephone Number ()	Other Employer Reference		Telephone Number ()
Reason You Left				

Month/Year 3) To Present	Employer Name		Position Title	
Employer Street Address		City	State	Zip Code
Supervisor's Name	Telephone Number ()	Other Employer Reference		Telephone Number ()
Reason You Left				

Month/Year 4) To Present	Employer Name		Position Title	
Employer Street Address		City	State	Zip Code
Supervisor's Name	Telephone Number ()	Other Employer Reference		Telephone Number ()
Reason You Left				

Month/Year 5) To Present	Employer Name		Position Title	
Employer Street Address		City	State	Zip Code
Supervisor's Name	Telephone Number ()	Other Employer Reference		Telephone Number ()
Reason You Left				

Drivers License Number	State
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Information contained in this questionnaire is for official use only.

Application Continuation				
Last Name	First Name	Middle Initial	Jr., II, etc.	Social Security Number
11. Personal references - List 3 people who know you well. They should be good friends, peers, roommates, etc., and who have known you for at least the last 5 years. Try not to list relatives or anyone who is listed elsewhere else on this application.				
1. Name	Dates Known Month/Year Month/Year To		Telephone Number Day () Night ()	
Home or Work Address	City	State	Zip Code	
1. Name	Dates Known Month/Year Month/Year To		Telephone Number Day () Night ()	
Home or Work Address	City	State	Zip Code	
1. Name	Dates Known Month/Year Month/Year To		Telephone Number Day () Night ()	
Home or Work Address	City	State	Zip Code	

Background Information - For all questions, provide all additional required information in the space provided or on a separate sheet. Ensure full name and social security number is on any attachments to this application.		
12. In the last 5 years, have you been arrested for, charged with, or convicted of, been imprisoned, been on probation, or been on parole for any offense(s)? Include all offenses where you have been found guilty, pled guilty or nolo contendere (no contest). (Leave out traffic fines of less than \$15.00). If "YES", use item 20 to provide the date, explanation of violation, place of occurrence, and the name and address of the police department or court involved.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
13. Have you been convicted by a military court-martial in the past 5 years? If "YES", use item 20 to provide the date, explanation of violation, place of occurrence, and the name and address of the police department or court involved.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
14. Are you now under charges for any violation of law? If "YES", use item 20 to provide the date, explanation of violation, place of occurrence, and the name and address of the police department or court involved.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
15. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, or did you leave any jobs by mutual agreement because of specific problems? If "YES", use item 20 to provide the date, explanation of the problem, reason for leaving, and the employer's name and address.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
16. Have you ever been arrested for or charged with a crime involving a child? If "YES", use item 20 to provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Information contained in this questionnaire is for official use only.

Application Continuation				
Last Name	First Name	Middle Initial	Jr., II, etc.	Social Security Number
17. Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious offense, or any of two or more misdemeanor offenses under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
If "YES", use item 20 to provide the date, explanation of violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.				
18. In the past 5 years have you <u>illegally</u> used any controlled substance, for example, marijuana, cocaine, crack cocaine, hashish, narcotics (opium, morphine, codeine, heroin, etc.), amphetamines, depressants (barbiturates, methaqualone, tranquilizers, etc.), hallucinogenics (LSD, PCP, etc.), or <u>illegally</u> used prescription drugs?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
If "YES", use item 20 to provide the date(s), identify the controlled substance(s) and/or prescription drugs used, and the number of times each was used. Include any treatment or counseling received.				
19. In the past 5 years have you been involved in the illegal purchase, manufacture, trafficking, production, transfer, shipping, receiving, or sale of any narcotic, depressant, stimulant, hallucinogen, or cannabis, for your own intended profit or that of another?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
If "YES", use item 20 to provide information relating to the type of substance(s), the nature of the activity, and any other details relating to your involvement with illegal drugs.				
20. Use this space to provide explanations to any questions you may have answered, "YES" on this questionnaire.				

Certification that my Answers are True		
<p>My statements on this application, and any attachments to it, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that a false or fraudulent answer to any question or item on an part of this application or its attachments may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment.</p>		
<div style="text-align: center;"> <hr style="width: 60%; margin: 0 auto;"/> <div style="display: flex; justify-content: space-around; width: 60%; margin: 0 auto;"> Applicant's Initials Date </div> </div>		
<p>I certify that my responses to the above questions are made under penalty of perjury, which is punishable by fine or imprisonment, and that I have received notice that a criminal history records check will be conducted and is a condition of employment. I understand my right to obtain a copy of any criminal history report, from the reporting, agency made available to the Standing Rock Community School and my rights to challenge the accuracy and completeness of any information contained in the report.</p>		
<div style="text-align: center;"> <hr style="width: 80%; margin: 0 auto;"/> <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> Applicant's Signature Printed Name Date </div> </div>		



STANDING ROCK COMMUNITY SCHOOL

Authorization for Release of Information

Information contained in this questionnaire is for official use only.

I authorize any investigator, or other duly accredited representative of the agency conducting my background investigation, to obtain any information relating to my activities from individuals, schools, residential management agents, employers, criminal justice agencies, or other sources of information. This information may include, but is not limited to, my academic, residential, achievement, performance, attendance, disciplinary, employment history, and criminal history record information.

I further authorize any investigator, or other duly accredited representative of the Standing Rock Community School, who is conducting my background investigation, to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for assignment to, or retention in a position working with children. I understand that I may request a copy of such records as may be available to me from the reporting agency.

I authorize custodians of records and other sources of information pertaining to me to release such information upon request of the investigator, or duly accredited representative authorized above regardless of any previous agreement to the contrary.

I understand that the information released by records custodians and sources of information is for official use by Standing Rock Community School only for the purposes of determining my suitability for employment with the Standing Rock Community School.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is valid for five (5) years from the date signed or upon the termination of my affiliation with the Standing Rock Community School, whichever is sooner.

Signature	Printed Name	Date Signed
Other Names Used	Date of Birth	Social Security Number
Current Address	City/State	Zip Code
Contact Number		

