

Whitepine Joint School District #288

2026 – 2027 Employee Handbook



Note: The following information is based on the Board Policy authored by the Trustees of the Whitepine Joint School District, along with state and federal laws. This handbook is not a contract and is not meant to be comprehensive. Additional information for eligible Certificated Employees is located in the Whitepine Education Association (WEA) Negotiated Agreement. If a statement in the WEA Agreement conflicts with this handbook or Board Policy, the language in the Negotiated Agreement will prevail.

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ALL EMPLOYEES

Standards of Employment: Employees are required to abide by the [Code of Ethics for Idaho Professional Educators](#) and the provisions of the [Whitepine Joint School District Board Policy Manual](#). Section 5000 of the Board Policy Manual pertains to personnel and should be reviewed by all employees.

Benefits

Medical Insurance: The District will provide medical, vision, and dental insurance options for eligible employees. The District will pay the full premium cost for employee-only medical. Vision and dental coverage options will be available. The District will offer pro-rated medical, vision, and dental coverage for employees who are not full-time.

Employees will have access to available medical plan options offered through the District's insurance program. Available PPO options will include varying deductible levels and/or options associated with Health Reimbursement Arrangement (HRA) or Health Savings Account (HSA) plans. Options for family coverage at employee expense will also be available.

Life Insurance: A life insurance policy will be offered to all full-time employees at the district's expense.

Retirement: Membership in the Public Employee Retirement System of Idaho (PERSI) is mandatory for all employees who normally work twenty (20) hours or more each week and are not seasonal, emergency, or casual workers with periods of employment of less than five consecutive months.

The District offers the opportunity for personal deductions to PERSI Choice and other supplemental insurance. Please consult with the District Business Manager for more information.

Workers' Compensation Insurance: While on the job, the *Idaho State Insurance Fund* covers employees for accidents. If you are injured or involved in a potentially harmful accident while on duty for the District, please file a written accident report with the District Business Manager. Please see Board Policy 5460 for additional details.

Leave and Absences

Employee Absence: Employees must notify their supervisor at the earliest date possible when they are to be absent for any reason. Leave forms must be completed and turned into the supervisor for all leave taken.

Family Medical Leave Act (FMLA): Eligible employees may qualify for unpaid, job-protected leave under FMLA for qualifying family and medical reasons. An employee can review District Board Policy 5410 for more information.

Jury Duty: An employee selected for jury duty must submit a copy of the initial notice to their immediate supervisor, so that the appropriate substitute needs can be met.

Leave Documentation: When an employee is absent from work duties for any reason, please submit a *Leave Form* to the supervisor as soon as possible. If you know in advance that you will be absent from work, please submit your form to the building principal as soon as possible. This helps with scheduling substitute teachers.

Leave of Absence: An employee requesting an absence longer than can be covered by available leave benefits should consult Board Policy 5400 to request a Leave of Absence.

Leave without Pay: An employee who needs to be absent from work but does not have enough leave available may request Leave without Pay in limited situations.

Personal Leave: Personal leave days should not be used the first two weeks or the last two weeks of the school year unless necessary. Requests for personal leave are subject to administrative approval, especially if the request would extend vacation time. See the employee classification sections to find out more about your personal leave allotment.

Sick Leave: Employee sick leave may be used for employee or family illness, medical appointments, or additional bereavement.

Each eligible employee is entitled to and shall earn sick leave credits from the first full pay period of employment. Absence from employment due to illness shall not be chargeable against unused vacation leave credits unless approved by the employee.

The Superintendent may require a doctor's certificate for proof of illness. All employees should note that sick leave accumulates from year to year without limit. Unused personal days **will not** accumulate from year to year.

Financial Considerations

Associated Student Body (ASB) Purchase Orders: When requesting a purchase from the school's ASB funds, please use the appropriate school purchase order. Payment will be made from the school office. *CAUTION: Cash purchases made by employees without prior approval might not be reimbursed.*

Deposits: Deposit slips are available in the school office. Record all checks on the back of the deposit slip, fill out the fields on the slip, and sign the document. Bring any money to the office to be counted, received, and signed to be considered complete. The secretary will verify the deposits.

Payroll: Payday for all employees is the **last business day** of the month. Payroll runs from the 16th of the month through the 15th of the following month. Any changes to payroll must be submitted in person to the District Business Manager by the 15th of each month to affect the end-of-month payroll. This helps prevent fraud and scams.

Receipt of Orders: Building secretaries will check in all merchandise. If your order is damaged or incomplete, work with the appropriate staff member to have the items replaced or returned.

Requisition Forms: When using District funds to request the purchase of supplies, textbooks, materials, etc., be sure to complete a Requisition Form. Requisitions must be approved by your supervisor *before* ordering, and will not be activated if incomplete. Shipping charges are part of the item's cost, so be sure to add that to the Requisition. ***CAUTION: Cash purchases made by employees without prior approval might not be reimbursed.***

Timesheets: Classified employees and/or other employees who complete timesheets for activities are required to fill out monthly timesheets for payroll purposes. Monthly timesheets will be used to record hours worked and leave. Time is to be recorded to the nearest quarter hour and coded as specified on the timesheet. Monthly timesheets begin on the 16th of each month and are recorded through the 15th of the following month. **Timesheets must be signed by your supervisor and turned into the District Business Manager by the 15th of each month.**

Facility Security and Safety

Building Security: Turn off all lights, computers, and projectors. Secure your room or space by locking your classroom or office door, and make sure your windows are secured when you are not in the room. Please do not let students use spaces if there is no adult supervision. If you use the building outside of regular hours, close and lock doors and windows, turn off air/heat, and turn off the lights when you leave the building. Do not assume that someone else will lock up for you. ***Do not loan your building keys to anyone.*** If your keys are missing, please report this to your supervisor immediately.

Confidentiality: The conduct emphasized in the Idaho law and the Code of Ethics of the Idaho Teaching (Board Policies 5270 and 5280) remind employees that sharing confidential information concerning students or colleagues is considered unethical, unless the disclosure is required by law. Unethical conduct includes, but is not limited to:

Sharing information concerning a student's academic and disciplinary records, personal confidences, health and medical information, family status or income, and assessment or testing results. All student, employee, and family information must be considered confidential. Do not leave computer screens, gradebooks, or other sources of information unattended.

Sharing any information concerning a colleague or another employee obtained from employment.

Drills and Emergency Plans: Each building will be responsible for holding emergency practice drills. Each room must have a visual map of the escape route. Please inform your students about the procedures you would like them to follow during an emergency. If your emergency route or plans are not available, notify the building secretary to get maps or visual references to post in your classroom.

Facility Use: Groups request the use of our facilities during non-school hours. If you are planning to use school facilities during non-school hours, be sure it is recorded on the master calendar in the main office, and you have prior approval from administration.

Internet Security: Staff of the Whitepine Joint School District will have access to email and the Internet. Each staff member must sign and adhere to the *Whitepine Staff User Internet Access Release Form* regarding electronic communication. Students are prohibited from accessing personal email accounts and games, music, etc.

Visitor Passes: All visitors are required to sign in and wear a visitor's badge from the main office. Visitors must check out through the main office.

Operational Procedures

Attendance: All classroom teachers are required to take attendance electronically at the beginning of each class period. Attendance must be taken for our attendance policy to work effectively. If a student is ten or more minutes late for class, you must mark them tardy. If you are unable to enter attendance in *PowerSchool*, please call the secretary or send a student with a list of absences to the building secretary **at the beginning of the class.**

Compensatory Time, Overtime Work, and Pay: Eligible non-exempt employees may receive compensatory time off, instead of overtime pay, subject to approval by District Administration and applicable law. All overtime must be approved in advance by the employee's supervisor and the Superintendent. Employees who work more than forty (40) hours in a workweek will accrue compensatory time at the rate of one and one-half (1.5) hours for each overtime hour worked.

Time worked in excess of forty (40) hours in a normal Monday through Friday work week will be paid at time and a half. Holidays will be paid at double time. Overtime and holiday work is prohibited without the specific approval of the supervisor. Please refer to Board Policy 5810 for more information.

Complaints and Grievances: The District encourages all employees to resolve concerns at the lowest possible level through open communication and collaboration. An employee who has a complaint is encouraged to discuss it first with his or her immediate supervisor.

A certificated employee may pursue a formal grievance when they believe a Board Policy or provision of the Negotiated Agreement has been violated. Please refer to Board Policy 5250 or the Negotiated Agreement for more information. If the issue is not resolved, a written grievance must be submitted to the building principal within twenty (20) working days of becoming aware of the issue or alleged violation. If the employee is dissatisfied with the principal's decision, a written appeal may be submitted to the superintendent within five (5) working days of receiving the decision. If the employee believes the policy was not followed, a written appeal may be submitted to the Board within five (5) working days of the superintendent's decision. The Board's decision is final.

A classified employee may submit a written grievance to their immediate supervisor if they believe a policy, procedure, or employee handbook item, working condition, or assignment outside their essential job duties has been violated. Please refer to Board Policy 5800 and Procedure 5800P for more information.

When a grievance concerns the individual responsible for hearing it, the grievance will begin at the next highest level in the chain of command. This procedure is intended to provide a fair, timely, and orderly process for resolving workplace concerns while protecting the employee from retaliation for filing a grievance.

Designee(s) Designation: The principal or superintendent may announce a designee during their absence. In places where a designee is assigned, they can perform the duties of the administrator in the capacity to which they are assigned. A designee must have the certifications and/or authority to complete the tasks assigned. If you would like to be considered to help out during times of administrative absence, please contact your supervisor.

Discipline Report: Disciplinary reporting forms are available in the main office and must be filled out prior to notifying the administrator or designee. Once the report is complete, place it in the box of the Principal (Elementary) or the Dean of Students (Middle/High School). The student will be notified of the infraction and any impending consequences. The administrator or designee will notify the parents or guardians of consequences requiring the student to stay for detentions.

Dress Code: Employee dress shall be professional, consistent with their work environment, and in keeping with the expectations of such environments. All requirements for student dress set out in Board Policy 3255 also apply to staff. For more information, see Board Policy 5360.

Emergency Closures: Teachers shall not work on emergency closure days, but will make up the day when specified by the administration.

Paraprofessionals, cooks, and bus drivers shall not work on emergency closure days, but will not lose pay. Custodians and office staff may need to report to work and will need to work with their direct supervisor to determine if the District requires their services.

Employee Classification: Please refer to the [Assignment Specification](#) document on the District website for responsibilities and expectations related to job duties and expectations. The Certificated Pay Scale is located in the [Certificated Employees Negotiated Agreement](#). The [Classified Employees Pay Scale](#) is located on the District website. The [District Organizational Chart](#) is designed to give employees the information to facilitate efficient operation of the district through proper supervisory channels.

Evaluations: Certificated employees will be observed and evaluated during the school year based on the Framework for Teaching by Charlotte Danielson, which will be provided for each teacher. Each teacher will receive a copy of the final evaluation on or before June 1st for each contract year. For more information on this process, see Board Policy 5340 or the [Certificated Employees Negotiated Agreement](#).

Classified employees will be evaluated by their supervisor once a year. The approved evaluation form shall be used. The evaluation must be signed by the supervisor and employee, and submitted to the superintendent. This document will become part of the employee's permanent file. Each classified staff member will receive a written annual review from their immediate supervisor. For more information, review Board Policy 5820.

The employee's signature on the evaluation indicates that the employee has read the evaluation and discussed it with the supervisor. It does not mean that he/she agrees with it. If the employee is not in agreement with the evaluation, he/she has the right to write a rebuttal which shall become part of the evaluation.

Field Trips: Staff wishing to take students on a field trip or excursion must prepare a written *Trip Request Form* at least two weeks in advance. This form is available in the school office. Once approved, the organizing staff member must:

- Submit a list of participating students and grade levels to the secretary, and notify the affected teachers at least three (3) school days before the trip. Notify the kitchen staff if students will miss their regular lunch period.
- Make sure the trip has been added to the school's master calendar.
- Submit a leave request to the building principal, as far in advance as possible.
- Be aware that some students may be deemed ineligible to participate due to academic or behavioral concerns, in accordance with Board Policy and school expectations.

Forms: Ineligibility forms, discipline forms, leave forms, and timesheets are available in the main office. Copies of the discipline entries will be entered into PowerSchool as the behaviors are processed.

Grants: If you are considering an application for a grant, please seek approval from the superintendent. If the grant is awarded, you will need to notify the District Business Manager.

Guest Speakers: Every speaker who comes into our school to work with students in any capacity must be approved in advance by the administrator. They must be signed in as a visitor.

Library: Schedule class visits with the librarian in advance to arrange for individual or group use of the library. If a class is scheduled to visit the library, the instructor must be present.

Mail Boxes: Each teacher has a box in the main office for receiving mail. Please keep your box empty to allow for daily mail deliveries.

Supervision of Employees & Chain of Command: Efficient operation of the district depends on each employee adhering to the supervisory system established by the Board of Trustees. An employee needs to become familiar with the system and with his/her supervisor's line of organization. Please refer to the [District Organizational Chart](#) to facilitate efficient communication through proper supervisory channels.

Parent Communication: Involving parents is a major part of ensuring student success. Parents of students who are in danger of failing a class must receive communications from teachers regarding the student's performance. Positive communication with parents is highly encouraged. If you decide to meet with a student's parent/guardian and would like administrative support, please ask your principal in advance.

Phones: Phone calls will not be passed through to your class during teaching time unless you direct the secretary that you are expecting an important call (doctor, repairman, etc.). To set an example for our students, cell phone use for personal reasons is not allowed during your instructional time except in cases of emergency.

Additional Activities/Test Dates/Field Trips /Large Projects: If you have a planned field trip or large project, please email your building secretary to have it added to the main activity whiteboard.

School Meals: The kitchen will not be providing free lunches. Please check with the school office for current pricing information. An employee may not charge more than twenty (20) meals on their account.

- Adult Breakfast: \$3.10
- Adult Lunch: \$5.30
- Milk: \$.75

Staff Lounge: The staff lounge is intended for staff to use during times when they are not in class. The staff lounge is off limits to students, including student aides. Please clean up after yourself and return lunch trays to the cafeteria. Remember to clean items out of the fridge and freezer before the holidays and at the end of the school year.

Staff Meetings: Staff meetings are held on the Wednesday morning after each School Board meeting. The office will notify you by email and announcements when a staff meeting will be held.

Substitute Teacher Packets/Folders: Regardless of the reason for an absence, a teacher must have a written plan for a substitute teacher. Please keep the red emergency folder accessible for anyone who subs in the classroom. It should contain emergency procedures, instructional plans/procedures, and the *PowerSchool* login instructions. Documents can be emailed to the substitute and/or left in the folder on your desk. It is important to have well-planned lessons for your substitute. Study halls, free days, and unsupervised library time are not recommended.

Technology: Any issues or requests can be submitted to the Technology Coordinator via the Google Sheet titled *Technology Assistance Request*. Please do not email or call the Technology Coordinator with issues unless it is an emergency.

Travel Reimbursement: All work-related travel must be pre-approved in writing by the superintendent. All reimbursement claims must be reasonable for the location and nature of the travel, and must be claimed on the Requisition Form. Forms are available for reimbursement of mileage, meals (not to be reimbursed if traveling within the District), parking, and other incidental expenses. Please refer to the per diem rate set by the guidelines in Board Policy 7430 to claim reimbursement for meals. Submit the form by the 15th of the month to receive reimbursement that month.

Air travel and hotel accommodations are tax-exempt and purchased by the District Administrative Assistant or Business Manager. If this process is not followed, the travel may not be fully reimbursed. Any athletics-related travel must be scheduled through the building secretary.

Employees required to travel as a condition of their employment and are not provided with district vehicles shall be reimbursed at the Board-approved rate per mile based on the guidelines in Policy 7430. Those who are required to work at more than one location during the workday may claim reimbursement for round-trip mileage from their first building to other required destinations. Staff who make periodic or infrequent trips should use the district vehicle before claiming mileage for their personal vehicle.

Work Week: A normal work week is considered to be any forty (40) hours worked during a regular Monday through Friday work week. An employee who is scheduled to work less than forty (40) hours in a regular Monday through Friday work week is designated as a part-time employee.

CERTIFICATED EMPLOYEES

** The following information applies to Certificated employees.*

Flex Time: Certificated employees will sign up for designated flex time at the beginning of each school year. They can select work hours from the following:

- 7:30 AM to 3:30 PM
- 7:45 AM to 3:45 PM
- 8:00 AM to 4:00 PM

If an employee needs to change their work schedule at any time during the school year, they should notify the building administrator. More information about Flex Time and In Duty Status is located in the [Certificated Employees Negotiated Agreement](#).

Personal Leave: Certificated employees will be provided with personal leave based on the declaration of sick days selected during orientation. The principal or designee shall grant *primary* personal leave of three (3) days per school year, at no loss of pay. Employees shall also be granted an additional two (2) days of *secondary* personal leave per school year, at no loss of pay. At the conclusion of the school year, any unused primary leave shall be paid out at the employee's daily rate. Employees must use primary personal leave before using secondary personal leave.

Sick Leave: Certificated employees will be credited with nine (9) or ten (10) days of sick leave, which is selected during the opening orientation. After selecting the days for sick leave, full pay will be used for absences caused by emotional upset or accident of an employee or a member of the employee's family. The unused portion of such allowance shall accumulate from year to year with no limit.

CLASSIFIED & PART-TIME EMPLOYEES

** The following information applies to Classified and Part-Time employees.*

Disciplinary Action: Both Classified employees and Classified Exempt employees are subject to disciplinary action; demotion or suspension of any classified or temporary employee shall take place only for proper cause. Termination may occur at any time for any or no reason, so long as the same does not violate public policy or any other provision of law. Any of the following reasons, given in writing, shall be proper cause for disciplinary action, demotion or suspension of any Classified or Classified Exempt employee of the Whitepine Joint School District:

1. Failure to perform the duties and carry out the obligations imposed by the state constitution, state statutes, rules and regulations of the employee's department, or rules and regulations of the Board of Trustees.
2. Inefficiency, incompetency, or negligence in the performance of duties.
3. Physical or mental incapability for performing assigned duties.
4. Refusal to accept a reasonable and proper assignment from all authorized supervisors.
5. Insubordination or conduct unbecoming of a school district employee or conduct detrimental to good order and discipline in the employee's department.
6. Intoxication on duty and failure to comply with the drug-free workplace (see Board Policy 5320).
7. Careless, negligent, or improper use of, or unlawful conversion of school district property, equipment, or funds.
8. Conviction of official misconduct in office, or conviction of any felony, or conviction of any other crime involving moral turpitude.
9. Acceptance of gifts in exchange for influence or favors given in the employee's capacity.
10. Habitual pattern of failure to report for duty at the assigned place and time.
11. Habitual improper use of sick leave privileges.
12. Unauthorized disclosure of confidential information from official records.
13. Absence without leave.
14. Misstatement or deception in the application for the position.
15. Failure to obtain or maintain a current license or certificate lawfully required as a condition for performing the duties on the job.

Personal Leave: Classified employees shall have personal leave in the amount of two (2) or three (3) days per school year, at full pay based on the employee's declaration at the beginning of the school year. Requests for personal leave are subject to administrative approval, and will be seriously considered if the day(s) extend normal vacation time.

Resignations: Classified and Classified Exempt Employees shall give a two (2) week written notice of resignation. All resignations shall be addressed to the immediate supervisor. Any nine-month employee who is given reasonable assurance of returning to employment to the District after an idle period, and who will not be available for reemployment, is requested to notify his/her immediate supervisor as soon as possible.

Sick Leave: Classified employees scheduled twenty (20) hours per week or more receive twelve (12) days of leave for the year, and need to designate at the beginning of the school year whether that total will represent nine (9) Sick Leave Days and three (3) Personal Days or ten (10) Sick Leave Days and two (2) Personal Days.

Part-time employees are entitled to prorated sick leave benefits if they have a regularly scheduled work assignment, normally work at least twenty (20) hours each week, and are not seasonal, emergency, or casual workers whose employment is less than five (5) consecutive months.

Requests for extended sick leave must be submitted, in writing, to the District Business Manager.

All days during the leave not covered by accumulated sick leave shall be considered leave without pay.

Sick Leave Bank: The option to participate in the Sick Leave Bank (hereinafter referred to as "the Bank") is provided at the beginning of the school year. The Bank provides classified employees, who qualify by membership, with additional sick leave days, as needed to recover from personal illness that causes absences from work. The Bank can be accessed when a person's sick and personal leave are exhausted, but it is not to be used as a reserve for time lost due to short-term illnesses normally covered by the employee's accumulated sick leave. The Bank is also not available to those seeking days off due to bereavement.

- ***Administration*** – the Bank shall be administered by the Sick Leave Council (hereafter referred to below as the Council) in conformance with the regulations outlined in this document. The members will appoint (3) council members at the beginning of the year by September 15 and submit to the District Business Manager. These Council members must be part of the Bank. The District Business Manager and the superintendent shall attend all meetings as non-voting members to advise the committee and to maintain accurate records.
- ***Eligibility of Membership*** – Membership in the Bank shall be extended to any classified employee of the Whitepine Joint School District and are at least a .5 FTE.
- ***Membership*** – Classified employees who donate one (1) day of sick leave to the Bank by September 15 shall be members of the Bank and eligible for its services throughout the school year.

- *Donations* – Donations to the Bank shall conform to the following regulations:
 - New Bank members (not Bank members the previous year) must donate one (1) day of accumulated personal sick leave at any time before September 15.
 - Current members (bank members the previous year) who still wish to remain members will be assessed an evenly divided percentage of accumulated sick leave time until the maximum bank allotment is reached (not to exceed one day in any given year) to continue membership. This percentage will be calculated after the addition of new members.
 - Days donated to the Bank shall be non-returnable to the donor as accumulated personal sick leave in the event of loss of Bank membership or separation or transfer from the District.
- *Maximum Capacity* – The maximum number of days in the Bank is seventy-five (75). Days given for membership after this time shall simply be lost and considered the price of membership.
- *Maximum Withdrawal* – The maximum number of days that shall be available for withdrawal for employees' use in any one (1) year shall not exceed the Bank's maximum capacity of seventy-five (75). The maximum days that can be given per request is twenty-five (25) days. The member may reapply for more days as needed.
- *Emergency Contribution* - If the bank were to be depleted in a year, members may choose to donate additional days (a minimum of 1 day and a maximum not to exceed the donor's total sick leave balance).
- *Employee Use of the Sick Leave Bank* - Members shall conform to the following regulations when requesting use of the Bank days.
 - The member, or their designee when the member is incapacitated, shall secure written evidence from the School District's business office that:
 - he/she has used all of their accumulated sick leave, and that
 - he/she has purchased one day of the individual's salary, making them eligible to apply for Bank days.
 - The member, or their designee, shall secure written proof of illness adequate to protect the district against malingering and false claims of illness as provided by Idaho Code 33-1216 and 33-1218.
 - The member, or their designee, shall secure written notification of the member's return to work date. If return to work is on a half-day basis, the doctor must specify on the back-to-work notification. If prolonged illness requires subsequent related periodic visits to the doctor or medical facility during school time, the doctor must specify. Such specified days shall be covered by the Bank provided the maximum number of days drawn does not exceed seventy-five (75).

- The member, or their designee, shall forward the above necessary documents to the District Business Manager, in writing, within three (3) days of receipt of the required written items listed above.
- The Council shall give full consideration to the information presented and shall make final approval or disapproval of the request in writing from the superintendent to the member within three (3) days of receipt of the written items listed above.
- If the member's request is approved, immediate transfer of the approved number of days from the Bank to the member shall be made. Except as provided in the subparagraph below, each unrelated prolonged illness must be preceded by one (1) day of the individual member's salary before the same member is eligible to draw from the Bank again in the same school year. Total days drawn cannot exceed seventy-five (75) days.
- In the event of a recurring long-term illness, the member or their designee must reapply for every twenty-five (25) days of sick leave needed from the Bank. It shall not be required that the member purchase an additional one (1) day of the individual member's salary before receiving additional days from the Bank.

Termination Due to Reduction in Force: Reduction of classified employees will occur when the Board of Trustees decides that one or more of the following has occurred:

- A substantial reduction in funds.
- A substantial reduction in total pupil enrollment.
- The discontinuance by the Board of Trustees of a particular type of service, provided that such discontinuance is not for discriminatory reasons.
- A consolidation of the school district with one (1) or more other school districts.
- A significant reduction or elimination of categorical aid for specific programs offered by the District.

The district will determine as accurately as possible the total number of classified employees known as of May 25th leaving the district for reasons of retirement, family transfer, normal resignations, leaves, discharge, etc., and these vacancies will be taken into consideration in determining the number of available classified positions in each category for the following school year. Vacant positions will be filled by transferring currently employed classified employees within the category unless, by training and/or experience, no qualified person is available.

Written notification will be given by the supervisor to nine-month employees if elimination of positions occurs and there is not another available position in the respective employee's category.

CLASSIFIED EXEMPT EMPLOYEES

** The following topics apply to Classified Exempt employees.*

The following provisions of the Classified Employee section also pertain to Classified Exempt

employees: Disciplinary Action, Demotion, Suspension or Termination; Resignations; Sick Leave Bank; and Termination Due to Reduction in Force.

Holidays: Classified Exempt employees work full-time and may observe the following eleven (11) holidays that fall within their scheduled work days: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving (Thursday and Friday), Christmas Eve, and Christmas Day.

Personal Leave: Classified Exempt employees shall have personal leave of three (3) days per school year, at full pay. Personal leave days should not be used the first two weeks or the last two weeks of the school year unless necessary. Requests for personal leave are subject to administrative approval if the day(s) would be used to extend vacation time.

Sick Leave: Classified Exempt employees will receive fifteen (15) days of leave for the year, and will designate at the beginning of the school year whether that total will represent twelve (12) Sick Leave days and three (3) Personal Days, or thirteen (13) Sick Leave Days and two (2) Personal Days.

Vacation Leave: Twelve-month Classified Exempt employees must be scheduled to work 260 days per year and shall accrue annual vacation leave benefits according to the following schedule:

Years of Service with the District Days of Annual Vacation Leave:

- 1 – 10 years 10 days
- 10 – 15 years 15 days
- 16 – 19 years 18 days
- 20 + years 20 days

Vacation leave is intended to be used during that year in which it is earned. Accumulation of unused vacation time will be allowed up to a total of thirty (30) days. Employees of six or fewer months will not accrue vacation benefits. The date when an employee's annual vacation leave shall be granted will be on July 1 of the new fiscal year. Please refer to Board Policy 5450 for more information.

Vacation leave is a period of exemption from work granted to twelve-month employees during which time said employees shall be compensated.

Eligible employees who leave employment before the end of the fiscal year shall have their vacation leave paid out at a prorated amount.

CERTIFICATED ADMINISTRATORS

** The following topics apply to Certificated Administrators.*

Holidays: Certificated administrators working full-time may observe the following eleven (11) holidays that fall within their scheduled work days: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving (Thursday and Friday), Christmas Eve, and Christmas Day.

Personal Leave: Certificated administrators shall have personal leave congruent with the number of sick leave days they selected at the beginning of the school year. If they selected nine (9) Sick Leave Days, they will have three (3) Personal Days. If they selected ten (10) Sick Leave Days, they will have two (2) Personal Days.

Sick Leave: Certificated administrators work 210 days a year and receive both sick and personal leave. They designate at the beginning of the school year whether that total represents nine (9) Sick Leave Days and three (3) Personal Days or ten (10) Sick Leave Days and two (2) Personal Days.

Superintendent: The Superintendent is on an individual contract. If there are discrepancies between the staff handbook and the superintendent's contract, the contract will override the handbook.

Vacation: Twelve-month administrators may negotiate their annual vacation leave benefits with the Board of Trustees.