



**EMPLOYEE
INFORMATION
HANDBOOK**

2020-2021

SECTION I: TEACHERS

Contained within this section are the general guidelines that apply to all teachers. Complete information may be found in the District Policies and Procedures Manual available in the building offices. For specific building procedures for your job assignment contact your administrator. Teachers are also responsible for and should acquaint themselves with the contents of the Parent/Student Handbook.

TEACHER RESPONSIBILITIES

JOB GOAL: TO HELP STUDENT LEARN! To teach the subject matter and or skills that will contribute to the students' development as mature, able, and responsible individuals.

THE TEACHER SHALL:

- A. Plan a program of study.
- B. Establish clear objectives to guide the learning.
- C. Create a conducive classroom-learning environment.
- D. Use appropriate instructional methods.
- E. Provide regular assessment and feedback of the learning
- F. Assist in the identification of children with learning disabilities and follow local procedures for referral to local resources for assistance.
- G. Counsel regularly with colleagues, students, and parents.
- H. Assist in the implementation of district and student policies.
- I. Work toward maintaining and improving professional competence.
- J. Attend all scheduled faculty meetings.
- K. Participate in their performance evaluations.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

Teachers are charged with the education of the youth of this State. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire of the respect and confidence of their colleagues, students, parents, and the community, teachers are to be guided in their conduct by their commitment to their students and their profession.

Principle I - Commitment to the Students

The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the teacher:

- Shall not unreasonably restrain the student from independent action in the pursuit of learning.
- Shall not unreasonably deny the student access to varying points of view.
- Shall not deliberately suppress or distort subject matter relevant to the student's progress.
- Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
- Shall not intentionally expose the student to embarrassment or disparagement,
- Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family social or cultural background, or sexual orientation, unfairly exclude any student from participation in any program, deny benefits to any students, or grant any advantage to any student
- Shall not use professional relationships with students for private advantage; and
- Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.

Principle II - Commitment to the Profession

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In order to assure that the quality of the services of the teaching profession meets the expectations of the State and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications,
2. Shall not misrepresent his/her professional qualifications,
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute,
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist an unqualified person in the unauthorized practice of the profession,
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law,
7. Shall not knowingly make false or malicious statements about a colleague, and
8. Shall not accept any gratuity, gift or favor that might impair or appear to influence professional decisions or actions.

Principle III

- A. Subject to the provisions of the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemploy for:
 1. Willful neglect of duty;
 2. Repeated negligence in performance of duty;
 3. Mental or physical abuse to a child;
 4. Incompetence;
 5. Instructional ineffectiveness;
 6. Unsatisfactory teaching performance; or
 7. Any reason involving moral turpitude
- B. Subject to the provisions of the Teacher Due Process Act, a probationary teacher may be dismissed or not reemployed for cause.
- C. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.
- D. A teacher may be dismissed, refused employment or not reemployed after a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties. As used in this subsection:
 1. "Criminal sexual activity" means the commission of an act as defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and
 2. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity.

SECTION II: GENERAL INFORMATION

Contained within this section are the general guidelines that apply to teachers and/or support employees. Complete information may be found in the District Policies and Procedures Manual available in the building offices.

CAFETERIA: Breakfast and **Lunch** are available to employees in the cafeteria. Lunch and break schedules will be established by building offices. *Employee Cafeteria Accounts will have a maximum charge limit of \$15.00 and all accounts are to be paid at the end of each school year. All employees who eat breakfast or lunch are to sign the sheet posted at the cafeteria line.*

CLASSROOM RECORDS: The proper, accurate and effective management of classroom records, including grades, textbooks, attendance, discipline and lesson plans is the responsibility of each teacher employed by the district. Teachers should acquaint themselves with and utilize the current student data management software provided for these responsibilities to also assist the school with its state and federal reporting requirements.

DRUG AND ALCOHOL FREE WORKPLACE: In order to maintain a healthy educational and working environment in the School District's schools, and to comply with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 for purposes of receiving federal assistance, the Board of Education adopts the following policies and regulations:

1. Use, possession, dispensing, manufacture, sale or distribution or conspiring to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of a controlled substance, alcoholic beverage, or low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) in any of the School District's facilities, on School District property (including vehicles) or at a School District sponsored function or event by a School District employee is prohibited. Violation of this prohibition shall result in disciplinary action, which may include dismissal or nonrenewal of employment. Violations, which constitute criminal acts, will be referred for prosecution.
2. Employees who are engaged in the performance of work under the terms of a federal grant must, as a condition of their employment, notify a School District administrator in writing of any drug conviction (including a plea of nolo contendere) for a violation of a criminal drug statute which occurred at a School District workplace within five calendar days after the conviction. The conviction shall result in dismissal or nonrenewal.
3. The conviction shall be reported in writing by the School District's grant administrator to the relevant federal granting agency within 10 calendar days of the notification by the employee or other actual notice of the conviction.
4. This policy statement shall be included in the School District's employee manual, and shall be distributed to all employees at the commencement of each school year.
5. The employee in-service training period prior to the commencement of each school year shall include a review and discussion of the dangers of drug and alcohol abuse in the workplace, the School District's policy for a drug- and alcohol-free workplace, the penalties for violating the policy, and available sources of information, counseling, rehabilitation and re-entry programs regarding drug and alcohol use.

DRUG AND ALCOHOL TESTING: All employees who operate school vehicles requiring a commercial driver's license are subject to pre-employment and random drug and alcohol testing.

EMPLOYEE ADMISSION TO ATHLETIC EVENTS AND SCHOOL SPONSORED ACTIVITIES: Teachers, their spouse, and children under the age of 19 will be allowed free admission to local athletic events and school activities. A parent should accompany children. Teachers are encouraged to attend these events as often as possible to assist with general student supervision if needed.

HOURS OF WORK-SUPPORT PERSONNEL:

All support employees are required to clock-in and clock-out and are paid a monthly salary based on their annual contract divided by 12 months. Support employees are not to clock in more than 7 minutes before scheduled work hours or 7 minutes after scheduled work hours, unless at the request of the immediate supervisor. Lunch periods are to be recorded daily, but may be written in or clocked in.

Both the employee and supervisor are to sign/initial the time card/sheet, verifying all hours worked and all absences. Cards are to be submitted to the payroll department on Monday mornings for the previous week.

Monthly time sheets are available on the O drive. Record daily time-in, lunch period and time-out.

- All earned comp-time must be at the request of the supervisor.
- All comp time taken must be approved in advance by the supervisor.
- Comp-time is non-cumulative from contract year to contract year.

EMPLOYEE SAFETY RESPONSIBILITIES:

- Follow school safety practices, policies, procedures and specific instructions.
- Report unsafe conditions and practices to the principal.

- Keep work areas clean and orderly at all times.
- Operate only equipment you have been authorized and instructed to safely use.
- Report all accidents/incidents immediately to the principal and complete an accident report as soon as possible.

MEDICATIONS: Teachers are not to dispense any medication to students unless designated to do so by the nurse or principal.

NURSE: The school nurse is available from 8:00-3:30. Her office is located in the elementary office area.

PAYROLL: Payday is the 25th of each month or the nearest workday before if it falls on a weekend or during a holiday. Since the annual contract for ten-month employees (school year) is divided into 12 monthly payments, those employees will receive June, July and August checks all on the June payday.

Automatic Deposit is available by completing a form with an attached voided check and submitting to the Administration office.

All questions about contracts, W4's, or automatic withdrawals from checks are handled through the Administration office. It is important that employees verify the address on your payroll checks annually or any time there is an address change.

SEXUAL HARASSMENT: All students, employees and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, applicant for employment, vendor representative or patron of the Dewey School District. In the case of a student of the School District, "sexual harassment" is defined as unwelcome sexual advances; requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student. Any student engaging in sexual harassment is subject to any and all disciplinary action, which may be imposed under the School District's Policy on Student Behavior. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the superintendent, principal, assistant principal or any Board member of the School District. If a report of an incident needs to be made after normal school hours, the above-listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete and immediate reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee or Board member, the person(s) being harassed, the nature, contacts and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter. The School District will investigate all reports.

STAFF DEVELOPMENT: According to State Law all teachers are to participate in authorized Staff Development (SD) activities. The local program for SD is established by the Local SD Committee and approved by the Board. Each teacher is responsible for becoming familiar with the local program and building representatives. Each teacher is also responsible for documenting SD points according to outlined procedures.

TEACHING CONTRACT AND CONTINUING EMPLOYMENT: Teaching services will be based on an annual contract of 180 days (175 instructional and 5 in-service) with re-employment upon the recommendation of the principal and Superintendent. A teacher wishing to terminate a contract must submit a certified letter addressed to the Board of Education, within fifteen days after the first Monday in June. Any teacher wishing to resign after this date may do so with Board of Education approval only. Teachers are automatically re-employed if not notified in writing prior to the first Monday in June.

TITLE IX: Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. Any person who believes that the Dewey School District has violated Title IX is encouraged to file a discrimination complaint using the District's Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints. Students and their parents can obtain a free copy of the Grievance Procedures from their school principal or the superintendent. Contact the School District's Title IX Superintendent of Schools, One Bulldogger Road, Dewey, OK 74029, telephone (918) 534-2241, fax (918) 534-0149, for further information.

TRAVEL ALLOWANCES: School employees shall be reimbursed for approved school related travel and expenses when a travel claim is filed and approved by the superintendent. The rate to be paid is the current state approved rate per mile for a round trip from Dewey. Records and receipts of expenditures must be attached to the travel claim. Travel reimbursement is for job related requirements only.

WORK HOURS: All teachers are to report to work by 8:00 am and be available to students by 8:05. Teachers are excused to leave at 3:45. Any deviation from this schedule must have administrative approval.

SECTION III: STUDENTS

Contained within this section are the general guidelines regarding students. Complete information may be found in the District Policies and Procedures Manual available in the building offices as well as the Parent Student Handbook.

STUDENT TESTING

Student Achievement Testing is conducted each year at all building sites in grades 3-12 according to the requirements and guidelines of the Oklahoma State Testing Program (OSTP) administered by the State Department of Education's Accountability and assessment. Teachers are required to align classroom instruction to established State Department of Education objectives and participate in the administration of these tests as needed. Future teacher professional evaluations will contain components that relate to student success rates in content area testing as part of the OSTP.

Referral for **Specialized Testing** of students by the Special Services Department should follow this general procedure: The teacher shall:

- Contact the counselor to discuss any difficulty with the student and conference with parents.
- Consult with building counselor or Building Resource Committee and identify and plan interventions to implement (RIT)
- If interventions are unsuccessful, work with counselor as needed to complete referral for testing.
- Relay testing forms via the student as may be appropriate.
- Participate in a conference to discuss evaluation results.
- Serve as a placement team member if eligibility for special program is determined and develop an Individual Education Program (IEP).

Semester Exams will be given to **ALL STUDENTS** in grades 7-12 for all full credit classes (as defined by the Oklahoma State Department of Education). Exams will be administered on the last two days of each semester. Exams will count as 20% of the final semester grade. Exams for students with disabilities may be counted as a lower percentage if deemed appropriate by their IEP team.

The material to be covered by the exam is to be comprehensive but for the current semester only. Teachers are required to provide a study guide of specific examination information for students no later than three days prior to the beginning of exams. A copy of the study guide and semester exam will be submitted by the teacher to the principal to be kept on file.

An examination schedule is to be established and posted by the principal that allows for one (1) hour examination periods. Exemptions are allowed per school policy.

CONFIDENTIALITY of student records is required by Federal legislation. This mandates that teachers are to keep all information regarding children, families, treatment needs, and services for identified children with disabilities confidential. Procedures for such are detailed in the State Department of Education Policies and Procedures Manual available through the Special Services Department. The violation of these procedures is subject to legal action by families, and could result in court proceedings. All confidential files on students are maintained in the Special Services office, and are accessible on a need-to-know basis.

STUDENT COUNSELING SERVICES

As students progress through the public school system they may have a need to talk to someone regarding personal problems, academic needs, or future goals. We encourage teachers to be supportive of the available counseling provided at each building level. Students may be allowed to visit with the counselor during class time, although it is preferred that an appointment be made. Concerns about an individual student's needs may be discussed with the counselor or a referral can be made. Students should not be allowed to consume large amounts of class time in the counselor's office.

STUDENT DRESS CODE

Teachers are also responsible to enforce the Student Dress Code as listed in the parent and student handbook. Teachers should refer any student they believe to be in violation of the dress code to a building administrator for evaluation and discipline. The student dress code is in effect at school sponsored activities and may be enforced as such.

STUDENT DISCIPLINE

PHILOSOPHY: We believe that all students can behave properly while at school and conform to the rules of the classroom and policies of the school; and they are expected to do so. Our goal is to provide a positive learning environment. We desire to assist each student in developing desirable behavior patterns and self-discipline. When discipline is necessary, it is intended to be handled in the fashion described below with fairness and justice to all students within the school system.

Appropriate behavior is of course the primary responsibility of the student. The teacher accepts primary responsibility to take corrective measures within the classroom to maintain a positive learning environment. The principal assists the teacher when behavior problems have

become repeated or excessive and the disciplinary techniques available to the teacher have not corrected the misbehavior. The principal will enact stronger methods in hopes of curbing the behavior problems or take steps to remove the student from the classroom in order to restore a positive learning environment.

Teachers have full authority and responsibility to correct student behavior and are responsible for discipline at all times in all parts of the building, school grounds, and at school sponsored activities. As provided by State Law: every teacher shall have the right to exercise the same authority over a student at school and its activities in regard to conduct and behavior that a parent may exercise over the student at home.

Individual building sites have established reporting and documenting procedures for student discipline in that building that is recorded in the Student Data Management system to build a student discipline profile. Teachers should receive and implement these building procedures as explained and monitored by building administration to which their work assignment (s) align.

REPORTING STUDENT SUBSTANCE ABUSE

The Board recognizes the complexity of problems, which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law, of: low-point beer, alcoholic beverages, or controlled dangerous substances. When it appears to a teacher or administrator that a student may be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances (drugs), the teacher or administrator will

- 1) Report the matter in writing, stating the date, time, and place of the incident, describing the actions of the student or other circumstances from which the teacher or administrator concluded that the student appeared to be under the influence. Whenever possible, obtain a corroborative observation from another teacher or administrator.
- 2) The written report is to be submitted to the school principal or his/her designee.
- 3) The principal or his/her designee will immediately notify the Superintendent or his/her designee of the report. 4) The principal or his/her designee will also immediately notify the student's parent or legal guardian of the report. The notification to the student's parent or legal guardian may be verbal, but will be promptly confirmed in writing.

SECTION IV: EMPLOYEE LEAVE POLICIES

Contained within this section are the general guidelines regarding leave policy that apply to all employees. More detailed information may be found in the District Policies and Procedures Manual available in the building offices.

CERTIFIED EMPLOYEES:

A teacher employed on a ten-month contract will receive 10 days sick leave per year.

A teacher employed on an eleven-month contract will receive 11 days sick leave per year.

A teacher employed on a twelve-month contract will receive 12 days sick leave per year.

A teacher employed on a part time basis will receive the equivalent of 10 times the number of hours per day employed.

Retirees who have returned to employment do not accumulate sick leave from year to year.

SUPPORT EMPLOYEES:

Sick leave will be provided to support employees at the rate of one (1) day for each month worked after one month of employment based on the number of hours per day for which they are regularly employed.

An employee may accumulate up to ninety (90) days of sick leave. Days in excess of 90 are not available for sick leave from duty but are still counted towards the 120 days of service for the purpose of retirement.

An employee may use sick leave for personal accidental injury, illness, or pregnancy or accidental injury or illness in the immediate family.

Immediate family includes spouse, children, parents, grandparents and corresponding in-laws.

Sick leave may be used for routine dental or medical appointments.

It is not required that an employee obtain prior approval to use sick leave, however, the employee may be required to provide certification of illness by a medical doctor or other bona fide evidence of illness prior to approved sick leave. Appropriate evidence may include the following:

- A physician's statement endorsed by the employee.
- An employee statement endorsed by the principal or immediate supervisor.
- Copies of claims(s) submitted for insurance benefits.
- Other information as may be indicated by the circumstances.

The employee will submit appropriate evidence when requested by his or her Principal, immediate supervisor or the superintendent in the following situations:

- When sick leave is taken on days of unusual or inclement weather.
- When sick leave is taken during the last four weeks of employment.
- When sick leave is taken on days immediately preceding or immediately following holidays or non-work days other than weekends.
- When reasonable cause exists to believe that sick leave benefits have been abused.

20 DAY EXTENDED SICK LEAVE POLICY FOR FULL-TIME EMPLOYEES:

When a teacher has exhausted all accumulated sick leave and donated sick leave and is unable to return to work due to personal accidental injury, illness or pregnancy, the employee shall receive, for a period of not to exceed twenty (20) days, the full contract salary less \$50.00 per day.

MATERNITY LEAVE:

Sick leave, sick bank, and days provided with substitute pay deduction may be used for maternity reasons immediately following the birth or adoption of a newborn (not to exceed thirty days unless medical documentation is provided).

SICK LEAVE BANK (LEAVE SHARING): Upon initial membership by the donation of 1 day of sick leave to the bank, members become eligible to draw from the bank based on certain criteria. Membership will be open at the beginning of the school year or upon employment.

When an employee has exhausted all accumulated sick leave, the employee may request sick leave donations under the School District's Sick Leave Donation Policy. See Complete Donation Policy in District Policy Manual

TRANSFER OF SICK DAYS FROM OTHER SCHOOL

A newly hired employee shall be credited a maximum of sixty (60) days for sick leave earned in another Oklahoma public school district provided:

- The employee was employed by an Oklahoma public school district the preceding school year;
- The number of days to be transferred into the School District has been certified in writing by the sending School District.
- The transferred days shall be used first in case of illness.

PERSONAL BUSINESS LEAVE POLICY

All employees will be granted three (3) personal business leave days to conduct personal business matters that cannot be handled before or after school hours or on weekends. The employee will receive the first two days of personal leave without loss of pay and will pay the cost of a substitute for the third day. Requests for personal business leave shall be made in writing and in advance when possible. If an advance written request is not possible, the written request will be filed within one day after the employee returns to work. The principal and/or superintendent shall consider and approve or disapprove each request.

The following are examples of situations that may qualify for personal business leave:

1. Family illness other than in immediate family.
2. Emergency business transactions, such as loan closings, other banking matters and IRS reviews.
3. Legal matters, such as meetings with an attorney for personal, spouse or children's business, court appearances or the settling of estates.
4. Miscellaneous matters, such as attending a business convention with a spouse, military obligations, attendance at a school activity if son or daughter is participating or attending funerals.

Personal business leave is non-cumulative from one fiscal year to a subsequent fiscal year.

Any employee who violates this Personal Business Leave Policy is subject to dismissal, non-renewal, and reduction in pay for days taken in violation of the policy or other appropriate disciplinary action.

BEREAVEMENT LEAVE

School District personnel will be provided with three (3) days of non-cumulative leave, for a death of the employee's **spouse, child, parent, sibling, grandparent, grandchild or corresponding in-law or person residing in same household as employee.**

If additional time is needed because of travel or other special considerations, a request may be submitted; and, if approved by the principal and superintendent, the time will be charged to sick leave.

EMERGENCY LEAVE

School District personnel, upon application and prior approval by the building principal, will be granted two (2) days of non-cumulative emergency leave upon a situation or occurrence of a serious nature, which develops suddenly and unexpectedly and demands immediate attention. The School District will pay the cost of a substitute when such leave is approved in advance.

LEGAL PROCESS LEAVE (JURY DUTY)

School District personnel shall be granted leave to serve on a jury or as a witness subpoenaed in a criminal, civil, or juvenile proceeding. The employee serving as a juror or subpoenaed witness shall be paid his/her full, current contract salary, less compensation received for serving as a juror or subpoenaed witness, exclusive of parking and travel reimbursement. Compensation received for serving as a juror or subpoenaed witness shall be deducted from the employee's salary. The employee shall notify his/her supervisor immediately upon receipt of notice of jury duty or service of a subpoena, of the period of time he/she will be away from his/her duties. Upon return from serving as a juror or as a subpoenaed witness, the employee shall immediately prepare a written statement of the amount of compensation received and shall submit said statement to his/her supervisor.

PROFESSIONAL LEAVE

Certified School District employees may be granted, upon application to and approval of the Superintendent, leave to attend professional conferences, conventions and meetings. The request must be submitted in writing one week in advance, identifying the date, time, place, type of gathering and purpose. The fees for attendance at such conferences, conventions and meetings will be the responsibility of the certified employee. The School District will pay the cost of a substitute when such leave is approved in advance.

UNEXCUSED PERSONAL LEAVE

The School District may grant certified employees up to three (3) days of noncumulative unexcused personal leave per year upon approval of the Superintendent. Requests for such leave must be made in writing one week in advance of the absence, identifying the date, time and purpose of the absence. The absence will be at the employee's expense, except that the School District will pay the cost of a substitute when the absence is approved in advance.

EXTENDED LEAVE OF ABSENCE POLICY

Full-time certified employees may be granted extended leaves of absence. Please refer to the District Policy Manual for complete policy and form for requesting leave of absence.

FAMILY AND MEDICAL LEAVE POLICY

Eligible employees may make application for Family or Medical Leave. Please refer to the District Policy Manual for complete policy

and form for requesting Family or Medical Leave.

DEDUCTION FOR UNPAID AUTHORIZED ABSENCES:

If a School District employee believes there is a need to be absent from work for any reason not covered in the approved leave sections of this manual, the employee may request in writing unpaid leave for that purpose from his/her immediate supervisor.

If unpaid leave is granted by the immediate supervisor, an amount equal to one (1) day's pay will be deducted from the employee's salary for each day of such approved absence.

If an employee is absent without securing approval for an unpaid absence, the employee shall be denied his/her salary for such absence and will be considered to be engaging in willful neglect of duty and will be subject to disciplinary action up to and including termination.

VACATION: School District personnel who work on a twelve (12) month basis shall be the only personnel entitled to paid vacation. Such personnel shall be granted ten (10) days of vacation on an annual basis. After ten years employment, fifteen days (15) shall be granted on an annual basis. Employees with less than one full year of employment will receive one day of vacation for each month employed after their second month of employment. The scheduling of vacation days must be approved in writing in advance by the Superintendent or immediate supervisor. All vacation days not utilized by the end of the fiscal year in which leave was earned will be forfeited.

SECTION V: EMPLOYEE FRINGES AND BENEFITS

(This information is provided as an attempt to clarify terminology and benefits regarding the district's "Section 125 Cafeteria Plan" of taxable and non-taxable items. The Superintendent's office will be glad to answer any questions you may have regarding your fringes and benefits.)

ANNUITIES – Available to employees through various sources. See Personnel Office for details. *Premiums are deducted from your salary before taxes.*

CANCER INSURANCE – This is optional for all employees. See Personnel Office for details. *Premiums are deducted from your salary before taxes.*

DEPENDENT DAY CARE/CHILD CARE REIMBURSEMENT PLANS – This is optional for all employees. See Personnel Office for details. *Premiums are deducted from your salary before taxes.*

DEPENDENT LIFE INSURANCE – This is optional for all employees. See Personnel Office for details. *Premiums are deducted from your salary after taxes.*

DISABILITY INSURANCE / SALARY PROTECTION INSURANCE – This is optional for all employees. See Personnel Office for details. *Premiums are deducted from your salary after taxes.*

EMPLOYEE LIFE INSURANCE – This is optional for all employees. See Personnel Office for details. *Premiums are deducted from your salary before taxes.*

***FLEX INSURANCE or FLEX CASH or FLEX BENEFIT** – If you are not on health insurance you are given a monthly cash benefit. \$189.69 for support personnel and \$69.71 for certified personnel. *This amount is considered taxable income. ANY CERTIFIED EMPLOYEE, RETIRED OR NOT, WHO IS WORKING LESS THAN 20 HRS. PER WEEK DOES NOT QUALIFY FOR THE INSURANCE BENEFIT. HOWEVER THEY DO QUALIFY FOR THE "IN LIEU OF BENEFIT" OF \$69.71 PER MONTH.*

FLEXIBLE SPENDING ACCOUNTS / MEDICAL REIMBURSEMENT PLANS - This is optional for all employees. See Personnel Office for details. *Premiums are deducted from your salary before taxes*

REDUCED FRINGE BENEFIT - Amount reduced from salary on the *125 Cafeteria Plan* as a pre-tax benefit to employees. This would include items such as (1) Your portion of the health insurance, which is *any amount over the state paid* and includes additional health insurance for family members (2) All Dental and Vision coverage (3) Cancer Policies (4) Flexible Spending Accounts/Medical Reimbursement Plans, or Day Care/Child Care Plans. These are items you choose to shelter from taxes monthly instead of claiming at the end of the year on your income tax return. *These items may not be used as deductions on your taxes.*

FLEX FRINGE (A) – Includes the Flexible Benefit Allowance. This item is identified as the amount that is paid by the state on your health insurance. You are not taxed on this amount. *This item may not be used as a deduction on your taxes.*

NOTE: NO RETIREMENT IS PAID ON THE FLEX BENEFIT OR THE EMPLOYEE RETIREMENT OFFSET

TYPES OF SALARIES

GROSS SALARY: Total amount paid as cash. (Contract Salary) This amount is reported to the State Department of Education Personnel Section, and used to crosscheck Employee Retirement. *This amount is not reported on your W-2.*

TAXABLE SALARY: Gross Salary (Contract Salary)

Plus Flex Insurance Cash

Less - Reduced Fringe Benefit, Employee Retirement, Annuities

This is the amount reported on your W-2.

FICA & FICA SALARY

Salary

Less - Reduced Fringe Benefit

Plus - Flex Insurance Cash

Equals = FICA salary

Times X .0765

Equals = FICA withheld

EMPLOYEE RETIREMENT SALARY

Gross Salary, plus true fringes, less flex benefit credited to insurance.

EMPLOYEE RETIREMENT OFFSET (CERTIFIED EMPLOYEES ONLY)

Retirement Salary X 7% = Total Retirement amount less Employee Retirement Offset

EMPLOYEE RETIREMENT OFFSET – This amount is added to your salary based upon your years of service. Retirement is reduced as a tax shelter and a decreased amount is taken from your check. The state will pay the difference on your behalf to the employee retirement system.

HEALTH INSURANCE: As an employee of the school, you are eligible for health insurance. You may only join in the first 30 days you are employed, or wait until January of each year during the open enrollment time. Each full-time employee shall receive, as part of total compensation, a Flexible Benefit Allowance (FBA) paid by the State of Oklahoma. The District will apply the FBA toward the total premium cost of the District’s Health Plan. Employees who choose not to participate in the District’s Health Plan shall receive a cash benefit. Please refer to your contract for the exact amounts. Employees whose employment is terminated during the school year shall have no right to receive any cash compensation for the portion of the school year after employee’s termination.

State Insurance Board: The cost of the premium for employee health is paid by the school district and reimbursed by the state. Additional coverage for dependants or dental and vision are at the employee’s expense. OMES Employees Group Insurance Division offers “Health Choice” for Medical and “Health Choice” for Dental. Other dental and vision plans are also offered. The best way to determine which dental or vision coverage you should select is to contact your dentist or eye doctor’s office and ask which coverage they are providers for. As a new employee you are eligible for OMES EGID life coverage with no medical history or medical exam. There is also life coverage available for dependents. You may pick up life coverage later in your employment, however, at that time medical history will be required and you are subject to approval based on several health related factors. A price list for all coverage’s is available in the personnel office. A copy is also included in your insurance packet.

American Fidelity Insurance (for other than health, dental, vision coverage)

American Fidelity offers additional types of coverage and assists us in complying with IRS regulations and 403b accounts. Some items are deducted from your pay before taxes as a tax savings to you. Some items are deducted after taxes. An American Fidelity will be present each year to assist you in the following options available:

Flexible Spending Account- Premiums paid Before Tax

You designate a monthly amount to be set aside in a medical reimbursement account or in a childcare reimbursement account.

Disability – Premiums paid After Tax

Insurance designed as a salary supplement in case you are unable to work. This can be used in the case of extended illness, injury or childbirth.

Cancer Policy – Some policies are paid After Tax and some policies are paid Before Tax

Texas Life Insurance – Premiums paid After Tax

Accident Policy – Premiums paid Before Tax

Long Term Care Premium – Premiums paid After Tax

INSURANCE CHANGES IN COVERAGE

OPTION PERIOD: As with OMES EGID (Health Insurance), each November you will be given the opportunity to review your American Fidelity coverage needs and make any changes for the following calendar year, referred to as your “plan year”. This is the only time you can make changes unless you have a “qualifying event” such as marriage, divorce, new baby or change in insurance status through your spouse. Changes can be made through the personnel office.

OKLAHOMA TEACHER RETIREMENT

All employees and other certified employees of common schools, faculty and administrators in public colleges and universities, and administrative personnel of state educational boards and agencies who are employed at least half-time must join TRS. Membership is optional for all other regular employees of public educational institutions who work at least 20 hours per week.

AS AN OKLAHOMA EMPLOYEE RETIREMENT MEMBER, 7% OF YOUR GROSS SALARY WILL BE DEDUCTED FROM YOUR MONTHLY CHECK TOWARDS YOUR RETIREMENT ACCOUNT.

Service Credit

You must work at least six full school months to qualify for one year of membership. A school month is 20 school days of at least six hours. You will receive partial credit for employment of fewer than six months or part-time employment between four and six hours per school day.

Survivor Benefits

Your designated beneficiary or estate is entitled to survivor benefits if you are a TRS member when you die. The amount of those benefits depends upon when you joined TRS and whether you are an active in-service, inactive, or a retired member when you die. "Active in-service" is defined in the TRS Rules, but generally means a member currently employed by an Oklahoma public education institution.

If you are an active in-service member when you die, and you joined TRS before July 1, 1992, your beneficiary (ies) will receive an \$18,000 death benefit, plus the contributions in your account and the interest on those contributions. If you have 10 or more years of service, have reached age 55 or your age and service total 80, and have one designated primary beneficiary, he or she may choose a monthly benefit instead of the lump sum payment.

If you are an inactive member, or if you joined TRS after 1992, the death benefit your beneficiaries will receive is the amount of the contributions in your TRS account plus the interest on those contributions. Inactive members and members joining TRS after June 30, 1992, do not qualify for the \$18,000 death benefit or the monthly retirement benefit payment payable to the surviving beneficiary of active in-service members.

If you are retired when you die, your beneficiary or estate will receive a \$5,000 death benefit, plus the survivor benefits provided by your chosen retirement plan. Certain retirement plan options provide your surviving beneficiary (ies) with a continuing monthly retirement benefit.

Retirement Annuity

A vested member can receive benefits after satisfying eligibility requirements. You are fully vested after 10 years of contributory Oklahoma membership service. You may retire at age 62 with unreduced benefits after completing 10 years of Oklahoma service. If you joined TRS before July 1, 1992, you may retire with unreduced benefits when your age and years of creditable service total 80 (Rule of 80). For members joining TRS after June 30, 1992, the age and years of creditable service must total 90 (Rule of 90).

You may retire with reduced benefits as early as age 55 if you have at least 10 years of creditable Oklahoma service.

For "Rule of 80" members, the monthly benefit is determined by multiplying the average salary of the three highest years of contributory service by 2%, times years of service, divided by 12. For "Rule of 90" members, the benefits will be computed based on an average salary of the five highest consecutive years. TRS offers members five retirement plans, each providing a life benefit to the member and either a lump sum payment to the member's designated beneficiary (ies), or continued payments to one surviving beneficiary.

Teacher Retirement Disability Benefits

You may qualify for disability retirement benefits if a medical condition keeps you from performing your regular duties as an employee of the public schools. You may be considered for a TRS disability retirement benefit if you: are vested (at least 10 years' creditable TRS service), and submit a disability retirement application detailing your medical condition, which must have existed while you were employed by the public schools of Oklahoma, and your application is approved by the TRS Medical Review Board and the Board of Trustees.

If you are awarded Social Security Disability benefits, you qualify for TRS disability benefits if you incur the disability while employed by the public schools, are vested, and notify TRS of the Social Security award.

Tax-Sheltered Annuity Plan – 403b

The System administers a tax-sheltered annuity program qualified under section 403(b) of the Internal Revenue Code. As a TRS member, you may deposit funds into this plan if your local Board of Education or other governing board adopts a resolution making the plan available to its employees and you sign a salary reduction agreement with your employer. Contributions to the annuity plan are restricted to an annual "exclusion allowance" determined by the IRS Code. Withdrawals from the plan are subject to various withdrawal restrictions and tax penalties mandated by the Internal Revenue Code.

Rights and Responsibilities

TRS publications provide answers to general questions. You are responsible for resolving any questions about your retirement account. You are entitled to counseling from the TRS staff concerning any question you have about your retirement account. TRS will not be held accountable for information that is contrary to statutes or administrative rules, regardless of who provides that information.

P.O. Box 53524 Oklahoma City, OK 73152-3524

405-521-2387

<http://www.state.ok.us/~okemployees/>

NOTE: MEMBERSHIP IN EMPLOYEE RETIREMENT SYSTEM IS MANDATORY FOR "CERTIFIED" EMPLOYEES.
MEMBERSHIP IN EMPLOYEE RETIREMENT SYSTEM IS OPTIONAL FOR SUPPORT EMPLOYEES.

Upon termination of employment due to retirement or death of the employee, the employee or the employee's estate shall be paid \$10 per day for any unused sick leave remaining at the date of termination of employment, as limited by school policy. This compensation shall not be paid to any employee terminated following due process procedures but shall apply only to those employees who have ceased employment due to retirement or death of the employee.

SECTION VI: ACTIVITY FUNDS

ACTIVITY FUNDS

Sponsors are, all school recognized Student Groups, School Libraries, Coaches, Club Sponsors, Elementary Book Orders, Teacher Grant recipient, etc..

The Activity Fund Accounts are set up within the schools financial structure to insure appropriate procedures in the handling of ANY money that is obtained through any and all fundraising, including student purchases, donations, grants, sales, etc. Guidelines must follow specific policies and procedures. All procedures are in place to meet requirements for annual audits. The Activity Fund office will provide updated information on procedures to meet with these requirements.

Please refer questions to the Activity Fund Office regarding procedures for:

Receipting

Receiving Grants

Depositing Funds

Fund-Raising

Purchases/Expenditures

Purchase Orders

Check Requests for Payment

Reimbursements

Mileage Reimbursement

Travel Expense Checks

Receiving Orders

Closing the Year and Reconciling Account

Depositing money

When collecting money you are required to receipt any money that is received in a receipt book or a ledger. Moneys are to be turned in Dailey, either to the Administration Building to keep locked in Vault or the HS to be locked in Vault. All moneys are NOT to be kept in classroom or for long lengths of time. Depositing money procedures can be discussed with Activity fund custodian. Money Received is NEVER to be used to pay for any goods or services. **ALL Money is to be deposited.**

Purchase Orders- **(General Fund)**

To receive approval for a purchase, **fill out a Requisition/Purchase Order** document found on the 'O' drive or in any of the offices.

Note: *Complete vendor information is required*

(also if completing on the 'O' drive – do not save your information so that the form will stay blank for other users).

Once the form is complete; **print and turn into Supervisor/Building Principal** for their approval.

That office will then forward the request to the Superintendent's office for approval.

Once approved by the Superintendent, a PO # will be assigned.

Notification of the PO # will be messaged to the appropriate individual

and a signed copy will be placed into the intra school mail box.

Orders may then be placed by the individual making the request.

Purchase Orders **(Activity Fund)**

To receive approval for Purchase, Fill out a Requisition/Purchase order document found in any office or your Red Activity fund folder. Fill out Requisition side and turn in to your building Principal or Athletic Director for approval. Then send to Administration office for final approval. Once approved you can place your order. (Making sure the Vendor takes a purchase order before ordering is important.)

Once order is completely received and you have an invoice you will completely fill out back of the Purchase order (Check Request) sign, and attach the invoice to the back side of the check request. Then send to Activity Fund Custodian.