



**RICHEY SCHOOL DISTRICT
CLASSIFIED STAFF HANDBOOK
2025 - 2026**

Welcome Employee!

On behalf of your colleagues, I welcome you to Richey Schools and wish you every success here.

We believe that each employee contributes directly to Richey Schools' growth and success and we hope you will take pride in being a member of our team.

This handbook is designed to acquaint you with Richey Schools and provide you with information about working conditions, employee benefits and some of the policies affecting your employment. You should read, understand and comply with all the provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Richey Schools to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth. If there is any question between this handbook and the school board policy, the school board policy takes precedent.

No employee handbook can anticipate every circumstance or question about policy. As Richey Schools continues to grow, the need may arise and Richey Schools reserves the right to revise, supplement or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur.

We hope that your experience here will be challenging, enjoyable and rewarding. Again, welcome!

Sincerely,

Tommy Baldwin
District Superintendent

The material covered within this classified staff handbook is intended as a method of communicating to employees regarding general district information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.

Any information contained in this classified staff handbook is subject to unilateral revision or elimination, from time to time, without notice.

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

EQUAL EMPLOYMENT OPPORTUNITY

The School District will provide equal employment opportunities to all persons regardless of race, creed, religion, color, or national origin or because of age, physical or mental disability, marital status, or sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction.

The following have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the Richey School District office for additional information and/or compliance issues:

Tommy Baldwin – Superintendent

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities shall be provided opportunity to participate in all school-sponsored services, programs, or activities on an basis equal to those without disabilities and will not be subject to illegal discrimination. An individual with a disability should notify the Superintendent or building principal if they have a disability which will require special assistance or services and what services are required.

Refer to Policy 5002

STAFF ORGANIZATION

Administration

Certified Staff

Classified Staff

Special Assignments

(committees, advisors, coaches, etc.)

GENERAL INFORMATION

BOARD MEMBERS

The Legislature of the State of Montana delegates to the Board responsibility for the conduct and governance of district school.

Nicole Keller – Board Chair
 Danielle Servais
 Adam Janssen
 Jay Trotter

BOARD MEETINGS/COMMUNICATIONS

Regular Meetings

Unless otherwise specified, all meetings will be held in the high school library. Regular meetings shall be held at 7:00 pm on the third Tuesday of each month, or at other times and places determined by a majority vote. Except for an unforeseen emergency, meetings must be held in school buildings or, upon unanimous vote of the Trustees, in a publicly accessible building located within the District. If regular meetings are to be held at places other than the place stated above, or are adjourned to times other than the regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. When a meeting date falls on a legal holiday, the meeting shall be held on the next business day.

COMMUNITY USE OF BUILDING

School facilities are available to the community for education, civic, cultural, and other uses consistent with the public interest, when such use does not interfere with a school program or school-sponsored activities. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the district's conduct rules at all times. Contact the District office for more information. Also, refer to policy 4330.

DISTRICT OFFICE HOURS

The district office is open between the hours of 7:30 – 3:30 weekdays during the school year.

During summer months and other times during the school year when school is not in session, the office is open between the hours of 9:00am-3:00pm, Monday - Thursday.

STAFF OPERATIONS

ABSENCES

Sick Leave

Classified employees shall be granted sick leave benefits in accordance with § 2-18-618, MCA. For classified staff, "sick leave" means a leave of absence, with pay, for a sickness suffered by an employee or

his or her immediate family; or the time that an employee is unable to perform job duties as defined in 2-18-601(15)(b)(i-viii). Each request will be judged by the district in accordance with Policy 5321 and the governing collective bargaining agreements.

Sick leave can be used for personal illness or disability, or serious illness in the immediate family. Definition of immediate family is: husband, wife, son, daughter, step-daughter, step-son, father, mother, brother, sister, step-mother, step-father, step-brother, step-sister, father-in-law, mother-in-law, grandfather, grandmother, grandchildren, brother-in-law, sister-in-law, aunt or uncle, niece, or nephew.

Family and Medical Leave Act (FMLA)

Employees are eligible for benefits under the Family Medical Leave Act when the District has fifty (50) or more employees. The Richey School District has less than fifty (50) employees, and therefore employees are not eligible for FMLA benefits.

Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Richey Schools defines “immediate family” as the employee’s father, mother, father-in-law, mother-in-law, brother, sister, son, daughter, spouse, brother-in-law, sister-in-law, grandfather and grandmother, step-mother, step-father, step-brother, step-sister,. A maximum of **four** days of emergency leave may be used per year because of death in the immediate family or at the discretion of the superintendent.

Vacation

Classified employees, Business Managers/District Clerks, and Superintendents will accrue annual vacation leave benefits in accordance with §§ 2-18-611, 2-18-612, 2-18-614 through 218-617 and 2-18-621, MCA. (Refer to Policies 5334-5334P)

Vacation is earned according to the following schedule:

RATE-EARNED SCHEDULE

<u>Years of Employment</u>	<u>Working Days Credit per Year</u>
1 day - 10 years	15
10 - 15 years	18
15 - 20 years	21
20 years on	24

Employees are not entitled to any vacation leave with pay until they have been continuously employed for a period of six (6) calendar months.
(Refer to Policy 5334)

HOLIDAYS

The holidays required for classified staff, by § 20-1-305, MCA, are:

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Christmas Day
5. New Year's Day
6. Memorial Day
7. State and national election days when the school building is used as a polling place and conduct of school would interfere with the election process

When an employee, as defined above, is required to work any of these holidays, another day shall be granted in lieu of such holiday, unless the employee elects to be paid for the holiday in addition to the employee's regular pay for all time worked on the holiday.

When one of the above holidays falls on Sunday, the following Monday will be a holiday. When one of the above holidays falls on Saturday, the preceding Friday will be a holiday.

When a holiday occurs during a period in which vacation is being taken by an employee, the holiday will not be charged against the employee's annual leave.

BREAKS

Scheduled breaks are provided to all classified employees to ensure safety and efficiency. All classified staff members who work four or more consecutive hours are entitled to one 15-minute break. Those working eight-hour days are entitled to two 15-minute breaks.

Classified employees are expected to adhere to the break schedule established by the superintendent. Deviation from the regularly scheduled break period requires prior supervisor approval.

Classified employees should clock out for their 30 minute lunch break and **breakfast**.

CARE/USE OF DISTRICT PROPERTY

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Such items as computer and video equipment, ~~typewriters, and musical instruments~~ are priority items for theft and damage.

Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the superintendent.

CHECKOUT

Work Day Checkout

Classified staff is permitted to leave the building and district grounds during their lunch break.

All staff is required to check out/in with the office. This will enable office staff to respond appropriately in the event of message and emergency situations that may arise.

CHILD ABUSE REPORTING

A District employee who has reasonable cause to suspect, as a result of information they receive in their professional or official capacity, that a child is abused or neglected by anyone regardless of whether the person suspected of causing the abuse or neglect is a parent or other person responsible for the child's welfare, they shall report the matter promptly to the department of public health and human services or local law enforcement agency. Staff members are encouraged to notify the superintendent of the report. Notifying the superintendent does not release the staff member from the obligation to make the report.

Hot Line # 866-820-5437

Failure to report a suspected child abuse is a violation punishable by law and by district disciplinary action up to and including dismissal. (Refer to Policy 5232 & 5232F)

A staff member who, based on reasonable grounds, participates in the good-faith making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

COMPENSATORY TIME AND OVERTIME FOR CLASSIFIED EMPLOYEES

Classified employees who work more than forty (40) hours in a given workweek may receive overtime pay of one and one-half (1½) times the normal hourly rate, unless the District and the employee agree to the provision of compensation time at a rate of one and one-half (1½) times all hours worked in excess of forty (40) hours in any workweek. The Superintendent must approve any overtime work of a classified employee.

Under Montana law and the Federal Fair Labor Standards Act, a classified employee may not volunteer to work without pay in an assignment similar to the employee's regular work.

A non-exempt employee who works overtime without authorization may be subject to disciplinary action.

(Refer to Policy 5336)

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES

The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with Montana Code Annotated and the Administrative Rules of Montana. Infection control procedures, including provisions for handling and disposing of contaminated fluids, have also been established through Board policy and administrative regulations for staff and student protection.

All staff shall comply with measures adopted by the district and with all rules set by the Montana State Health Department and the county health department.

Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law. If a staff member has a communicable disease, the staff member must notify the school nurse or other responsible person designated by the Board of the communicable disease which could be life threatening to an immune-compromised person. The school nurse or other responsible person designated by the Board must determine, after consultation with and on the advice of public health officials, if the immune-compromised person needs appropriate accommodation to protect their health and safety.

An employee with a communicable disease shall not report to work during the period of time in which the employee is infectious. An employee afflicted with a communicable disease capable of being readily transmitted in the school setting shall be encouraged to report the existence of the illness so that precautions may be taken to protect the health of others. The District reserves the right to require a statement from an employee's primary care provider, before the employee may return to work. If a staff member develops symptoms of any reportable communicable or infectious illness while at school, the responsible school officials shall do the following:

- (a) isolate the staff member immediately from students or staff
- (b) consult with a physician, other qualified medical professional, or the local county health authority to determine if the case should be reported.

All staff and volunteers present in any school building shall engage in hand hygiene at the following times, which include but are not limited to:

- (a) Arrival to the facility and after breaks
- (b) Before and after preparing, eating, or handling food or drinks
- (c) Before and after administering medication or screening temperature
- (d) After coming in contact with bodily fluid
- (e) After recess
- (f) After handling garbage
- (g) After assisting students with handwashing
- (h) After use of the restroom

Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

(Refer to Policy 5130 and 5230)

STAFF COMPLAINTS

Staff member complaints contending a violation, misinterpretation, or inappropriate application of district personnel policies and/or administrative regulations should be directed to the immediate supervisor or superintendent for informal discussion and resolution.

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations.

This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any negotiated agreement. (Refer to Policy 1700)

CONTRACTS AND COMPENSATION

Each classified employee will be employed under a written contract of a specified term, of a beginning and ending date, within the meaning of § 39-2-912, MCA, after the employee has satisfied the requisite probationary period of six (6) months. During the probationary period of employment, the employment may be terminated at the will of either the School District or the employee on notice to the other for any reason or no reason. Should the employee satisfy the probationary period, such employee shall have no expectation of continued employment beyond the current contract term.

The District reserves the right to change employment conditions affecting an employee's duties, assignment, supervisor, or grade.

The Board will determine salary, wages, and benefits for classified personnel.

CREDIT CARD INFORMATION

When a staff member needs to use the district credit card for purchases or for district travel, it must be checked out with the district clerk. All receipts for purchases should be kept and turned in to the clerk.

CRIMINAL RECORDS CHECKS/FINGERPRINTING

Any finalist recommended for hire to a paid or volunteer position with the district, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board.

Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations.

The following applicants for employment, as a condition for employment, will be required, as a condition of any offer of employment, to authorize, in writing, a fingerprint criminal background investigation:

- * a certified teacher seeking full- or part-time employment within the district;
 - * an educational support personnel employee seeking full- or part-time employment within the district;
 - * an employee of a person or firm holding a contract with the district, if the employee is assigned to the district;
 - * a volunteer assigned within the district who has REGULAR unsupervised access to students. *
- Substitute teachers

Refer to Policies 5122 – 5122F

DISCIPLINE AND DISCHARGE

Discipline and dismissal of staff will follow due process, administrative regulation, relevant provisions of negotiated agreements, and applicable law. (See Poly 5255)

DRUG-FREE WORKPLACE

No staff member engaged in work in connection with a direct federal grant or contract shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

“Workplace” is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school-owned vehicle, or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

Each staff member engaged in work related to a district federal grant or contract must notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

Refer to Policy 5226

EMERGENCY CLOSURES

In the event of hazardous or emergency conditions, all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate.

A phone tree will be distributed to all staff for use in the event of delayed openings or school closures. The superintendent will call or text staff in the event of a delay or closure.

EMERGENCY PROCEDURES AND DISASTER PLANS

All staff will be provided with a copy of the district’s emergency procedures plan detailed staff responsibilities in the event of such emergencies as disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member, and the authorized use of force on school property.

Copies of the emergency procedures plan will be available in the office and other strategic locations throughout the building. (Refer to Policy 8301)

EVALUATION OF STAFF

Classified staff will be evaluated annually **by the superintendent**.

EMPLOYEE USE OF ELECTRONIC MAIL, INTERNET, NETWORKS, AND DISTRICT EQUIPMENT

The District e-mail and Internet systems are intended to be used for educational purposes only, and employees have no expectation of privacy. Employees have no expectation of privacy in district owned technology equipment, including but not limited to district-owned desktops, laptops, memory storage devices, and cell phones.

All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them.

The District reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees.

District records and e-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, the District retains the right to access stored records in cases where there is reasonable cause to expect wrongdoing or misuse of the system and to review, store, and disclose all information sent over the District e-mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation, and to access District information in the employee's absence.

All District employees should be aware that e-mail messages can be retrieved, even if they have been deleted, and that statements made in e-mail communications can form the basis of various legal claims against the individual author or the District.

E-mail sent or received by the District or the District's employees may be considered a public record subject to public disclosure or inspection. All District e-mail and Internet communications may be monitored. (Refer to Policy 5450)

FAIR LABOR STANDARDS ACT

Regular working hours for all classified staff will be set by the supervisors and/or superintendent. Classified staff are not to work before, beyond, or outside their established working hours and are not to work overtime without prior authorization from the superintendent. **Employees should clock in when work begins, not when they arrive on campus.** Refer to Policy 5336

All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.

Failure to comply will result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations, and negotiated agreements.

Administrators, directors, and/or supervisors shall give written notification to non-exempt employees, as defined by the Fair Labor Standards Act, of the Board's following expectations: - What constitutes non-exempt working hours;

- What constitutes normal working hours;
- That employees are not to work before, beyond, or outside their normal working hours and are not to work overtime without prior authorization;
- That employee time sheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
- That a written corrective statement be given to employees not complying with established procedures.

Overtime is defined as time worked over 40 hours in one week. A week is defined as seven consecutive days covering Monday through Sunday. (Refer to Policies 5221 & 5336)

FUND RAISING

Crowdfunding

All crowd funding requests and receivables are governed and supervised by board policy. Crowd funding endeavors are generally viewed as beneficial when coordinated with district goals, initiatives, and existing plans. Proposals, products, and resources generated through crowd funding must receive prior approval from the Superintendent or designee. Approvals for proposals or gifted resources may be denied based upon but not limited to: technology, curricular, and/or activities incompatibility; long term sustainability concerns regarding materials, service, and/or staffing; conflicts with district initiatives, state or federal law.

GRIEVANCES

Refer to the collective bargaining agreement or board policy 1700 on filing a grievance.

HARASSMENT/BULLYING/INTIMIDATION

The Board will strive to provide a positive and productive working environment. Bullying, harassment, or intimidation between employees or by third parties, are strictly prohibited and shall not be tolerated.

This includes bullying, harassment, or intimidation via electronic communication devices ("cyberbullying"). Refer to Policy 5015

The District encourages staff support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and staff will discuss their questions or concerns about the expectations in this area with Megan Murrell or Lissa Volbrecht who serve as the District Title IX coordinator.

For purposes of this section and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or;
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

All staff are expected to treat each other and students with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student or staff member will result in appropriate disciplinary action, according to the nature of the offense. Supportive measures are available to parties involved in Title IX investigations.

The District will notify all parties involved in sexual harassment allegations. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment or sexual discrimination by a staff member will result in an investigation in accordance with Policy 3225 and 3225P or Policy 5012 and 5012P. A student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint is not satisfactory, decision may appeal in accordance with Policy 3225P or 5012P.

For more information about the District's complaint procedure, see Policy 3225, 3225P, 3225F or Policy 5012, 5012P, 5012F.

There will be no retaliation by the district against any person who, in good faith, reports harassment.

INSURANCE BENEFITS FOR EMPLOYEES

Insurance is available for **full time** classified employees. See the district clerk for information.

KEYS

Keys are issued to staff by the superintendent or clerk. In order to protect property, students, and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff are expected to follow the following key-control procedures:

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid having keys on desks, tables, in mailboxes, unattended coat pockets, etc.;
3. Keys may not be loaned [to students or to individuals not employed by the district]. Under no circumstance should staff provide keys to students to "run errands", "unlock/lock" doors, etc.; **Door codes must also not be shared with any individual.**
4. Lost or stolen keys must be reported to the [building principal] within [24 hours] of discovery of the loss or theft so that measures may be taken to protect district property. [Three days] will be allowed for the finding or recovery of keys before any charges are assessed;
5. Upon completion of a lost-or-stolen-key report form, presentation of the broken or damaged key(s), and submission of assessed fees, replacement keys will be issued [within 72 hours];

6. Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued.

PARTICIPATION IN POLITICAL ACTIVITIES

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state, and national level, on the same basis as any citizen in public or private employment and within the law.

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire, by vote, discussion, or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of district duties.

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint. (Refer to Policy 5224)

PERSONNEL RECORDS

The District maintains a complete confidential and permanent personnel record for every current and former employee. The employees' personnel records will be maintained in the District's administrative office, under the Superintendent's direct supervision. Employees will be given a copy of their personnel record upon request.

The District may release public information as governed by Policy 4340.

A personnel file may contain but is not limited to transcripts from colleges or universities, information allowed by statute, a record of previous employment (other than college placement papers for periods beyond active candidacy for a position), evaluations, copies of contracts, and copies of letters of recommendation requested by an employee. All material in the personnel file must be related to the employee's work, position, salary, or employment status in the District. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.
(Refer to Policy 5231 & 5231P)

PURCHASE ORDERS

No obligation may be incurred by any staff member, unless that expenditure has been authorized in the budget or as may otherwise be permitted by Board action and/or Board policy.

No purchase will be authorized unless covered by an approved purchase order. Forms are available in the office. (Coordinate with Policy 7320)

REGISTERED SEX OFFENDERS

The District hereby declares that no registered sex offender whose victim was a minor may come on, about, or any District-owned buildings or property except as otherwise provided in policy 4550.

RELEASE OF GENERAL STAFF INFORMATION

A staff member's address and personal phone number will not be released by the district. Such information may be disclosed if a staff member authorizes the district to do so.

The district may also disclose information about a former employee's job performance to a prospective employer, under the following conditions:

1. Disclosure of information is upon the request of the prospective employer; or
2. Disclosure of information is upon the request of the former staff member;
3. The information is related to job performance; 4. The disclosure is presumed to be in good faith.

The district will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose, or is in violation of the staff member's civil rights.

RESIGNATION OF STAFF

Classified personnel will generally be expected to fulfill the terms of their contract unless there are clearly compelling, mitigating circumstances which prevent the certified or exempt individual from doing so.

The Board has authorized the Superintendent to accept on its behalf resignations from any school district employee. The Superintendent shall provide written acceptance of the resignation, including the date of acceptance, to the employee, setting forth the effective date of the resignation.

Once the Superintendent has accepted the resignation, it may not be withdrawn by the employee. The resignation and its acceptance should be reported as information to the Board at the next regular or special meeting. (Coordinate with Policy 5251 and applicable provisions of negotiated agreements)

RETIREMENT PROGRAMS FOR EMPLOYEES

All District employees shall participate in retirement programs under the Federal Social Security Act and the Public Employees' Retirement System in accordance with state retirement regulations.

The District will contribute to the PERS whenever a classified employee is employed for more than the equivalent of one hundred twenty (120) full days (960 hours) in any one (1) fiscal year. Part-time employees who are employed for less than 960 hours in a fiscal year may elect PERS coverage, at their option and in accordance with § 19-3-412, MCA.

SAFETY COMMITTEE

A building safety committee has been established to help implement the district's safety program and as a part of an ongoing effort to help ensure the safety and health of students, staff, and others while on district property.

The building safety committee will meet as needed and conduct workplace safety inspections to locate and identify safety and health hazards, and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring.

All potential hazards are to be reported immediately to a safety committee member or to the office.

SERVICE ANIMALS

The Richey School District will permit the use of service animals by an individual with a disability according to state and federal regulations. State law defines a service animal as a dog or any other animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Federal law definition of a disability includes a physical, sensory, psychiatric, intellectual, or other mental disability.

Refer to Policy 8425 – 8425P

STAFF CONDUCT

Employees are expected to maintain high standards of honesty, integrity and impartiality in the conduct of district business. All employees shall maintain appropriate employee-student relationship boundaries in all respects, including but not limited to personal, speech, print, and digital communications. Failure to honor the appropriate employee student relationship boundary will result in a report to the Department of Public Health and Human Services and the appropriate law enforcement agency.

In accordance with state law, an employee should not dispense or utilize any information gained from employment with the district, accept gifts or benefits, or participate in business enterprises or employment which creates a conflict of interest with the faithful and impartial discharge of the employee's district duties. A district employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict. Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.

Employees of the District shall not injure or threaten to injure another person; damage another's property or that of the District; or possess any firearm or other non-firearm weapon on school property at any time.

Further, employees should hold confidential all information deemed to be not for public consumption as determined by state law and Board policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner. Discretion should be employed even within the school system's own network of communication.

Administrators and supervisors may set forth specific rules and regulations governing staff conduct on the job within a particular building. (Refer to Policy 5223)

STAFF DRESS AND GROOMING

All staff are expected to be neat, clean, and to wear appropriate dress for work that is in good taste and suitable for the job at hand. Dress for the job you are performing.

STAFF HEALTH AND SAFETY

In order to assure the safety of staff and students, information and/or training, as necessary, is provided to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage, and disposal of such materials.

All staff members are expected to conduct their work in compliance with first aid and infection control procedures established by the district and the following safety rules of the district:

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
 - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
 - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
 - c. An employee shall not remove guards or render methods of guarding inoperative, except for the purpose of adjustment, oiling, repair, or setting up a new job;
 - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
 - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (use hook, stick, tong, jig, or other accessory);
 - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.), until such objects are properly blocked or shored;
 - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load;
3. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade or interfere with any other form of accident prevention device or practice provided on any machine, tool, or piece of equipment which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others, thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;

6. Long or unwieldy articles shall not be carried or moved, unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes, or other objects with which contact would be dangerous;
12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately, or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless.

TELEPHONES AND OTHER MOBILE DEVICES

Telephones are available throughout the building for staff convenience. Long-distance calls for district business and personal use may be placed. Staff members are responsible for all costs related to long distance calls made for personal use.

Employee Use of Mobile Devices

The Board recognizes that the use of mobile devices may be appropriate to help ensure the safety and security of District property, students, staff, and others while on District property or engaged in District sponsored activities.

District employees are prohibited from using mobile devices while driving or otherwise operating District-owned motor vehicles, or while driving or otherwise operating personally-owned vehicles for school district purposes.

Emergency Use

Staff are encouraged to use any available mobile device in the event of an emergency that threatens the safety of students, staff, or other individuals.

Use of Personal Mobile Devices

Employees are prohibited from using their personal mobile devices during the instructional period for non-instructional purposes. When necessary, employees may use their personal mobile devices only during non-instructional time. In no event shall an employee's use of a mobile device interfere with the employee's job obligations and responsibilities. If such use is determined to have interfered with an

employee's obligations and responsibilities, the employee may be disciplined in accordance with the terms of the collective bargaining agreement and Board policies.

Refer to Policy 5630

TOBACCO-FREE ENVIRONMENT

The District maintains tobacco-free buildings and grounds. Tobacco includes but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine and any other tobacco innovation.

Use of tobacco products in a public school building or on public school property is prohibited, unless the use of a tobacco product in a classroom or on other school property as part of a lecture, demonstration, or educational forum sanctioned by a school administrator or faculty member, concerning the risks associated with using tobacco products.

For this purpose, "public school building or public school property" means:

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children that is established and maintained under the laws of the state of Montana at public expense; and
- Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school buses.

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff members may use a private vehicle for district business without permission from the superintendent.

VIDEO SURVEILLANCE

The School District is equipped with video cameras on the exterior of buildings as well as interior hallways, gym, and cafeteria on district property and on district buses. Video cameras are equipped with audio. The District may choose to make video recordings as part of a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

Refer to Policy 3235

WORKERS' COMPENSATION

All employees of the District are covered by workers' compensation benefits. In the event of an industrial accident, an employee should:

1. Attend to first aid and/or medical treatment during an emergency;

2. Correct or report as needing correction a hazardous situation as soon as possible after an emergency situation is stabilized;
3. Report the injury or disabling condition, whether actual or possible, to the immediate supervisor, within forty-eight (48) hours, on the Employer's First Report of Occupational Injury or Disease; and
4. Call or visit the administrative office after medical treatment, if needed, to complete the necessary report of accident and injury on an Occupational Injury or Disease form.

(Refer to Policy 5337)

WORK DAY

The length of a work day for classified staff is governed by the number of hours for which the employee is assigned. A "full-time" employee shall be considered to be an eight-(8)-hour-per- day/forty-(40)-hours per-week employee. The work day is exclusive of lunch but inclusive of breaks unless otherwise and specifically provided for by an individual contract. Supervisors will establish schedules.

• Receipt of Handbook

“I have received a copy of the Richey School District Classified Handbook for 2025-2026. I understand that the handbook contains information that I may need during the school year. I understand that I will be held accountable for information outlined in the handbook and will be subject to the disciplinary consequences outlined in the handbook.”

Print name of employee: _____

Signature of employee: _____

Date: _____

Please return signed form by Thursday, August 28th, 2025!