

# Whitepine Joint School District No. 288

## 2024 – 2025 Employee Handbook

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Note: The following information is based on the policies of the Whitepine Joint School District No. 288 and on state and federal law. This handbook is not a contract, and is not meant to be comprehensive. Additional information for eligible Certificated Employees is found in the Whitepine Education Association (WEA) Negotiated Agreement. If a statement in the WEA Agreement differs from either District Policy or this handbook, the WEA Agreement language shall prevail for eligible employees.



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## **All Employees**

### **Benefits**

#### **Standards of Employment**

Employees are required to abide by the policies and procedures of the Whitepine Joint School District. The Policy Manual, especially section 5000, should be reviewed by all employees.

#### **Workers Compensation Insurance**

The Idaho State Insurance Fund covers employees for accidents while on the job. Should you be injured, or be involved in a potentially harmful accident, while on duty for the district, please file a written accident report with the District Business Manager as soon as possible. Please see Policy 5460 for details.

#### **Medical Insurance**

The Whitepine Joint School District will provide major medical, vision and dental to all full time employees at no cost to the employee. Family plans are available at the expense of the employee. The district will offer major medical, vision and dental to all employees that are not full time at a prorated rate.

#### **Life Insurance**

A life insurance policy will be offered to all full time employees at the expense of the district.

#### **Retirement**

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

### **Leaves and Absences**

#### **Employee Absence Policy**

Employees are expected to notify their supervisors at the earliest date possible, when they are to be absent for any reason.

#### **Sick Leave**

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

Each eligible employee is entitled to and shall earn sick leave credits from the first full pay period of employment.

Absence from employment because of illness shall not be chargeable against unused vacation leave credits unless approved by the employee.

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

Requests for extended sick leave must be submitted in writing to the district office. All days during the leave not covered by accumulated sick leave shall be considered leave without pay. The superintendent may at any time require a doctor's certificate for proof of illness. Abuse of sick leave by an employee may be cause for dismissal.

### **Jury Duty**

If called to serve on a jury, see District Policy 5412.

### **FMLA**

See District Policy 5410.

### **Leave without Pay**

An employee who needs to be absent from work, but does not have appropriate leave available, may request (and/or be charged) Leave without Pay in limited situations.

### **Leave of Absence**

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

### **Leave Documentation**

In addition to informing the building secretary or supervisor, a leave form must be submitted to your supervisor for **ANY** absence from work duties. Please submit a leave form in advance if you are able to (scheduled doctor visits, field trips, etc.).

## **Payroll**

### **Payroll**

Payday for all employees is the **last business day** of the month. Payroll runs from the 16<sup>th</sup> of the month through the 15<sup>th</sup> of the following month. Any changes to payroll must be submitted to the District Office in writing by the 15<sup>th</sup> of each month to affect the end-of-month payroll.

### **Other Personal Deductions**

The District offers the opportunity for personal deductions to PERSI Choice, supplemental insurances, and others. The District Office has more information.

## **Purchasing and Reimbursements**

### **Requisition Forms**

When requesting the purchase of supplies, textbooks, materials, etc., using District funds, be sure to accurately complete a Requisition Form. Please see the District Office for an electronic copy of the form and instructions. Requisitions must be approved by your building Principal *prior* to ordering, and will not be activated if incomplete. Please also be aware that shipping charges will be part of the item's cost to the budget. *CAUTION: Cash purchases made by employees without prior approval might not be reimbursed.*

### **ASB Purchase Orders**

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

### **Receipt of Orders**

Building secretaries will check in all merchandise. If your order is damaged or incomplete, work with the appropriate office to have the items replaced or returned.

## **Security**

### **Data Security**

All student, employee, and family information must be considered confidential. Do not leave computer screens, gradebooks, or other sources of information unattended.

### **Building Security**

Turn off all lights and lock your classroom or office door when you are not in it. Do not assume that someone else will lock up for you. Make sure windows are secured. ***DO NOT LOAN YOUR KEYS TO ANYONE.*** Please report missing keys to your supervisor immediately. If you use the building outside of regular hours, lock doors that you have unlocked, especially when you leave the building.

### **Outside Use of Facilities**

Many groups request the use of our facilities during non-school hours. If you are planning to use school facilities during non-school hours, be sure it is recorded on the master calendar in the main office and has prior approval from the Principal.

### **Visitor Passes**

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

### **Fire Drills / Lockdown / Emergency Plan**

Drills will be performed periodically. Each room must have an emergency escape plan. Lockdown drills will be practiced occasionally to assure our safety in case of an emergency.

### **Internet Security**

All staff have access to email and the Internet. All students and staff must sign and adhere to the Whitepine Staff User Internet Access Release Form regarding electronic communication. Students are prohibited from accessing personal email accounts and games, music, etc.

### **Other Procedures**

#### **Repair Work Orders**

If you have a request for a repair, report it to your supervisor.

#### **Technology**

Any issues or requests that you have can be submitted to the technology coordinator via the Google Sheets titled, “Technology Assistance Request”. Please do not email or call the technology coordinator with your issues unless it is an emergency.

#### **School Lunch**

Please check with the school office for current pricing information. A maximum of ten (10) meals may be charged by an employee.

#### **Library**

The library is available for student and class use. Check with the librarian ahead of time to arrange for individual or group use of the library. If the complete class is going to use the library, the instructor **must** accompany the class.

#### **Forms**

Ineligibility forms, discipline forms, leave forms, timesheets, etc., are available in the main office. Regarding the discipline forms, the main office will mail parents a copy.

#### **Classrooms**

Please make sure garbage is picked up and chairs are put up at the end of the school day.

#### **Phones**

No phone calls will be passed through to your class during teaching time unless you have directed the secretary that you are expecting anything important or have an emergency call (doctor, repairman, etc.). Messages will be sent via email. To set the example for our students, personal cell phone use is not allowed during your instructional time.



## **District Related Travel**

### **Travel Reimbursement**

All employee travel must be pre-approved in order to be reimbursed. Forms are available for reimbursement of mileage, meals (using per diem at the rate set by the guidelines in Policy 7430), and incidental expenses, and must be submitted by the 15th of the month to receive reimbursement that month. Air travel and hotel accommodations must be purchased by the District Office as tax-exempt, and otherwise may not be fully reimbursed. Any sports related travel must be scheduled through the building secretary.

All work-related travel must be approved in writing. All reimbursement claims must be reasonable for the location and nature of the travel, and must be claimed on the Requisition Form. Cost of alcoholic beverages will not be reimbursed.

Employees who are required to travel as a condition of their employment and are not provided with district vehicles, shall be allowed reimbursement at the Board-approved rate per mile based on the guidelines in Policy 7430. Those who are required to work at more than one location during the work day may claim reimbursement for round-trip mileage from their first building to other required destinations.

Meals shall not be reimbursed for travel within the District. Per Diem rates will apply for out of district travel. Please see Policy 7430.

## Certificated Employees

### Certificated Employees Covered by Whitepine Education Association (WEA) Negotiated Agreement

#### Whitepine Education Association

Those certificated and classified employees who wish to join the WEA will be contacted by a WEA representative concerning dues, which are deducted from payroll over a ten (10) month period from October through July in equal monthly installments. It is the responsibility of the WEA to submit member names to the District Office by October 15. Classified employees do not gain bargaining power by joining the WEA.

#### Benefits, Compensation, & Leave

See the WJSD #288 Negotiated Agreement.

#### Evening Duty

Teachers are paid \$50 per event for required school activities occurring after 5:00 p.m., excluding open house and parent conferences.

#### Movement on the Salary Schedule

Official verification of courses taken and credits earned must be submitted to the District Office by September 15. Credits earned after September 15 will not be considered until the following year. If there is a possibility for movement on the salary schedule, please inform the District Office by Spring Break to assist in budgeting.

### Other Procedures

#### Trip / Bus Request

Bus request forms are available in the school office. This form must be completed and turned into the principal two weeks prior to the date the bus is requested.

#### Field Trips

Staff wishing to take students on field trips are required to compile a list of names for all students/grades that will be involved. The list must be provided to office staff and to each affected teacher no fewer than three school days prior to the field trip. If the trip is scheduled in such a manner that the students will be out of school during their regular lunch period, the organizing teacher/staff member must notify the kitchen staff as well. Make sure that you add all field trips on the master calendar in the main office. Remember to fill out a leave form as far as possible in advance of your trip so you will have a substitute teacher. If a student is not doing well in your class, please notify the field trip coordinator that they should not go.

#### Attendance

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

### **Mail Boxes**

Mail will be placed in teachers' boxes daily. Please keep your box empty to allow for the next day's mail.

### **Test Dates / Field Trips / Large Projects**

Please write down any field trips or large projects on the white board in the main office.

### **Discipline Report**

The detention forms are in the main office. The teacher must fill out the discipline form and place it in the Dean of Student's mailbox. The student and parents will be notified of the detention time and date. The Dean of Students is in charge of detention; i.e., if a student needs to change a day or has any questions, etc.

### **Deposits**

All funds brought to the office for deposit must be counted and have an attached, completed, and signed deposit slip for the secretary to verify. Please record all checks on the back of the deposit slip. Deposit-slips are available in the school office.

### **Staff Meetings**

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

### **Detention Duty**

Each teacher is responsible for signing up for four detention dates. The detention sign-up sheet is in the main office. Detention will run from 12:00 – 12:30 p.m. on the assigned day. A digital form of students who are required to attend detention will be shared with the teacher.

### **Class Advisors**

Meetings are scheduled on an as needed basis. Advisors help students plan activities and projects during the year.

Major projects include:

- 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders – Middle school dances and field trips
- 9<sup>th</sup> grade – Homecoming Float
- 10<sup>th</sup> grade – Homecoming Float
- 11<sup>th</sup> grade – Homecoming Float
- 12<sup>th</sup> grade – Homecoming Float

### **Grants**

Any grant, which you are considering applying for must be approved by the superintendent.

### **Speakers**

Every speaker who comes into our school to work with students in any capacity must be approved by the principal and signed in as a visitor.

**Staff Lounge**

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

**Parent Communication**

Involving parents is a major part of assuring student success. Parents of students who are in danger of failing a class should receive communications from their teachers regarding their student's performance. Positive communication with parents is highly encouraged.

**Substitute Teacher Packets and Emergency Substitute Folders**

Regardless of the reason for your absence, each teacher will have a substitute teacher's packet. The emergency plan, sub email, and the Powerschool login instructions will be provided by the main office and they must be included in your packet. It is very important to have a well planned lesson for your substitute. Study halls and sending students to the library is not recommended.

## Classified Employees

### Benefits

#### Medical Insurance

Year-round classified employees working at least 20 hours per week qualify for fully-paid medical, dental and vision insurance for the employee. Medical, dental and vision insurance is prorated for part-time classified employees.

#### Sick Leave and Personal Leave

Employees scheduled 20 hours per week or more receive 12 days leave for the year, and designate at the beginning of the school year whether that total will represent 9 Sick Leave Days and 3 Personal Days, or 10 Sick Leave Days and 2 Personal Days. These leave days are prorated for part-time classified employees.

- **NOTICE: Sick leave accumulates without limit. Unused personal days will not accumulate from year to year.**

#### Personal Leave

The immediate supervisor shall grant personal leave in the amount of three (3) days per school year, at full pay. Personal leave days should not be used the first two weeks or the last two weeks of the school year unless absolutely necessary. Requests for personal leave are subject to administrative approval if the day(s) being requested would be used to extend vacation time.

#### Holidays

The District designates the following days as school holidays: New Year's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. In those cases where an employee, defined in policy, 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 rate of pay for all time worked on the holiday. If a holiday occurs during the period in which vacation is being taken by an employee, the holiday shall not be charged against the employee's annual leave.

#### Sick Leave Bank

A Sick Leave Bank is available for qualifying classified personnel. The option to participate is provided at the beginning of the school year. Please see the Business Manager in the District Office for more information.

The purpose of a Sick Leave Bank (hereafter referred to below as the Bank) is to provide classified employees, who qualify by membership in the Bank, with additional sick leave days as needed to recover from personal illness which causes absence from work and loss of all accumulated personal sick leave. The Bank shall not be used as a reserve for time lost due to short term illness which would normally be covered by the employee's accumulated sick leave, nor for time due to illness outside of the immediate family nor for bereavement.

- *Administration* – the Bank shall be administered by the Sick Leave Council (hereafter referred to below as the Council) in conformance to the regulations set forth in this document. The Council shall be composed of two (2) classified employees elected by the qualified members and two (2) Whitepine School Board members. The Council will only be formed when needed. In the event of a tie vote by the Council, the Superintendent of Schools shall cast the deciding vote.
- *Eligibility of Membership* – Membership in the Bank shall be extended to any classified employee of the Whitepine Joint School District.
- *Membership* – Classified employees who donate one (1) day of sick leave to the Bank prior to September 15 shall be members of the Bank and eligible for its services throughout the school year.
- *Donations* – Donations to the Bank shall conform to the following regulations: New Bank members (not Bank members the previous year) must donate one (1) day of accumulated personal sick leave at any time prior to September 15.
  - Current members (bank members the previous year) who still wish to remain members will be assessed an evenly divided percentage of accumulated sick leave time until the maximum bank allotment is reached (not to exceed one day in any given year) to continue membership. This percentage will be calculated after the addition of new members.
  - Days donated to the Bank shall be non-returnable to the donor as accumulated personal sick leave in the event of loss of Bank membership or separation or transfer from the District.
- *Maximum Capacity* – The maximum number of days in the Bank is 75.
- *Maximum Withdrawal* – The maximum number of days that shall be available for withdrawal for employees' use in any one (1) year shall not exceed the Bank's maximum capacity of 75. The maximum days that can be given per request is twenty-five (25) days. The member may reapply for more days as needed.
- *Employee Use of the Sick Leave Bank*
  - The member, or the classified Council member when the member is incapacitated, shall secure written evidence from the School District's business office that; he/she has used all of their accumulated sick leave, and that he/she has purchased one day of the individual's salary making them eligible to apply for use of Bank days.
  - The member, or the representative acting for the member, shall secure written proof of illness adequate to protect the district against malingering and false claims of illness as provided by Idaho Code 33-1216 and 33-1218.

- The member, or the representative acting for the members shall secure written notification of the member's return to work date. If return to work is on a half day basis, the doctor must specify on the back to work notification. If prolonged illness requires subsequent related periodic visits to the doctor or medical facility during school time, the doctor must specify. Such specified days shall be covered by the Bank provided the maximum number of days drawn does not exceed seventy-five (75).
- The Council member shall forward the above necessary documents to the Council in writing within three (3) days of receipt of written items listed above.
- The Council shall give full consideration to the classified Council representative's recommendations and to the accompanying statements and shall make final approval or disapproval of the request in full or in part in writing to the member within three (3) days of receipt of written items listed above.
- In the event the Superintendent of Schools must cast a tie-breaking vote, he/she shall decide and notify the member of his/her decision within three (3) days. If the member's request is approved, immediate transfer of the approved number of days from the Bank to the member shall be made. Except as provided in the subparagraph below, each unrelated prolonged illness must be preceded by one (1) day of the individual member's salary before the same member is eligible to draw from the Bank again in the same school year. Total days drawn cannot exceed seventy five (75) days.
- In the event of a recurring long term illness, the member or the member's representative, must reapply for every twenty-five (25) days of sick leave needed from the Bank. It shall not be required that the member purchase an additional one (1) day of individual member's salary before receiving additional days from the Bank.

### **Disciplinary Action, Demotion, Suspension or Termination**

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

1. Failure to perform the duties and carry out the obligations imposed by the state constitution, state statutes, rules and regulations of the employee's department, or rules and regulations of the Board of Trustees.
2. Inefficiency, incompetency, or negligence in the performance of duties.
3. Physical or mental incapability for performing assigned duties.
4. Refusal to accept a reasonable and proper assignment from all authorized supervisors.

5. Insubordination or conduct unbecoming a school district employee or conduct detrimental to good order and discipline in the employee's department.
6. Intoxication on duty and failure to comply with the drug free workplace policy (see Drug and Alcohol-Free Workplace Policy 5320).
7. Careless, negligent, or improper use of unlawful conversion of school district property, equipment, or funds.
8. Conviction of official misconduct in office, or conviction of any felony, or conviction of any other crime involving moral turpitude.
9. Acceptance of gifts in exchange for influence or favors given in the employee's capacity.
10. Habitual pattern of failure to report for duty at the assigned place and time.
11. Habitual improper use of sick leave privileges.
12. Unauthorized disclosure of confidential information from official records.
13. Absence without leave.
14. Misstatement or deception in the application for the position.
15. Failure to obtain or maintain a current license or certificate lawfully required as a condition for performing the duties on the job.

## **Employee Classification**

**Category Placement** (Placement based on qualifications and requirements as set by *WJSD Assignment Specifications*.)

**Clerical Services** (\*For wages and classifications, see *Classified Employee Pay Scale*)

Specific duties and responsibilities of Clerical Secretarial employees are set forth in job descriptions for:

- Bovill Secretary – Number of days is 184 at 7.5 hours per day.
- Deary Secretary – Number of days is 190 at 8 hours per day.

**Custodians** (\*For wages and classifications, see *Classified Employee Pay Scale*)

Specific duties and responsibilities of Custodians are set forth in job descriptions for:

- Bovill Custodians – Number of days is 181 at 8 hours per day.
- Deary Custodians – Number of days is 260 at 8 hours per day.



**Food Service** (\*For wages and classifications, see *Classified Employee Pay Scale*)

Specific duties and responsibilities of food service employees are set forth in job descriptions for:

- Bovill Cook – Number of days is student attendance days 172 at 8 hours per day.
- Deary Supervisor/Cook – Number of days is 180 days per year at 8 hours per day.
- Deary Food Service Worker/Helper – Number of days is student attendance days 172 at 8 hours per day.

**Maintenance** (\*For wages and classifications, see *Classified Employee Pay Scale*)

Specific duties and responsibilities of maintenance employee are set forth in job descriptions for:

- Maintenance Personnel – Number of days is 260 at 8 hours per day.

**Paraprofessionals** (\*For wages and classifications, see *Classified Employee Pay Scale*)

Specific duties and responsibilities of paraprofessionals are set forth in job descriptions for:

- Paraprofessionals – Number of days is student attendance days 172 and hours are dependent on need. Salaries will be adjusted based on title and responsibilities according to the classified employee pay scale.

**Transportation**

Specific duties and responsibilities of transportation are set forth in *WJSD Assignment Specifications*.

- Bus Drivers – Number of days for a bus driver is student attendance days 172, with potentially two (2) additional days for training and orientation. Hours per day will vary depending on route given and extracurricular assignments for each driver.

\*Wages for drivers determined by the Board of Trustees

**Other Procedures****Normal Work Week**

Any forty (40) hours worked during a regular Monday through Friday work week.

**Overtime Work and Pay**

Time worked in excess of 40 hours in a regular Monday through Friday work week will be paid at time and a half. Holidays will be paid at double time. Overtime and Holiday work is prohibited without the specific approval of the supervisor. Please see policy 5810.

**Compensatory Time**

Approved time off from duty provided in compensation for overtime hours worked. Time off will be given at a rate of 1.5 hours per 1 hour worked over 40 hours.

**Part-time Employee**

Any employee whose usually scheduled work is less than forty (40) hours in a regular Monday through Friday work week.

**Emergency Closure**

Paraprofessionals, cooks and bus drivers shall not work on emergency closure days , but will not be docked pay. Custodians and office staff may need to report to work on emergency closures and will need to work with their direct supervisor to determine if the district has a need for their services.

**Classified Timesheets**

All classified employees are required to fill out monthly timesheets for payroll purposes. Monthly timesheets will be used to record hours worked accurately as well as all leaves. Time is to be recorded to the nearest quarter hour and coded as specified on the timesheet. Monthly timesheets begin on the 16<sup>th</sup> of each month and are recorded through the 15<sup>th</sup> of the following month. **Timesheets must be signed by your supervisor and turned into the District Office by the 15<sup>th</sup> of each month.**

**Evaluations**

All classified employees will have an evaluation given by their supervisor once a year. The approved evaluation form shall be used. The original is to be directed to the Superintendent's Office and becomes part of the employee's permanent file. The supervisor and employee will sign the evaluation form. The employee's signature on the evaluation form indicates that the employee has read the evaluation and discussed it with the supervisor. It does not necessarily mean that he/she is in agreement with it. The superintendent, supervisor, and employee will each receive a copy of the completed form. If the employee is not in agreement with the evaluation, he/she shall have the right to write a rebuttal which shall become part of the evaluation.

**Supervision of Employees**

Efficient operation of the district depends on each employee adhering to the supervisory system within the district as established by the Board of Trustees. An employee needs to become familiar with the total system, in general, and with his/her supervisory line of organization. The Organizational Chart is designed to give employees the information they need in order to facilitate efficient operation of the district through the use of proper supervisory channels. Please see the attached Organizational Chart.

**Resignations**

Employees shall give at least two (2) weeks' notice of resignation. All resignations shall be in writing and shall be addressed to the immediate supervisor. Any nine (9) month employee who is given reasonable assurance of returning to employment in the District after an idle period, and who will not be available for reemployment, is requested to notify his/her immediate supervisor of this as soon as possible.

**Termination Due to Reduction in Force**

Reduction of classified employees will occur when it is the decision of the Board of the Trustees that one or more of the following has occurred:

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

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

Written notification will be given by the supervisor to nine (9) month employees if elimination of positions occurs and there is no available position in the respective employee's category.

## Classified Exempt Employees

### Benefits

#### Medical Insurance

Year-round classified exempt employees working 40 hours per week qualify for fully-paid medical, dental and vision insurance for the employee.

#### Sick Leave and Personal Leave

Classified Exempt Employees will receive 15 days leave for the year, and will designate at the beginning of the school year whether that total will represent 12 Sick Leave days and 3 Personal Days, or 13 Sick Leave Days and 2 Personal Days

**[Sick leave accumulates without limit. Unused personal days will not accumulate from year to year].**

#### Personal Leave

The principal or immediate supervisor shall grant personal leave in the amount of three (3) days per school year, at full pay. Personal leave days should not be used the first two weeks or the last two weeks of the school year unless absolutely necessary. Requests for personal leave are subject to administrative approval if the day(s) being requested would be used to extend vacation time.

#### Vacation Leave

12 month classified exempt and administrative employees shall accrue annual vacation leave benefits according to the following schedule:

##### **Years of Service with the District Days of Annual Vacation Leave**

- 1 – 10 = 10 Days
- 10 – 15 = 15 Days
- 16 – 19 = 18 Days
- 20+ = 20 Days

Vacation leave is intended to be used during that year in which it is earned. Accumulation of unused vacation time will be allowed up to a total of 30 days. Employees of less than six months duration will not accrue vacation benefits. Please see Policy 5450. The date when an employee's annual vacation leave shall be granted will be on July 1 of the new fiscal year.

Vacation leave means a period of exemption from work granted to employees during which time said employees shall be compensated. The term shall not include compensatory time for overtime work. This applies only to 12 month employees.

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

### **Holidays**

Classified Exempt Employees work full time, and may observe the following holidays that fall within their scheduled work days: New Year's Day, MLK Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Thursday and Friday, Christmas Eve, Christmas Day and Juneteenth. This is a total of 11 holidays.

### **Employee Classification**

**Category Placement** (Placement based on qualifications and requirements as set by *WJSD Assignment Specifications*. Refer to the Classified Pay Scale for salary rates.)

- District Administrative Assistant – 8 hours per day; Number of days set by Superintendent, subject to Board approval.
- Human Resources Manager – 8 hours per day; Number of days set by Superintendent, subject to Board approval.
- Clerk of the Board/Business Manager – 8 hours per day; Number of days set by Superintendent, subject to Board approval.
- Transportation Supervisor – Number of days is 260 per year, at 8 hours per day.
- Maintenance & Grounds Supervisor – Number of days is 260 per year, at 8 hours per day.
- IT Director – Number of days is 260 per year, at 8 hours per day.

## Certificated Administrators

### Benefits

#### Medical Insurance

Administrators working 40 hours per week qualify for fully-paid medical, dental and vision insurance for the employee.

#### Sick Leave and Personal Leave

Principals work 210 days. They shall receive Sick Leave and Personal Leave (11 sick days and 2 personal days or 10 sick days and 3 personal days) and full insurance. Salary will be negotiated individually with the superintendent and then approved by the school board.

- **NOTICE: Sick leave accumulates without limit. Unused personal days for Certificated Administrators - not including the Superintendent - are paid at the employee's daily rate at the end of the school year.**

#### Holidays

Certificated Administrators may observe the following holidays that fall within their contract period: New Year's Day, MLK Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Thursday and Friday, Christmas Eve, Christmas Day, and Juneteenth. See Policy for procedural references.

#### Superintendent

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