



NORTH SLOPE BOROUGH SCHOOL DISTRICT
Classified Contracted Employee Handbook
Effective 07/01/2024

The following provisions apply to **Classified Contracted Employees** (Directors, Coordinators, and Managers) who are not covered by a collectively bargained agreement. These provisions apply except as specifically set out in the employee's contract. NSBSD Administration reserves the right to revise by addition, reduction, deletion, correction or upgrading any part of this handbook. Any changes must be authorized in writing by the Superintendent and will be brought to the attention of the affected employees.

CODE OF CONDUCT

In performing job duties the Classified Administrators will:

1. Comply with state laws and regulations, as well as District policies, regulations, and administrative directives.
2. Use District supplies, equipment, materials, and facilities only in the course of performing assigned duties.
3. Operate school vehicles only when authorized, and then in a lawful and careful manner.
4. Use or expend District funds, in accordance with established procedures.
5. Distinguish between personal views and District positions.
6. Follow the District adopted internet use guidelines.
7. Follow generally accepted standards of behavior for employees of this and similar organizations.

Behavior contrary to the code of conduct will result in disciplinary action that could include dismissal.

PAYROLL

1. Payroll checks for Classified Contracted Employees will be distributed or directly deposited by the last workday of the month. Classified Contracted Employee will have federal income taxes, Medicare, PERS, and all other applicable payroll deductions from their paychecks.
2. One voluntary deduction for an eligible tax-sheltered annuity is available for Classified Contracted Employees. Eligible annuities shall be from companies currently doing

business with the District. Employees may change the amount of the tax-sheltered annuity deduction once during the work year.

3. The District allows for one payroll direct deposit. A direct deposit authorization must be received prior to the payroll processing due date.
4. The District allows one payroll advance per school year for emergency needs. The District will process advances in accordance with the fee specified in board policy. A Payroll Advance form is required and must be submitted to the Business Office.

INSURANCE

1. Classified Contracted Employees are eligible for medical, dental, and vision insurance. This coverage is described in the Employee Benefits Health Plan booklet, which may be amended from time to time. Classified Contracted Employees are provided a life insurance benefit with a face value of 2 times their Personal earnings not to exceed \$400,000. Classified Contracted Employees who have waived medical, dental, vision, and life insurance can request an insurance stipend of \$850 per month as determined and approved by the Superintendent.
2. The District provides medical, visual, audio, and dental insurance coverages available for the eligible employee and the employee's eligible spouse and dependents as follows:

Medical, Visual, Audio and Dental Coverage

- A. Coverage will be as set out in the Employee Benefits Health Plan booklet, which plan provides as of July 1, 2024, for the following:
 - a. 85/15 in-network coinsurance;
 - b. deductible of \$250/\$750;
 - c. Out-of-pocket maximum of \$2000/\$6000.
- B. Employee participation in the cost of insurance as follows starting **July 1, 2024**.
 - a. Employee Only: \$175/month;
 - b. Employee/Spouse: \$225/month;
 - c. Employee/Child(ren): \$225/month;
 - d. Employee/Family: \$275/month;
- C. Employee participation in the cost of insurance is as follows, starting **January 1, 2026, through December 31, 2026**.
 - a. Employee Only: \$200/month;
 - b. Employee/Spouse: \$250/month;
 - c. Employee/Child(ren): \$250/month;
 - d. Employee/Family: \$300/month;

Optional High-Deductible Health Plan (HDHP) / Consumer Driven Health Plan (CDHP) with Health Savings Account (HSA) and Flex Spending Account (FSA)

Employee participation in the cost of insurance is as follows, starting July 1, 2024.

- a. Employee Only: \$50/month;
- b. Employee/Spouse: \$75/month;
- c. Employee/Child(ren): \$75/month;
- d. Employee/Family: \$100/month;

LEAVE: PERSONAL, SICK AND HOLIDAY

1. The Board provides leaves to help Classified Contracted Employees maintain their health, take care of family, address emergencies, discharge important family and civic obligations, and time off.

2. Personal and Sick Leave:

Years of Service	Personal Leave (combined Personal and sick leave)
0-2	31
3-5	36
6-10	41
10+	44

- 3. Personal leave shall be accrued monthly. The Superintendent or designee will approve leaves for staff in accordance with applicable policies or procedures. All personal leave, except that taken for emergencies (including unforeseen illness), must be requested and approved in advance. Taking personal leave without approval may be considered sufficient cause for discipline.
- 4. Employees shall take at least 10 days of personal leave during the fiscal year beginning July 1 and ending June 30. Personal leave accrued but not used shall accumulate to the maximum of sixty (60) days as of June 30 of any fiscal year.
- 5. All leave requests in excess of ten (10) consecutive workdays must be approved by the Superintendent or designee.
- 6. An employee who has used 10 days of Personal leave during the fiscal year may cash out up to 10 days of unused accrued Personal leave between the end of the school year and June 15 at the employee's then-applicable rate. Classified Contracted Employees are eligible for up to 30 days of Personal leave cash out upon separation from the district.
- 7. After leave has been approved and prior to its use by the employee, the immediate supervisor may, upon prior notice to the employee, cancel the approved leave if a critical event or an emergency requires the employee's attendance at work.
- 8. The following eight (8) days are paid holidays for contract employees: Independence Day, Labor Day, Inuit Day, Thanksgiving, and the following day: Christmas Day, New Year's Day, and Memorial Day. When a holiday falls on a Saturday, the preceding Friday shall be the holiday. When a holiday falls on a Sunday, the following Monday shall be the holiday.

9. "Holiday pay" means the regular salary or wages paid to an employee for a normal scheduled day of work.
10. To be eligible for holiday pay, the employee must work the last regularly scheduled workday preceding the holiday and the first regularly scheduled workday following the holiday or be on approved paid leave.

OTHER APPLICABLE POLICY PROVISIONS

1. As and to the extent provided by the Family Medical Leave Act (FMLA) or the Alaska Family Leave Act (AFLA), an eligible employee may be eligible for family leave.
2. The employee must give reasonable and practicable prior notice of the expected leave for family needs. FMLA/AFLA leave will run concurrently inclusive of any paid leave.
3. District employees who are members of a reserve component of the U.S. Armed Forces or of the Alaska National Guard are entitled to military leave without loss of pay, time, or efficiency ratings, during which the employee is ordered to training duty (as distinguished from active duty), with troops, or a field exercise, or for instruction, or when under direct military control in the performance of search and rescue missions. Leave may not exceed 16.5 working days in any 12-month period. Military leave shall be provided as and to the extent set out in applicable laws.
4. An employee called for jury duty will receive regular District pay for those hours required by the court. All payments received by the employee for jury duty (except for expenses) will be submitted by the employee to the District.
5. COMMUNITY SERVICE LEAVE
 - a. The District wishes to support those employees who serve on State, Borough, or local boards and commissions or Search and Rescue missions, all of which will be considered eligible community service for the purposes of this section.
 - b. Upon approval from their supervisor, Classified Contracted Employees may be granted up to 5 days of community service leave for board or commission meetings per employee per year OR up to 10 days for Search and Rescue missions per employee per year. Search and rescue missions will be deemed to be over when so noticed by the North Slope Borough.
 - c. This leave will not be charged to personal leave, provided such leave is requested in advance and approved by the Classified Contracted Employee's supervisor.
 - d. Where the Classified Contracted Employee is involved in an eligible community service for which honorariums and/or loss of pay compensation are not paid, this leave will be paid leave.

- e. Where the Classified Contracted Employee is involved in an eligible community service for which honorariums and/or loss of pay compensation are paid, the employee may take unpaid leave for days missed, or, alternatively, the Classified Contracted Employee may pay the honorarium and/or loss of pay compensation to the District and request paid community service leave from the District.
- f. An employee who wishes to perform other days of community service may use their accrued Personal leave for these days. Employees who do not have leave available for this community service activity can make a written request to the Superintendent on a case-by-case basis to be granted leave without pay.
- g. The total of all approved community service leave activities, paid and/or unpaid, is not to exceed 10 days per school year.
- h. Employees who violate these guidelines may be subject to discipline for abuse of leave up to and including termination.

HOUSING

Classified Contracted Employees may be provided with District housing when available.

Where housing is provided, the employee shall enter into the district’s standard lease agreement. The rent schedule below is beginning July 1, 2024-June 30, 2025:

- Monthly rental rates for 24-25 shall be:
- Efficiency \$657.00
- One Bedroom Apartment \$714.00
- Two Bedroom Apartment \$795.00
- Three Bedroom Apartment \$876.00
- Four Bedroom Apartment \$947.00

Utility costs will be deducted from monthly payroll checks. The monthly utility rate for 2025 and 2026 shall be \$150.00 per unit plus \$50 per additional adult over the age of 18 years residing in the unit.

RESIDENTIAL STIPEND

Contracted Classified Employees may be eligible for a \$1,000 per month residential stipend during the period of employment if they do not reside in district housing. The District will pay no more than (1) residential stipend per residence. For the purposes of this provision, “period of employment” means the period of time prior to the conclusion of job duties caused by non-retention, expiration of the contract, being placed on long-term administrative leave with pay through the term of the contract, resignation, dismissal, retirement, and long-term disciplinary suspension for cause.

DISTRICT VEHICLES

Directors will be assigned a district vehicle for business use and incidental personal use subject to all applicable policies and regulations. Other Classified Contracted Employees will be allowed

access to available department vehicles for business use but will not be assigned a specific vehicle. At the direction of the Superintendent or designee, the District may from time to time place a limit on the use of district fuel cards.

SCHOOL/COMMUNITY RELATIONS

Employees of the North Slope Borough School District have an important role to play in developing positive relationships with the students, parents, and communities we serve. It is expected that each member of our staff will conduct themselves in a manner that instills respect and confidence in our schools, its employees, and the district as a whole.

Adopted: _____, 2024

Amended:

END OF DOCUMENT