

Southeast Island School District



Classified Employee Handbook

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Employment Definitions

1. MANAGEMENT RIGHTS

The District reserves exclusive rights to operate and control its schools and maintains authority to establish policies and regulations. The District, through the Superintendent or designee, may prescribe working rules pertaining to conduct, discipline, and safety of classified employees, and may create, eliminate, or change classified positions.

2. EMPLOYMENT OF PERSONNEL

All classified employees are employed and may be terminated only by recommendation of the Superintendent to the Board.

PROBATIONARY EMPLOYMENT

Probationary Classified Employee: One who is appointed to a regularly budgeted position, but who has not yet completed the first three (3) working month probationary period in the initial year of employment.

REGULAR EMPLOYMENT

Full-time Classified Employee: One who has completed his/her probationary period in a regularly budgeted position, is employed at least thirty (30) hours per week, and is a 12-month employee.

Part-time Classified Employee: One who has completed his/her probationary period and is employed less than thirty (30) hours per week or less than 12 months per year.

TEMPORARY EMPLOYMENT

Temporary Employee: One who 1) works on an irregular basis, 2) has not met highly qualified requirements and works in a position that requires an employee to be highly qualified, 3) who has been appointed for a period of less than six working months, or 4) has submitted documentation for background check and District has not yet received results for.

An employee who is considered to be a temporary employee because he/she has not met highly qualified requirements and is working in position that requires him/her to be highly qualified*, has 45 calendar days to:

1) meet highly qualified requirements, and

2) submit the required supporting documentation to the Human Resource Department in the District Office.

* Such as meeting the Alaska paraprofessional qualifications

Temporary employees are not considered probationary or regular employees and can be released from employment at any time for any reason.

HIRING PROCESS

All pertinent hire documents (including, but not limited to, application, W-4, I-9 and proof of identity, PERS paperwork, highly-qualified information and verification (if applicable), fingerprint information for background check, and the completed drug and alcohol-free workplace form) are required to be on file with the District Office BEFORE any employee can begin working.

Upon initial hire, all regular employees will be placed on Probationary Status for the initial ninety (90) days of employment, at which time the immediate supervisor will complete an evaluation to determine whether the employee will be placed on regular status. Neither sick leave nor annual leave may be taken during the probationary period. If a regular classified employee applies for and receives a new job within the district involving substantially different job responsibilities, the employee's status shall revert to that of a probationary employee.

SECURITY BACKGROUND/FINGERPRINT CHECK *Refer to Board Policy 4212.5*

A security background/fingerprint check is required upon initial hire for all classified employees. All classified employees must have a cleared, fingerprint-based criminal background check before starting work. Exceptions must be approved by the Superintendent (ex: within sight and sound of approved employee(s) until results are received).

BREAK IN SERVICE

A break in service is defined as any termination of employment with SISD, including termination due to declining enrollment at the Site or District level or changing needs or programs at the Site or District. Any employee who experiences a break in service due to declining enrollment at the site or District level or changing needs or programs at the site or District level will need to reapply if the position reopens. SISD will make decisions based on what is best for students. Any person rehired to a position in a similar job classification subsequent to a break in service will be reinstated at the wage commensurate to their years with the district in that job classification.

ACCESS TO PERSONNEL FILES *Refer to Board Policy 4212.6*

The District maintains a personnel file on each employee. All personnel file information is either on TalentEd or physically located at the SISD District office or in the SISD Archives. The employee may inspect the personnel file upon request during business hours.

3. NONDISCRIMINATION IN EMPLOYMENT

The district and its employees shall not unlawfully:

- discriminate against or harass employees or job applicants on the basis of gender, gender identity, sexual orientation, sex, race, color, religion, national origin, ancestry, age, marital status, changes in marital status, pregnancy, parenthood, physical or mental disability, Vietnam era veteran status, genetic information, or good faith reporting to the board on a matter of public concern, or in any other manner prohibited by law. *Refer to Board Policy 4030.*
- discriminate on the basis of sex in violation of Title IX of the Education Amendments of 1972 in the educational programs or activities which it operates.
- discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973. This includes admission or access to, or treatment or employment in its programs, services, and activities.

4. EMPLOYEE CONDUCT

See also Appendix B for additional examples of work rules involving employee conduct.

COMMUNICATIONS

Cell Phones: Cellular phones may not be used during instructional time (i.e. the entire period of a scheduled class and any other time when students are under staff supervision) except when needed to facilitate the safety, health, and well-being of students and/or staff within the school setting (e.g. to contact the front office to report an accident on the playground during recess).

Support personnel may only use a cellular phone in their office during instructional hours. All other use, including cellular phones on vibrate mode, are considered a distraction to learning and not permitted. Additionally, no staff member may use a cellular phone in a manner, or at a time, that interferes with or is disruptive of students'

instructional time. Exceptions must be approved in advance by the employee's direct supervisor. *Refer to Board Policy 4219.26*

Displays/Media: The employee must have their immediate supervisor's approval for posting displays and or distributing media, including video.

Email: The District's main form of communication with employees is through the use of district email. Employees should check their school email account daily while at work and are responsible for knowledge of the content of messages sent to them through the district email system. District email groups are to be used appropriately and emails sent to groups need to be District-related and relevant to all members of the group.

Personal Phone & Internet Use: The employee shall not charge personal phone calls to the District or use District Internet connections for personal purposes. Internet use will follow District policy and procedures. *Refer to Board Policy & Administrative Regulation 6161.4.*

CONFIDENTIALITY *Refer to Board Policy 4219.23*

District employees shall maintain the confidentiality of all confidential records until such time as laws, state regulations and/or bylaws of this district permit disclosure. Information and records pertaining to executive sessions, negotiations, and student records are not subject to public disclosure.

Any employee who willfully releases confidential information about students, staff, or any topic properly confined to an executive session shall be subject to disciplinary action up to and including dismissal from district service. Any action by an employee, which inadvertently or carelessly results in release of confidential information, shall be recorded, and the record shall be placed in the employee's personnel file.

Depending on the circumstances, the Superintendent or designee may deny the employee further access to any privileged information and shall take any steps necessary to prevent any further unauthorized release of such information.

COURTESY

The employee is expected to treat other employees, students, and visitors to the school in a polite, considerate manner.

DEPENDABILITY

The employee is expected to follow assigned work schedules and to report an upcoming absence as far in advance as possible.

DISTRICT VEHICLE USE *Refer to Board Policy & Administrative Regulation 4233*

District vehicles serve a dual purpose:

- a. as transportation for itinerant employees, including employees doing official district business, and
- b. to transport students to/from varied approved activities. The following guidelines will clarify district vehicle use. Exceptions must be approved by the Superintendent/designee.

The following guidelines clarify district vehicle use:

- All District vehicles are to be parked in Thorne Bay during summer vacation and between activity seasons.
- District vehicles are to be parked at the school, District Office, or bus barn overnight. District vehicles are not to be parked at the driver's home overnight.
- Maintenance vehicles are to be parked at approved maintenance locations.
- Itinerant employees will drive vehicles for work-related purposes only; side trips for personal or non-district related business are not permitted.
- All employees driving a district vehicle will complete and submit a completed Vehicle Mileage Form in a timely manner (fax, email, or deliver in person to the District Office).

Use Restrictions and Guidelines can be viewed at this Google Drive [LINK](#). After using a vehicle, it is the employee's responsibility to ensure that it has been cleaned, refueled, and that all maintenance needs have been reported to your immediate supervisor.

DRESS AND GROOMING *Refer to Board Policy 4219.22*

Employees are expected to wear clothing during school hours that demonstrates their high regard for education and presents an image consistent with their job responsibilities. Every employee's appearance should model the kind of behavior that is expected from students. The following guidelines will assist employees in selecting appropriate modes of dress.

Clothing should:

- Be neat and clean,
- Be free from tears and holes,
- Not be backless, too low cut, too short, too sheer, too tight or too loose,
- Not have inappropriate words/symbols/pictures, and
- Not reveal private body parts, e.g., breasts, buttocks, and/or stomach.

The Lead Teacher/Principal shall be responsible for enforcing the above based on his/her evaluation of the impact an individual's appearance has upon the school climate, educational process, or the school's image in the community, and shall be the final judge as to the appropriateness of an employee's mode of dress.

DRUG AND ALCOHOL FREE WORKPLACE *Refer to Board Policy 4020*

It is a violation of Board policy for any employee at a school district workplace to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as identified in Board Policy 4020.

"School District workplace" is defined as any place where School District work is performed, including a school building or other school premises; any school-owned or school-approved vehicle used to transport students or employees to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under District jurisdiction; or during any period of time when an employee is supervising students on behalf of the District or otherwise engaged in District business.

Any employee who is convicted of any criminal drug or alcohol statute violation occurring in the workplace must notify their supervisor of this conviction no later than five days after such conviction. Violation of the drug and alcohol free workplace requirements may be grounds for immediate dismissal.

EMPLOYEE SAFETY *Refer to Board Policy 4257*

Safety is every employee's responsibility. The employee is expected to obey safety rules and to exercise caution in all work activities. No employees shall be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being.

Working conditions and equipment shall be maintained in compliance with standards prescribed by federal, state, and local laws and regulations. Where personal protective equipment and/or safety procedures have been provided or prescribed, the employee shall use the equipment/follow the procedures. Failure to do so may result in disciplinary action up to and including dismissal. The employee shall immediately report any unsafe condition to the supervisor.

No employee shall put a student or another employee in an unsafe situation or request them to perform an unsafe task.

ETHICS *Refer to Board Policy 4219.21*

The employee is expected to maintain high standards of ethical conduct. Dishonesty, theft, or improper use of district resources shall not be tolerated and may be grounds for immediate dismissal.

HARASSMENT-FREE WORKPLACE *Refer to Board Policy 4219.11*

Any form of harassment, including sexual harassment, of or by any employee shall not be tolerated and should be reported immediately so that action may be taken to eliminate inappropriate behavior. The School Board considers harassment, including sexual harassment, to be a major offense which may result in disciplinary action or dismissal of the offending employee.

INJURIES

All employee injuries occurring while on duty shall be reported to the employee's immediate supervisor and the Human Resource Department immediately. Employees shall complete the employee section of the Workers' Compensation "Report of Occupational Injury or Illness" form. This form shall be submitted to the Principal, Lead Teacher, or designee, who shall forward it to the Human Resource Department.

LEGAL EXPECTATIONS

All employees are expected to abide by applicable federal, state, and local laws, ordinances, and regulations, and the policies, regulations, and directives of the District.

POLITICAL ACTIVITIES *Refer to Board Policy 4219.25*

District employees have an obligation to prevent the improper use of school time, materials or facilities for political campaign purposes. The Superintendent or designee shall regulate political activities on school property.

Employees are prohibited from engaging in any activity in the presence of students during performance of the employee's duties, where the activity is designed or intended to promote, further, or assert a position on any voting issue, board issue, or collective bargaining issue. This prohibition does not apply to classroom instruction that is part of the approved curriculum (this requires consultation with and approval by a certified teacher).

The Board respects the right of school employees to engage in political activities on their own time. When engaging in political activities, employees shall make it clear that they are acting as individuals and not as representatives of the district.

Under no circumstances shall district employees:

1. Conduct political activities on school property during duty hours.
2. Solicit campaign support or contributions on school property during duty hours.
3. Use school equipment for the reproduction of campaign materials.

4. Post or distribute campaign materials on school property.
5. Permit the use of students to write, address or distribute campaign materials.

PROFESSIONAL BOUNDARIES *Refer to Board Policy 5141.42*

Maintain professional boundaries: All employees will maintain the highest professional standards when they interact with students. District staff are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries with students.

The interactions and relationships between district staff and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the district's educational mission.

District staff will not intrude on a student's physical and/or emotional boundaries unless the intrusion is necessary to serve a bona fide health, safety, or educational purpose. An educational purpose is one that relates to the staff member's duties as an educator. Additionally, staff members are expected to avoid any appearance of impropriety in their conduct when interacting with students.

Report violations of professional boundaries: Whenever a staff member observes another staff member engaging in inappropriate boundary invasions with a student, they must report what they have observed to administration. ***When in doubt, report it out.***

Preexisting, outside relationships with students: Employees may have familial and pre-existing social relationships with parents/guardians/caretakers of students and students. This could create dual relationships with students. Staff members should use sound professional judgment when they have a dual relationship with students to avoid violating this policy. In all such relationships staff should avoid any appearance of impropriety with any student and any appearance of favoritism toward any student.

Staff members shall pro-actively discuss dual relationship circumstances with their building administrator or supervisor. Regardless of any preexisting relationship with students outside of work, when on the job as an educator, staff shall abide by this policy and its accompanying administrative regulations.

Use of technology: Technology is an important tool used to communicate for educational purposes. However, unless the student is the staff member's own child, staff are prohibited from communicating privately with students on-line or from engaging in any conduct on social networking websites that violates the law, district policies or procedures, or other generally recognized professional standards.

Staff whose conduct violates this policy may face disciplinary and/or termination consistent with the district's policies and procedures, acceptable use agreement, and collective bargaining agreements, as applicable.

Training: The Superintendent or Superintendent's designee will develop staff training relating to professional boundaries, including protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

5. WORKWEEK

The workweek is set as Sunday through Saturday. The Superintendent or designee shall establish the standard work schedule for regular full-time year-round employees. The standard working hours of business for full-time District Office positions shall be according to the District Office schedule and subject to approval of the Superintendent or designee.

The standard working hours for school positions shall be according to each school's daily schedule and subject to the approval of the Lead Teacher, Assistant Principal, Principal, Assistant Superintendent, or Superintendent.

The standard working hours for all other part-time positions shall be established by the employee's supervisor and subject to the approval of the Lead Teacher, Assistant Principal, Principal, Assistant Superintendent, or Superintendent.

Deviations from the standard schedule may be approved by the Superintendent or designee for District Office positions, by the Principal, Assistant Principal, or Lead Teacher for school site positions, and by the supervisor for all other positions. Requests for additional hours must be pre-approved using the appropriate form in TalentEd. Working additional hours without approval may be grounds for disciplinary action up to and including dismissal. Repeatedly working additional hours without prior approval shall be considered terms for immediate dismissal.

Employees working in regular, on-call positions will not have a standard schedule. Work hours will be determined by the employee's supervisor and subject to the approval of the Superintendent or designee.

6. LEAVE

Absences of classified employees from duty shall be for reasons approved by their supervisor and shall be covered with leave which has been duly authorized, reported, and recorded.

In a given day, the amount of leave an employee is eligible to use cannot exceed the number of hours that the employee is authorized for and normally works. Taking leave without approval or falsification of a leave request or report shall be grounds for disciplinary action up to and including dismissal.

ADMINISTRATIVE LEAVE

If an employee participates in seminars, classes or meetings that have been determined by the supervisor to be of benefit to the District, the time required for such participation shall be designated as administrative leave and no loss of pay shall result from such participation. Out-of-town travel time is considered part of this required time, including possible delays because of weather. Unless otherwise required by the Fair Labor Standards Act, the District will not be liable for any overtime pay because of this type of participation. Prior approval must be obtained for administrative leave unless participation is required by the District.

ANNUAL LEAVE

All regular full-time classified employees employed at least 30 hours per week or 0.75 full-time equivalent (FTE) shall be entitled to annual leave with pay to be accrued at the rate of:

Period of Service:

- A. **0 - 2 years:** One (1) leave day per month.
- B. **Over 2 years:** One and three quarters (1 3/4) leave days per month.
- C. **Over 5 years:** Two (2) leave days per month.
- D. **Over 10 years:** Two and one quarter (2 1/4) leave days per month.

Leave days are calculated as follows:

Hourly Employees:

One (1) leave day equals hours employed per week divided by five (5). For example, one (1) leave day for an employee who is employed for thirty hours (30) hours per week is equivalent to six (6) hours.

Salaried Employees:

One (1) leave day equals the percent of FTE employed. For example, a regular 0.8 FTE salaried employee will accrue annual leave at 80 percent of the full-time rate (for 0-2 years of service, this would be 0.8 leave day per month).

Annual leave will not accrue during the term of any unpaid leave.

Year of Service: one calendar year from date of hire, taking into consideration a break for summer recess.

Leave schedules must be planned with supervisors and have their advance approval.

During an employee's probationary period, annual leave will accrue, but will not be used until successful completion of his/her probationary period.

Leave will not accrue while an employee is on leave without pay. Annual leave may be accrued to a total of 45 working days, based on the employee's schedule. No more than 15 days (3 weeks) of vacation shall be used consecutively. The business office will deduct leave in excess of 45 DAYS on July 1 of each year. Days are prorated based on employee schedule.

CIVIC LEAVE

1. All classified employees shall be free to perform civic duties, such as holding elective public office and/or service on committees, commissions or other appointive bodies established by the Superintendent, Board, Commissioner of Education, State Commissions, Governor, or State Legislature providing that service in this capacity does not, in the opinion of the Superintendent of Schools, disrupt the position for which the staff member is hired or add unreasonable burden to the District.
2. Requests and leave slips for Civic Leave will be forwarded by the employee to their supervisor for recommendation before submittal to the Superintendent. At the direction of the Superintendent, a regular classified employee may be granted a leave with pay for civic duties at the state and local level.
3. The District will not be liable for any travel or per diem.
4. In the case of jury duty or subpoenaed witness duty, the employee shall turn over to the District all monies received from the court as compensation (except travel and per diem) for services, and in turn shall be paid his/her current salary while on court leave. Additionally, the employee shall provide documentation of jury duty or subpoenaed witness duty with the leave request.

When an employee is summoned as a witness in a proceeding involving or arising from personal activities outside District employment or personal affairs, the employee shall not be entitled to civic leave for this purpose.

If an employee is a disaster or emergency responder, he/she shall be released from duty in order to respond to a disaster or emergency call. Full pay shall be received for time missed for such duty but the employee shall remit any pay earned while performing such volunteer services not to exceed the salary which would have been earned had the employee been on duty.

FAMILY AND MEDICAL LEAVE ACT (FMLA) & ALASKA FAMILY LEAVE ACT (AFLA) LEAVE *Refer to Board Policy, Administrative Regulation, & Exhibit 4261.4.*

Under FMLA, an employee who has worked for the District for at least one year, and for 1,250 hours over the previous twelve months, is entitled to up to 12 weeks of leave for qualifying events.

Under AFLA, an employee who has worked for the District for at least 35 hours a week in the last six consecutive months, or at least 17.5 hours a week during the preceding twelve months, is entitled to up to 18 weeks of leave for qualifying events. Leave that qualifies under both FMLA and AFLA is to be used simultaneously.

Covered employees will be granted leave for the following reasons:

1. To care for the employee's infant child during the first 12 months following birth;
2. To care for a child during the first 12 months following placement with the employee for adoption or foster care;
3. To care for a spouse, son, daughter, or parent with a serious health condition;
4. For incapacity due to the employee's pregnancy, prenatal medical care or child birth;
5. Because of the employee's own serious health condition that renders the employee unable to perform the employee's job;
6. If FMLA is applicable, for qualifying exigency leave if the employee's spouse, son, daughter, or parent is a military member and is on active duty; or
7. To care for a covered servicemember under the terms set forth in FMLA.

FMLA and AFLA are unpaid leave. District policy requires that covered employees substitute paid leave for unpaid leave taken for an FMLA or AFLA qualifying event. Paid leave substitutions will include personal leave and annual leave; and sick leave if

the employee leave is because of the employee's own serious health condition or for another event for which sick leave may be used under District policies.

The District will designate all qualifying leaves as FMLA or AFLA leave, even if the employee has not made a family and medical leave request, for example, when requesting sick leave, requesting annual leave to care for a sick family member, or taking workers' compensation leave. Any leave for a serious health condition of more than three days may qualify for FMLA/AFLA leave.

If the leave is because of the employee's own or a covered family member's serious health condition, the employee and the relevant healthcare provider must supply appropriate medical certification. This is at the employee's expense. Employees may obtain Medical Certification forms from the Human Resource Department.

Employees with questions about their eligibility for FMLA or AFLA leave should contact Human Resources for more information.

Should FMLA or AFLA laws change, the District will follow the most current requirements.

MATERNITY LEAVE

The District may not discriminate against or exclude from employment any employee or applicant on the basis of pregnancy-related conditions. Pregnancy and all related conditions must be treated as any other temporary disability for all job-related purposes.

A classified employee who becomes an expectant mother shall give written notice of the fact to the Superintendent as soon as is possible, but at least two (2) months before date of expected delivery.

An expectant classified employee may continue to work so long as she can adequately perform her job function. The Superintendent or designee may, at his/her discretion, require medical certification that the employee is in condition to perform the required duties of the job.

A woman unable to work for pregnancy-related reasons is entitled to disability benefits, sick leave, and sick leave bank benefits on the same basis as employees unable to work for other medical reasons.

An employee who is not covered by FMLA or AFLA is eligible to take three weeks of leave preceding and/or following childbirth or adoption. Leave will be charged first to

sick leave, then to personal leave (if applicable), then to unpaid leave. Exceptions will be considered on a case-by-case basis by the department head/site administrator or designee.

MILITARY LEAVE

An employee who is duty bound to answer a call for temporary military service with the National Guard or any other military organization of the United States shall be permitted to serve. Upon submittal of orders verifying the service to the Human Resource Department, the employee shall be granted ten (10) days administrative leave, accrued annual leave will be applied from that point. In the event the employee does not have sufficient annual leave to participate, the employee shall be granted leave without pay for the duration of the required military service.

SICK LEAVE *Refer to Board Policy & Administrative Regulation 4261.1*

All regular classified employees shall be entitled to sick leave.

Sick leave shall be accrued at the rate of .05 hours per hour for hourly employees and at one (1) day per month for full-time salaried employees. Sick leave accrual shall be prorated for part-time salaried employees based on the percentage of full-time contract.

Sick leave will not accrue during the term of any unpaid leave. Sick leave after three (3) consecutive days shall be accompanied by a health care provider's certificate if requested by the supervisor or by the human resource department.

Sick leave shall be approved by the supervisor.

Sick leave is allowable for illness in the immediate family requiring the physical presence of the employee in the interest of family welfare. Immediate family is defined as a spouse, child, foster child, stepchild, parent, foster parent, stepparent, grandparent, grandchild, sibling, stepsibling, foster sibling, or in-law.

Up to ten (10) days sick leave with pay may be used per occurrence per contract year by an employee in the event of death, serious injury, or serious illness of the employee's immediate family, as defined above. Additional leave time will be charged to annual leave (if applicable) and then to leave without pay.

Sick leave for the death in the immediate family beyond twenty (20) consecutive workdays may be granted, subject to the approval of the superintendent or his/her designee.

Employees are eligible for sick leave with pay after they have been continuously employed for ninety (90) days. Sick leave is earned, however, from the first full pay period.

Regular part-time employees who have been hired to an 'on-call' position are eligible for sick leave only on days when they have been called in to work.

SICK LEAVE BANK

1. All classified employees may join the Classified Sick Leave Bank.
2. There is hereby established a Sick Leave Bank, which shall be administered by a Sick Leave Committee. The committee shall consist of two members selected by the Southeast Island Education Association and one member selected by the Administration. It is the Committee's responsibility to approve or deny requests for Sick Leave Bank usage. In the case of denial, the request for Sick Leave Bank usage may be appealed to the School Board. Board decisions are final.
3. Each employee enrolling in the Bank will donate one day of his/her sick leave to the Bank each year, until the Bank reaches a maximum of 200 days. Once the Bank includes 200 days, only new participants will donate sick leave days. If the Bank balance decreases to 100 days or less, all participants will donate one leave day at the beginning of each membership year.
4. The Business Office shall provide a statement showing current balance of the classified sick leave bank to SIEA upon request.
5. For employees currently enrolled in the sick leave bank, yearly sick leave donations will occur automatically unless the employee declines participation in writing to the SISD Business Office by September 30. Voluntary enrollment will be the responsibility of the employee during October or within 30 days of employment.
6. In the event that the Bank becomes totally depleted during the membership year, each member of the Bank will donate additional days to a maximum donation of three (3) days per year per participating classified employee.
7. A person withdrawing from membership in the Bank will not be able to withdraw the contributed days.
8. The first ten (10) working days of illness or disability will not be covered by the Bank but must be covered by the person's own accumulated sick leave or leave without pay.
9. A person will not be able to withdraw days from the Bank until all of his/her own accrued paid leave has been depleted.

10. The number of Sick Leave Bank days available to a member shall be equal to twice the number of days of sick leave the member has accumulated on July 1st in the affected school year, or 24 days, whichever is greater. When there are multiple claims and not enough days in the Bank to cover all claims in full, the Sick Leave Committee will determine how the days will be distributed.
11. Persons withdrawing Sick Leave Bank days will not have to replace these days except as a regular contributing member of the Bank.
12. Sick leave days can only be withdrawn from the Bank for individual member's illness or disability.
13. Requests for use of Bank days will be forwarded by the employee to the Sick Leave Bank Committee, and must be accompanied by a letter from attending physician. The approval of the request shall be subject to the attending physician's supportive statement. Approved requests will then be forwarded to payroll for processing.
14. The SISD leave form shall be used as verification of sick leave donated to the Sick Leave Bank.
15. Qualifications for Membership and Use of Sick Leave Bank:
 - a. Only contributing members of the Sick Leave Bank are eligible to use it.
 - b. Members may use the Sick Leave Bank only after they have completed their probationary period in the District. Date of hire will determine eligibility.

UNPAID LEAVE

Short or emergency unpaid leaves of not to exceed six (6) work weeks per occurrence may be granted by the Superintendent or designee. If the employee has accrued annual leave, such annual leave must be used prior to approving unpaid leave. If the employee has accrued sick leave and the leave qualifies as sick leave, such sick leave must be used prior to approving unpaid leave.

Fringe benefits do not accrue during unpaid leave. However, accrued benefits shall be retained by the employee during the period of the leave.

7. COMPENSATION

SALARY

Temporary Workers: (Pre-approved by Superintendent/designee only)

Temporary Casual Worker	\$10.34*- \$11.01 per hour
Temporary Classroom Aide (not Highly Qualified)	\$13.00 per hour
Temporary Paraprofessional (Highly Qualified)	\$15.00 per hour
Temporary Cultural Specialist	\$20.00 per hour
Temporary Laborer	\$13.00 - 15.00 per hour
Temporary Skilled Laborer I	\$20.00 per hour
Temporary Skilled Laborer II	\$25.00 per hour

* when necessary, the minimum rate for a Temporary Casual Worker will increase to reflect the current Alaska Minimum Wage rate.

(Highly Qualified) = meeting the Alaska paraprofessional qualifications and documentation on file with SISD

Substitute Teachers:

Non-certified	\$16.00 per hour
Certified	\$18.00 per hour

The maximum work hours for a substitute teacher each day may not exceed the number of hours students are in class.

Regular Employees:

	1	2	3	4	5	6	7	8	9	10	11	12
A	\$11.01	\$11.40	\$11.80	\$12.21	\$12.64	\$13.08	\$13.54	\$14.01	\$14.50	\$15.01	\$15.54	\$16.08
B	\$12.03	\$12.45	\$12.89	\$13.34	\$13.80	\$14.29	\$14.79	\$15.31	\$15.84	\$16.40	\$16.97	\$17.56
C	\$12.62	\$13.06	\$13.52	\$13.99	\$14.48	\$14.99	\$15.51	\$16.06	\$16.62	\$17.20	\$17.80	\$18.42
D	\$13.01	\$13.47	\$13.94	\$14.43	\$14.94	\$15.46	\$16.00	\$16.56	\$17.14	\$17.74	\$18.36	\$19.00
E	\$14.08	\$14.57	\$15.08	\$15.61	\$16.16	\$16.72	\$17.31	\$17.91	\$18.54	\$19.19	\$19.86	\$20.56
F	\$14.66	\$15.17	\$15.70	\$16.25	\$16.82	\$17.41	\$18.02	\$18.65	\$19.30	\$19.98	\$20.68	\$21.40
G	\$14.80	\$15.32	\$15.85	\$16.41	\$16.98	\$17.58	\$18.19	\$18.83	\$19.49	\$20.17	\$20.88	\$21.61
H	\$16.01	\$16.57	\$17.15	\$17.75	\$18.37	\$19.01	\$19.68	\$20.37	\$21.08	\$21.82	\$22.58	\$23.37
I	\$20.47	\$21.19	\$21.93	\$22.70	\$23.49	\$24.31	\$25.16	\$26.04	\$26.96	\$27.90	\$28.88	\$29.89

Range E: Custodian, Food Service Worker (Cook)
Range G: Clerk, Migrant Recruiter/Recorder, Registrar, Secretary
Range H: Administrative Assistant, Food Service Coordinator, Paraprofessional
Range I: Bus Driver, Child Nutrition Program Director, Fleet Mechanic, Maintenance Technician. Payroll/Fixed Assets Manager
Exempt***: Executive Assistant/HR Manager, Maintenance Director, Technology Director

*** salary for exempt employees negotiated with Superintendent based on experience.

Hourly employees will be paid according to the appropriate range on the adopted salary schedule, above. Any exceptions must be approved by the Superintendent. Salaried employees (those who work in positions that meet requirements for exemption under the Fair Labor Standards Act) will be paid according to the salary rate established by the Superintendent.

When a regular employee works as a substitute for another position, the employee will be paid at the employee's regular rate or the appropriate substitute rate, whichever is higher.

Pay Advances: Upon written request and the approval of the Superintendent, the employee may be granted up to two (2) pay advances per school year of no more than the value of hours already worked. Repayment of any payroll advance will be made in full from the employee's next paycheck. Pay advances will be paid within 5 business days.

Payroll Deductions: Pay checks shall be subjected to deductions for withholding taxes, Social Security and Social Security Medicare as applicable, Public Employees' Retirement System as applicable, and for such other/purposes as the employee and the District agree upon in writing.

403-B Plans: The regular employee may elect to enroll in a District approved 403-B plan by payroll deduction up to the rate established by law. The 403-B deduction shall remain-in force unless revoked or changed. Deductions may be changed twice per calendar year.

PLACEMENT ON THE SALARY SCHEDULE

Initial placement shall be made by the Superintendent or designee based upon job description and position responsibilities. Experience within a classification or in related job descriptions will be considered.

ADVANCEMENT ON THE SALARY SCHEDULE

Advancement on the salary schedule shall be an annual event and shall become effective for all eligible classified employees on July 1 of each year, pending a satisfactory evaluation by the supervisor. Note: It is a shared responsibility of the employee to ensure that an evaluation is completed on schedule by the supervisor.

To be eligible for annual advancement on the salary schedule, a classified employee must have been employed by SISD at least seven (7) months in the immediately preceding fiscal year in the category for which the advancement is being considered. Any absence necessitated by an accidental job-related injury or by required military service will not be considered a break in service for purposes of establishing the seven (7) months work criteria. Non-exempt, hourly employees shall advance one (1) horizontal step each year as determined by the classified salary schedule based upon a satisfactory evaluation. Any exceptions must be approved by the Superintendent.

BREAKS

The District does not provide compensable (paid) breaks (breaks less than 20 minutes). Employees between the ages of 14 and 17 who work more than 5 consecutive hours and are going to continue to work must have a non-paid lunch break of 30 minutes or more scheduled within 5 hours of when the employee starts working. Employees 18 years or older can be scheduled for and take a non-paid lunch break of 20 minutes or more (typically at least 30 minutes) where they are not performing work.

EMPLOYEE INSURANCE

Group Health Insurance: The Southeast Island School District shall provide a group health care plan for classified employees and dependents with benefits for all regular employees scheduled to work 30 hours or more per week. No employee covered by this plan will receive health insurance from more than one School District insurance policy.

Life Insurance: The District shall provide a \$250 annual contribution as a matching dollar effort to each regular full-time classified employee towards the financing of life insurance. Life insurance will be purchased through an independent provider (of the employees choice). Reimbursement will be paid upon receipt of premium invoice.

Workers' Compensation and Unemployment Compensation Insurance. The employee shall be covered by worker's compensation insurance and unemployment compensation insurance as required by law.

HOLIDAYS

Holiday pay for all eligible classified employees for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving (if employee normally works on Fridays), December 24 & 25, New Year's Eve. Should a holiday land on a weekend, the day preceding or following will be considered the day off.

A day is defined as the number of hours per day authorized for the employee to work at the time the holiday is taken. To be eligible for holiday pay, an employee must be a probationary or regular employee and in pay status both the workday immediately preceding and the workday immediately following the holiday.

OVERTIME *Refer to Board Policy 4253*

Overtime work shall not be permitted, unless approved on an emergency basis by the Superintendent/designee. Requests for overtime hours must be pre-approved using the appropriate form in TalentEd. Working overtime hours without approval may be grounds for disciplinary action up to and including dismissal. Repeatedly working overtime hours without prior approval shall be considered terms for immediate dismissal.

The administrative procedure regarding overtime is as follows:

Employees covered by FLSA shall be paid no less than one and one-half (1.5) times their regular hourly rate for hours worked over forty (40) hours in a week or for more than eight (8) hours* in a day. For those employees working two or more jobs for the district, overtime pay shall be calculated on the basis of a blended hourly rate on all jobs worked by a formula set by the District.

The procedure for use of overtime shall be:

1. Overtime or work beyond daily scheduled hours must be pre-approved by the superintendent or designee. Such requests must be submitted through the employee's supervisor using the District's *Extra Hours/Overtime Pre-approval Form*
2. Emergency call outs shall be paid portal to portal and shall equal a minimum of two (2) hours of overtime pay if the above restrictions are met.
 - A. If these occur on a paid holiday, the employee shall receive time and one-half in addition to full holiday pay.

The District may, upon request of the employee and at the discretion of the Superintendent or designee, provide compensatory time off in lieu of compensatory pay; this is only considered with prior approval and is subject to the restrictions of the Fair Labor Standards Act. Unworked paid days shall not accumulate toward overtime.

PAYROLL CYCLE

The payroll cycle is from the first (1st) day of the month to the last day of the month. Pay will be distributed by the tenth (10th) day of the following month, pending submission of a completed timecard.

Time Cards: Time cards must be completed by the employee and approved by the supervisor (generally lead teacher or principal), who will submit them to the Payroll Officer by the date specified. All employees shall complete time cards via the Black Mountain Software daily time card software system, or by other means identified the Business Office.

Time cards are generally due by the last workday of each month in order to distribute pay by the 10th day of the following month. The Payroll Officer will notify staff of changes to this date. **Employee pay may be delayed until the following month if the time card is not submitted by the deadline.** Repeatedly submitting time cards after the deadline will be grounds for disciplinary action up to and including dismissal.

RETIREMENT PLAN

1. The District shall participate with all eligible classified employees of the District in the State Public Employees Retirement System.
2. The District shall pay regular employees for one seventh (1/7) of the value of their unused sick leave upon retirement through the Public Employees Retirement System (PERS).

TRAINING ASSISTANCE

The District will work cooperatively with employees to improve employees' skills, knowledge, and abilities relating to present positions or to classified positions to which they might logically progress. This may involve approval for employees to attend conferences and seminars, tuition reimbursement for approved courses of study on file at the district office, and other related activities. Hire preference generally will be given to those who take advantage of specific training opportunities provided by the District.

8. HOUSING

District-owned housing will be made available to classified employees based on the terms set forth in the current collective agreement between the District and the Teacher's Union.

9. NON-SCHOOL EMPLOYMENT

No employee shall accept any outside employment that will interfere with the duties for which the employee is paid.

10. EVALUATION

All employees shall be evaluated annually prior to June 30. The performance evaluation shall include areas of strength as well as any areas needing improvement. Nothing in this section precludes a supervisor from evaluating an employee more often than annually if deemed necessary.

11. DISCIPLINE

Employees may be disciplined for cause as defined by Alaska law. Disciplinary action shall follow the policies set forth in SISD Board Policy 4218, Dismissal/Suspension/Disciplinary Action. Types of discipline include, but are not limited to, verbal warning, written reprimand, suspension without pay, demotion, reduction of pay step in class, or dismissal. It is understood that these elements of discipline may be implemented at any level by the superintendent or immediate supervisor depending on the seriousness of the offense. Documentation will be placed in the personnel file for every disciplinary action.

At any time prior to the expiration of the probationary period, the Superintendent or designee may dismiss a probationary classified employee from district employment. A probationary employee shall not be entitled to a hearing.

Regular classified employees shall be subject to personnel action (suspension without pay, demotion, reduction of pay step in class, dismissal) only for cause. The Board's determination of the sufficiency of the cause for disciplinary action shall be conclusive.

The Superintendent shall be kept informed in writing of any disciplinary action taken against any employee.

A regular employee may, within five calendar days after receiving the recommendation of personnel action described in BP 4218, file an appeal to the Board for reconsideration of the personnel action by submitting a request to the Superintendent or designee.

If the employee against whom a recommendation of personnel action has been filed fails to appeal within the time specified in these rules, the employee shall be deemed to have waived the right to request reconsideration.

At any time before an employee's appeal is finally submitted to the Board for reconsideration, the Superintendent or designee may, with the consent of the Board, serve on the employee and file with the Board an amended or supplemental recommendation of personnel action.

The Board may affirm, modify or revoke the recommended personnel action.

12. TERMINATION OF EMPLOYMENT

Upon termination of employment, the supervisor shall notify the Human Resource Department and Payroll Officer. A final paycheck will be prepared and forwarded to the terminated employee or authorized account within the timeline prescribed by law. All accumulated sick leave will be forfeited, except when an employee retires through PERS, as discussed in Section 7, Compensation. Any unused vacation leave or compensatory time earned will be reimbursed at the employee's daily per diem rate. Terminated employees will be notified of options available to them through COBRA and other mandated options.

At the end of employment, each employee must sign a notice of termination form for both SISD and PERS (if PERS is applicable). In instances when an employee has not reported for work for a period of five (5) working days and is not on approved leave, termination of employment forms will be completed for the employee and submitted with notation that the employee was not available to sign.

RESIGNATION

The employee may resign upon two (2) weeks written notice to the supervisor.

DISMISSAL

The regular employee may be dismissed as provided under disciplinary actions above and/or as provided under the annual employment contract. The probationary employee may be dismissed for any reason deemed appropriate by the Superintendent.

REDUCTION IN FORCE

The employee may be laid off because of elimination of the position, lack of work, insufficient funds, or other similar reason. For a period of twelve (12) months after the effective date of the layoff, the employee shall be granted preference over new hires for appointment to a position in the same classification from which the employee was laid off. If the laid off employee is offered and refuses a position in the same classification as the one from which the employee was laid off, the employee shall be removed from the preference list.

Appendix A: Evaluation

SOUTHEAST ISLAND SCHOOL DISTRICT Classified Employee Performance Evaluation Report

Employee Name: _____

Position: _____ Location: _____

Evaluator Name: _____ Date: _____

Check Evaluation Type:

- ☐ Probationary (90 day)
- ☐ Quarterly (if on Plan of Improvement)
- ☐ Year 1 (March 15)
- ☐ Annual (November 15 or June 15)

Check Recommendation:

- ☐ Continue Employment*
- ☐ Terminate Employment
- ☐ Plan of Improvement (attached)

Rating Descriptors:

4 = Above Proficient	The employee consistently accomplishes tasks/ demonstrates performance that exceeds expectations. Actions enhance services and goals of the organization. Works at a high level of independence.
3 = Proficient	The employee meets the standards of a well-trained employee, e.g., accomplishes tasks/demonstrates performance that demonstrates knowledge of the organization. Performance supports services and goals of the organization. Works with minimal supervision.
2 = Needs Improvement	The employee needs assistance and direction with familiar/routine tasks. Performance demonstrates an incomplete understanding/knowledge of the organization. Requires ongoing supervision.
1 = Unacceptable	The employee demonstrates little to no knowledge of assigned duties and the organization of the organization as a whole.

*Checking the "Continue Employment" block does not necessarily mean that you will be offered a position for the next school year or, if you are offered a position, that your position or number of work hours will remain the same the next school year.

Rating	Performance Area	Comments
	Quantity (amount of satisfactory work performed and completion of work on schedule, ability to plan, organize, coordinate work efficiently and effectively)	
	Quality (extent to which work meets quality standards of accuracy, compliance with instructions, neatness, thoroughness)	
	Knowledge of Work and Job Skill Level (knowledge of job, procedures, equipment, versatility, experience, ability to apply knowledge to various work situations)	
	Initiative (planning and suggesting actions and/or solutions, requests additional tasks when assigned work is completed)	
	Ability to Learn and Adaptability (adapts to changes in job duties, responsibilities, methods, and procedures)	
	Decision-Making (makes sound decision under normal or unusual circumstances. Ability to analyze and solve problems)	
	Work Habits (punctuality, use of safety practices, adherence to established rules and procedures, degree to which employee can be depended on to perform duties in desired manner, completes assignments on schedule, and personal appearance)	
	Relationship with Others (ability to work with others, teamwork, cooperativeness, tact, courtesy, responds to supervision in a positive and constructive manner)	
	Confidentiality	
	Safety/Health Practices (work methods and practices as they affect self and others, compliance with safety rules and use of protective equipment)	

	Reflection (evaluates own performance and makes needed changes to improve)	
Goal(s): (Specific, Measureable, Attainable, Realistic, Timely)		

Signature indicates the classified employee received a copy of his/her evaluation.

Signature – Classified Employee Date

Signature – Supervisor Date

Appendix B: Employee Conduct

EMPLOYEE CONDUCT

The following work rules are intended to minimize the likelihood of any employee, through misunderstanding or otherwise, becoming subject to any disciplinary action. See also Board Policy 4218.

Following are examples of the type of conduct that will not be condoned; this list is not all-inclusive.

1. Absences during duty hours except on official business or by permission of their immediate supervisors.
2. Sale, offer for sale, or solicitation of contribution of any article or service on District property during school and/or working hours without written permission from the Office of the Superintendent. This does not include items which are School District related, or which normally might be found on bulletin boards (e.g., house for rent).
3. Performance of unauthorized personal work during assigned working hours.
4. Commission of an act, which might endanger the safety or lives of others.
5. Falsification of school records, reports, employment applications, or payrolls.
6. Disclosure of confidential information to unauthorized persons.
7. Theft of school property, the property of another employee, or theft occurring during working hours.
8. Deliberate damage to or destruction of school property.
9. Negligent conduct while on duty, which results in personal injury or property damage.
10. Possession, use, sale, or purchase of any alcoholic beverage, narcotic, or illegal drug during working hours on school premises, or reporting for work under the influence of a controlled substance.
11. Use of tobacco or tobacco products on school premises.
12. Unauthorized use of district equipment.
13. Use of abusive language or racial slurs toward students or other employees.
14. Engaging in immoral conduct with a student.
15. Misuse of leave.
16. Insubordination: Refusal to follow instructions from a supervisor or administrative directives from the Office of the Superintendent.