



Minidoka County Joint School
District #331

2017-18
EMPLOYEE HANDBOOK

District Vision:
Empowering Student Success

As a district committed to achieving excellence for our students, we believe that the achievement of our goals is dependent upon maintaining the quality of our employees and providing a supportive environment for students and staff. If you are new to our district, we understand that joining an organization may require some adjustment. You meet new people, work in different surroundings, and are confronted with new policies, rules, and benefits. If you are a returning staff member, access to district-related information is important for your continued success. This handbook has been prepared to serve as a quick reference to address basic district policies and procedures. It is not designed to be a comprehensive document detailing all district policies and procedures. Please note, however, that as a Minidoka School District employee you are responsible for complying with all district policies in total, including those not outlined in this handbook. (The complete policy manual is available online at www.minidokaschools.org.) If you have questions or concerns, or need in-depth information, please consult with your supervisor, building administrator, or the District office for assistance. Once again, whether you are a new or returning staff member, we welcome you to the Minidoka School District, and we wish you every success.

PLEASE NOTE: This handbook has been prepared as a matter of information only. It is not intended to serve as a contract.

Administrative Offices

District Administration Office	310 10 th St	436-4727	436-6059 fax
Maintenance Office	1018 D St.	436-1254	436-6682 fax
Food Service	429 12 th St.	436-3625	436-9782 fax
Transportation	311 7 th St.	436-3311	436-4225 fax

The district office is open from 8:00 - 4:30 Monday through Friday.

Mission Statement

The Minidoka County School District is dedicated to developing the whole child in an atmosphere of excellence, characterized by mutual respect, shared responsibility for learning, and the academic rigor which facilitates success in all aspects of life.

Priority Focus -

The District's Priority Focus is **Effective Instruction**. We will be focusing on different aspects of this each year.

Board of Trustees

District policies are set and approved by publicly elected board members. The Minidoka School District Board of Trustees consists of five members, each representing a different geographic zone of the district. Elected by qualified voters of the district, board members serve four-year terms.

Board meetings are held once a month at 7 p.m. at the District Service Center or other designated locations. Meeting dates are posted on the district's web site, schools sites, or an employee may contact the clerk of the board for a copy of the schedule. The public is invited to attend. Special

board meetings are held when necessary, and notification is posted in advance. Cancellation or changed dates are posted in advance, as well.

District Administration

While the board of trustees has the responsibility for governing the school district, the superintendent of schools is its chief executive officer. The function of the superintendent is to provide leadership in developing and maintaining the best possible educational programs and services and to oversee and administer the use of all district facilities, property, and funds. All school employees are responsible to the superintendent.

The superintendent is assisted by administrative and support personnel:

- Director of School Improvement
- Director of Student Achievement
- Department Heads
 - Business Manager
 - Human Resources Specialist
 - Transportation Supervisor
 - Food Service Director
 - Information Technology Director
 - Maintenance Supervisor

(SEE DISTRICT ORGANIZATIONAL CHART POLICY #201.02A)

Computers

For the most part, employees have access to the computers within their building; however, employees need to consult the building administrator/supervisor to determine computer availability. Computer problems should first be directed to the designated building tech support person. An employee should consult with his/her administrative office for the name of the building tech support person.

The district has a formal computer policy. While general guidelines are listed in the District Policies section of this handbook, employees are bound by the agreement in its entirety and should be familiar with the document. The complete Computer Access Policy can be obtained from the employee's building administrative office. Employees must follow the guidelines, although they are not required to sign the document yearly (*policy 402.97*)

Computer Access

All Minidoka School District policies and procedures pertaining to behavior and communication apply to computer and network use. School district computer users are expected to act in a responsible, ethical, and legal manner, in accordance with the missions and purposes of the district, Code of Ethics for Idaho professional educators, and the laws of the state and federal government.

Use of the computers and network is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct. Employees need to be sure to read through the entire Computer and Network Use Policy as it also addresses areas such as acceptable postings, false entry, data security, and access to the Internet. Minidoka School District employees are bound by the computer use policy and encouraged to become familiar with the policy in its entirety, as well as the agreement students/parents must sign before students may have access to district computers and the Internet.

Employee Use of Social Media and Employee-Student Relations

Minidoka County School District does not affirmatively monitor employee use of public online social media; however, it may take appropriate responsive action when it becomes aware of, or suspects, conduct or communication on a public online social media site that adversely affects the workplace or violates the District or Idaho code of ethics. Free speech protects educators who want to participate in social media. However, Minidoka County School District may discipline teachers if their speech, including online postings, made during scheduled work time or on district computers disrupts school operations (*Policy 402.95*)

Web Page

The district maintains an active website. Schools have the option to maintain their own website as part of the district site, and are responsible for the design, content, and upkeep of their school website. If an employee has questions regarding the district's website content, they should contact Kent Jackson at the District Service Center at 436-4727 for assistance. Questions regarding school websites should be directed to those schools.

Building Security

If an employee is issued a key for school property or building entrance, he/she must assume responsibility for the custody and appropriate use of each key. Keys are not to be duplicated without proper authorization. If an employee should lose his/her key(s), the loss should be reported to the building administrator as soon as possible. If an employee is unable to find the key(s) within a reasonable time period, he/she may be required to pay for the key replacement and lock alteration.

Security cameras have been installed in the administrative offices of all district buildings and within selected areas in each school. Many buildings have also installed security alarms. Employees should check with the building administrator for any security measures he/she needs to follow in accessing his/her building.

Facilities Rental

School district facilities are available for rent by district personnel and community members. The District Use of Facilities form must be completed and returned to the designated administrator for approval. A fee for usage of a building may apply (policy 1004.12F).

Safe and Secure Environment

The district recognizes the need for a well-planned, emergency, disaster, and anti-violence preparedness program. The District's Emergency Response Plan helps to meet needs associated with these areas. The plan is available at the administrative office of each building, or employees may make a copy to place in an easily accessible area. Employees are encouraged to become familiar with

the manual's contents, and administrators are encouraged to acquaint staff with its policies and procedures.

All employees are required to complete Safe Schools. The directions for completing this mandatory training are located on page 14 of this handbook.

A safe and secure environment also includes maintaining a work environment free of violence. As such, use of intimidation in the workplace (including verbal harassment, threats or acts of violence and/or physical acts of violence against students and/or employees) is grounds for disciplinary action, up to and including termination (*policy 903.23*).

Smoke Free Buildings

In order to protect the health of students, staff, and the general public who use our facilities, provide a healthy working environment, and promote good health habits, tobacco use will not be allowed in school district buildings or on our grounds. Tobacco use is defined as smoking any kind of lighted pipe, cigar, cigarette, e-cigarette, vaping device, or any other lighted smoking equipment or material, or chewing or sniffing a tobacco product.

Drug Free Workplace

The district recognizes drug and alcohol dependency as a serious problem, as well as a health, safety, and security threat. To comply with Idaho Code, the district has established a Drug Free Workplace (*policy 413.11*). As part of this policy, the district will not hire anyone who tests positive for alcohol or drugs. All employees, prospective employees, and on-site contract personnel are subject to the conditions and terms of the policy while conducting Minidoka School District business (*policy 413.11*).

Travel and Travel Reimbursement

Employees who must use their own vehicles for travel related to their jobs may receive mileage reimbursement with the advance approval of their principal or immediate supervisor.

Reimbursement is paid monthly. Employees traveling out-of-district for conferences, workshops, etc. must receive prior approval from their immediate supervisor, or the district will not be responsible for the payment of the travel expenses. Employees submit information to the designated administrator to complete the Staff Travel Form in order to receive authorization for travel. Prior approval requests must be turned in six weeks prior to travel for board approval.

Receipts and/or logs must accompany the travel reimbursement requests. The district will reimburse only the actual cost of meals, including tax and gratuity. Meal costs in excess of maximum allowances will not be reimbursed, unless an exception to the maximum is made by the superintendent. Actual costs for transportation, lodging, parking, and/or registration are reimbursable.

Travel and expense reimbursement will be paid the day following the board meeting, if proper documentation and approval signatures are received by the accounts payable department. The signed and completed documents must be received before the last working day of the month prior to the board meeting (*policy 405.21/405.21F*).

Purchasing and Purchase Orders

Department and/or building funds are available for staff members to purchase classroom materials. A purchase order request form must be signed by the administrator and submitted to the school secretary/bookkeeper.

Invoices to be paid by the district must have a school district purchase order number. The purchase order must be secured in advance, with proper authorization from the school administrator and purchasing department. Purchases made without following proper procedures may be the responsibility of the purchaser. If employees have questions or need clarification on the procedure, they should contact their school bookkeeper, supervisor, building administrator or the purchasing department at the district office (*policy 803.30*).

District Dress Code

The dress code supports workplace norms for professional attire. It is the desire and intent of the Minidoka School District to adopt a dress code to create a professional environment in our schools that is conducive to learning and free of potential distraction or danger. Employees are to observe the following guidelines regarding attire:

1. No exposed midriff;
2. No cleavage;
3. No see-through clothing;
4. No fleece sweat pants;
5. No flip-flops;
6. No skirts, dresses or slits shorter than mid-thigh;

The District respectfully requests that employees refrain from wearing blue jeans. Individual schools may elect to designate “alternative dress” days as part of its individual school dress guidelines.

Dress Code Exceptions:

1. Shop, Diesel Tech, Greenhouse, Art and Gym Teachers: ~~Gym~~ clothing as appropriate to activity. PE - shorts restricted to gym or outdoor P.E. areas;
2. Field Trips/Field Days: Modest clothing appropriate to the activity;
3. Special Days: Holiday clothing, school spirit clothing, and thematic clothing with Principal’s permission; and
4. The principal may grant exceptions based on job-related needs.

Food service and maintenance staffs have additional and/or separate dress code requirements due to the nature of their positions. Requirements will be provided at the time of employment.

There may be exclusions to the dress code for religious or health reasons (*policy 413.17*).

Media Guidelines

Employees should remember that the superintendent speaks on behalf of the district and the principals speak on behalf of their buildings. From time-to-time, employees may be asked to comment on school-related matters or receive requests for comments or information from the

district office or their building principal or supervisor. When talking with reporters, employees should refrain from commenting on matters that fall outside of their direct line of authority or responsibility.

If an employee has questions regarding the dissemination of information to the public or press or would like a copy of the Media Guidelines, contact the district office (*policy 1000.25*).

The following is a summary of media guideline information:

- In the event of an emergency or accident at a school, please report any such activity immediately to the supervisor and /or the district office.
- When talking with a reporter, remember nothing is “off the record.”
- Please refrain from contacting the media directly. All media requests or inquiries need to go through the district office.
- A reporter should call the district office prior to visiting a building. Reporters or media representatives are required to check in and out with the school office or principal.
- No student may be interviewed by any media representative without permission from a building administrator.
- Schools need to abide by the Family Educational Rights and Privacy Act (FERPA) regulations. Speak with the school secretary for further information.

Work Day - Certified Employees

Teachers are expected to be on duty eight hours, which includes a thirty-minute lunch. Building principals will determine the beginning and completion times according to the needs of the individual schools. There may be additional duties and meetings outside the regular duty day as outlined in District Policy 402.36 Teacher’s Provisions of Employment:

“ 6. All teachers are expected to perform assigned extra duties including such activities as before school supervision, noon recess, after school duty, bus loading, etc.

7. All teachers are required to attend all faculty meetings called by the District Superintendent and/or Building Principal.”

Any exceptions to policy should be preapproved by the building administrator.

Full-time teachers will receive a thirty (30) minute uninterrupted duty-free lunch. Teachers may volunteer for duties such as assisting children with assignments or homework, kitchen help, detention, hall monitoring, etc. If teachers volunteer for such duties, flex time may be taken as mutually agreed upon in advance by the teacher and the supervisor or principal. This time does not include student delivery or student monitoring requirements. Teachers may be required to give up part of their lunchtime in the event of unforeseen circumstances. Teachers will notify their building supervisor or principal prior to leaving the premises during their lunchtime. (*See MCEA Negotiated Agreement on Website*)

Teacher Preparation Day

Teacher preparation days are a component of the work calendar that enables a teacher to finish up work and prepare for instruction. These days are defined as those set aside in the school calendar for teacher-directed activities with the exception of very brief (less than 40 minutes)

meetings that may be necessary for conducting school-related business and may not be used for extended staff meetings.

In order to ensure adequate time to prepare for instruction, elementary teachers will receive 60 minutes of prep time per day on a regularly scheduled day, and secondary teachers will receive the equivalent of one regularly scheduled class period per day. Building administrators may schedule activities and meetings during two of these prep times per week and up to two additional prep times per month. Any additional administrative use of prep time will be for extenuating circumstances only. *(See MCEA Negotiated Agreement on Website)*

Professional Attitude

The Personnel Code of Ethics, policy shall at all times, apply to all employees of Minidoka School District #331 (*policy 102.00*).

Sexual Harassment

The district is committed to maintaining a working and educational environment which fosters appropriate and respectful conduct and communication between all persons employed by, associated with, or attending schools within the district. The district does not condone sexual harassment (e.g., unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature) and/or discrimination based on gender differences. The district will use both formal and informal procedures to promptly investigate each complaint, while making every effort to assure and protect the rights of both parties. Violation of policy will lead to disciplinary action appropriate to the circumstances and may include verbal and written reprimands, suspension with pay, and suspension without pay, demotion, expulsion, or dismissal. Persons with supervisory responsibilities for employees or students are expected to report and/or to take appropriate supervisory action when they know of sexual harassment. For specific information, please refer to the policy manual (*policy 413.31*)

Suspected Child Abuse, Abandonment, or Neglect

Any school district employee or volunteer having reason to believe that any child under the age of eighteen has been abused, abandoned, or neglected, or who observed the child being subjected to conditions or circumstances which had recently resulted in abuse, abandonment, or neglect, will report or cause to be reported within twenty-four hours such conditions or circumstances to the proper law enforcement agency or the Department of Health and Welfare. Failure to report abuse, abandonment, or neglect will be a misdemeanor (*policy 404.16*).

Personal Cell Phone Use

All district employees should realize that personal cell phone use during the work day should be kept to a minimum. It is recommended that personal cell phone conversations not occurring during a break or at lunch, be no more than five minutes in length and should not occur more than once a day unless there is an emergency or extenuating circumstances.

Emergency Closure Days

1. A district employee will be on duty to answer the phone and perform other necessary duties at each building site (a schedule will be developed by each building administrator and/or supervisor).
2. Maintenance/Custodians, District Service Center, Technology, Administrative, and Supervisory employees are to be on duty, if possible.
3. Classified hourly employees will be paid for the first three days of emergency closure each year without having to come in to work. Custodians, mechanics, secretaries and District Service Center staff who are asked to come in, and can do so safely, will get double time for up to four hours. An eight-hour employee who works a full eight hours on an emergency closure day, will get paid for twelve hours (double pay for the first four hours and regular pay for the next four hours).
4. If food preparation has begun at the time of school closure, food service employees will finish said product before leaving work. If bus drivers have begun their route, they will return to the transportation office once notified of the school closure. These employees would also get double time for the actual time necessary to complete their work or route, not other duties.
5. For emergency closure days beyond the first three, classified employees will be paid for actual hours worked and are expected to use good judgment concerning attendance on mud and snow days. Employees may choose to use personal leave (or vacation for twelve month employees) on these days.

In the event of an emergency closure day, previously scheduled sick and unpaid leave will be cancelled. On emergency closure days, certified employees shall make efforts to attend work if they feel travel is safe and other extenuating circumstances, such as child care for minor children also not attending school due to emergency closures, do not exist. In the event the certified employee does not deem travel to be safe, he/she may work from home. In the event of other extenuating circumstances that do not allow a certified employee to work, either at the school or from home on an emergency closure day, the employee may appeal to the superintendent (*policy 410.52/MCEA Agreement*)

Workers' Compensation

An employee who is receiving worker's compensation benefits may choose to supplement the worker's compensation benefits to equal the pay the employee would earn if not injured with accrued sick or vacation leave or earned compensatory time. Employees will not be allowed to utilize such leave to receive a wage or salary in excess of the amount the individual would have been paid if not injured. Please refer to the Employee Section of the Policy Manual or with the district office for more information (*policy 807.13*).

Employment

The recruitment, selection, and employment of personnel shall be based on the needs of the district and the individual's qualifications and ability to perform the essential functions of a specific position. Written job descriptions that identify the position and describe the essential functions, skills, knowledge, abilities, characteristics, requirements, and general duties required of each position are

available on the district website. The job descriptions should not be interpreted as complete, and employees shall perform duties assigned by the board, supervisors, or other administrative authority.

Job Announcements

As positions become available within the district, announcements are posted on the district's web page.

Job Transfers

Employees interested in being considered for a job transfer should **notify** their administrator and complete the required transfer form (District website, Forms).

At-work Accidents

All accidents occurring at work must be reported to an employee's supervisor or building administrator immediately or within 24 hours, regardless of the severity of the accident or possible injury. An accident report will be completed by the supervisor. All employees requiring medical attention for work-related injuries must first report to the Minidoka Memorial Occupational Health Center, 1308 8th St, Suite 1, at Minidoka Memorial Hospital, the district's designated initial service provider unless it is an emergency situation. If after-hours care is needed, employees must report to the hospital emergency department only if the Occupational Health Center is closed. When reporting to the initial service provider (i.e., Occupational Health Center or Emergency Department), employees should identify themselves as a Minidoka County School employee. After the initial contact, employees may seek medical services with the provider of his/her choice with approval from the Idaho State Insurance Fund. Before returning to work, employees must provide his/her supervisor or the Human Resource Department with a return to work release authorized by a physician.

Employees not following the initial service provider procedures described above may be held responsible for initial visit fees associated with medical services rendered by any other health care provider. The district also reserves the right to require that the employee be seen by the initial service provider, even if the employee has already received medical services from other health care providers (*policy 413.13*).

Personnel Records

Employee records are maintained by the district office. These records may include application forms, a list of questions used in interviews, or pre-employment inquiries. Evaluations and records giving reasons for demotions, terminations, or other personnel actions will also be kept in the file. An employee should contact the district office for an appointment if he or she is interested in viewing his or her personnel file (*policy 400.01*)

Changes in your address or telephone number, marital status must be made in person at the Human Resource/Payroll department or on Ivisions.

Employee Benefits Eligibility

- Employees working less than twenty (20) hours per week are not eligible to participate in any benefits.

- Substitutes are not eligible to participate in any benefits. Idaho Code exempts substitutes from the definition of employee.
- Employees working twenty (20) or more hours per week for five (5) consecutive months shall participate in the Public Employee Retirement System of Idaho.
- Employees who work more than twenty (20) hours, but less than thirty (30) hours per week for five (5) consecutive months may elect to participate in the standard district employee benefit package on a shared cost basis as follows: at least twenty (20) hours/week but less than thirty (30) hours/week - District provides fifty percent (50%) of the package.
- Employees who work thirty (30) hours or more per week for five (5) consecutive months shall participate in the Public Employee Retirement System of Idaho and are eligible for the standard district offered employee benefit package paid in full by the district.
- Employees who work forty (40) hours and are employees on twelve (12) month assignments shall participate in the Public Employee Retirement System of Idaho; are eligible for the standard district offered employee benefit package paid in full by the district; and are eligible for annual paid vacation, after one year of continuous employment (*policy 408.15*).

Absences

Attendance is an important element for employees. If you are sick or plan to be absent, you should notify your supervisor/administrator if possible. If you qualify for a sub, you must enter your absence in AESOP (district webpage under employees). You should check with your supervisor/administrator for procedures in your building regarding absences.

Family Medical Leave Act

The district implements as policy, the rules and regulations required by state and federal laws in accordance with the Family and Medical Leave Act (FMLA) of 1993. Eligible employees may not use more than 12 weeks of FMLA leave within a 12-month period. FMLA leave is granted for birth, adoption or foster care, serious illness of spouse, son, daughter, parent, or serious illness of the employee. An employee should contact the Human Resources Department for further information (*policy 404.15*).

Personal Leave

Each employee may be granted, upon written request filed with the building principal, department supervisor, or director and approved by the Superintendent, four (4) days of personal leave, as defined by the employee's regular work day, at no cost to the employee. This leave may be taken for any reason deemed necessary by the employee. There will be two (2) day allowed to carry over to the next year with a maximum of six (6) days in any given year. No more than ten percent (10%) of the staff supervised by the same principal, department supervisor, or director may be on personal leave at the same time, unless a greater percentage is authorized by the Superintendent. One (1) personal day may be paid-out at one half (1/2) the daily rate of the employee or at a full day substitute rate, whichever is less (*policy 404.10/MCEA Agreement*).

Bereavement Leave

Employees within the Minidoka County Joint School District No. 331 shall be granted bereavement leave with full pay not to exceed five (5) regularly scheduled school days for Level One relationships

per event and three (3) regularly scheduled school days for Level Two relationships per event (*policy 404.23/MCEA Agreement*).

Grievance Procedures

The district recognizes the meaningful value and importance of full discussion in resolving misunderstandings and preserving good relations between personnel. We also understand that from time-to-time there may be misunderstandings and questions concerning rules, policies, and personnel issues. In many cases, simple misunderstandings can be cleared up immediately. If the misunderstanding is not resolved, the district's grievance policy provides a way to resolve problems and address complaints rapidly, fairly, and without fear of reprisal.

The first step in any grievance procedure is for an employee to discuss the problem directly with the person with whom he or she is having difficulties or with his or her direct supervisor. If an employee feels a complaint has not been adequately answered or settled, he or she then needs to follow proper district protocol, established by the board through the Grievance Policy to ensure equitable resolution of any grievance or complaints (*408.71 classified employees/418.00 certificated employees/MCEA Agreement*).

District Protocol

District protocol follows the district's chain of command. Concerns should be discussed directly with the person with whom an employee is having difficulty with and then with his or her direct supervisor. Specific procedures may be found under the Grievance Procedures located in the district policy manual.

Paydays

Employees will be paid on the 25th of each month. If the 25th falls on a holiday or weekend, payday will be the business day previous to the 25th. Direct payroll deposit is available to all employees. Please contact the district office for enrollment forms.

Payroll (Time Sheets for Classified Employees)

All classified personnel are required to record their authorized hours worked and days absent on their time sheets on a daily basis as prescribed by the work agreement. 2. At the end of each pay period, each classified employee is to record his/her time and sign the time sheet certifying that the time worked is correct and authorized. The time sheet is to be submitted to the Supervisor or designee for review and verification. 3. The time sheet will be submitted to the supervisor in time for the payroll deadline, which is the 5th of each month. 4. Overtime or compensatory time must be authorized, accrued, and used according to policy #408.25. 5. Claiming hours on the time sheet that have not been authorized and worked constitutes sufficient grounds for termination. 6. Transportation substitute time sheets are to be turned into payroll by the 10th of each month with the same approval process as stated in #2 above. All other substitute's time is tracked on AESOP (*policy 403.95*).

Payroll Deductions

All salaries are subject to deductions for federal and state withholding taxes, OASDI, Medicare, and PERSI. Employees will receive a statement (W-2) of earnings and taxes withheld no later than January 31 of each calendar year. If an employee leaves employment with the district, he or she should keep the district informed of his or her address so the appropriate forms can be forwarded. Additional deductions that may be authorized by an employee include: additional withholding taxes, health benefit participation fees (medical, cancer, dental, or vision insurance), tax shelter annuities, credit union, or life insurance under the public employee retirement system. Employees will need to contact the payroll department to authorize these or other withholding fees (*policy 810.96*).

Minidoka County School District #331 Employee



1. Go to the Minidoka County School District website at www.minidokaschools.org.
2. Click on the Employee tab.
3. Click on Safe Schools.
 - ✓ **Username** = role + first 2 initials of your first name + your last name (ie. the username for John Doe who is a teacher would be: teachjdoe)
 - ✓ **District Roles**
 - Clerk = **clerk**
 - Cook = **cook**
 - Custodian = **cust**
 - Driver = **driver**
 - Maintenance = **maint**
 - Mechanic = **mech**
 - Nurse = **nurse**
 - Para-professional/aide = **aide**
 - Secretary = **secy**
 - Special Education Aide = **aide**
 - Special Education Teacher = **sp**
 - Substitute Teacher = **sub**
 - Teacher = **teach**
 - Technology = **tech**

4. Click on **Log Me In!**
5. Click on an assigned course to take.
6. Choose **Accept.**
7. Take the course.
8. Courses must be passed with a 70% or higher. Score requirements are dependent on the course.
9. All coursework must be completed by the assigned due dates.

If you have questions or problems, please contact Michele Widmier at 208-436-4728 ext. 1154 or 208-430-0802.

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