



DRAFT

**EMPLOYMENT MANUAL
SCHEDULE OF WAGES & BENEFITS**

for

**ADULT EDUCATION
PROGRAM STAFF**

2024 – 2025

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INTRODUCTION

The Kent ISD Adult Education Program serves adult learners via a variety of educational programs, at multiple locations.

Our dedicated employees are essential in providing adult education services and supports to our adult learners and families throughout our communities. Our staff represent Kent ISD in our classrooms, offices satellite locations, etc. With their expertise, able assistance and support in this important work, Kent ISD Adult Education gives our students the opportunity to access services and resources to create opportunity.

This Manual summarizes key components of employment with Kent ISD Adult Education. It may be amended from time to time, as needed, in the ISD's discretion to adapt to changing circumstances. Any amendments will be published before they are in effect. In the meantime, if staff have any questions about this Manual, or any other facet of their work with the Program, please contact Dr. Laura Preuss, Director, or the Office of Human Resources.

Thank you for your dedicated service to our students, community and staff.

Sincerely,

Dr. Laura Preuss
Director of Adult Education

Sue Gardner
Asst. Superintendent of Career and
Talent Development

DISTRICT RIGHTS

All management rights are solely and exclusively the function of Kent ISD, including but not limited to the establishment of wages and fringe benefits, the assignment of work to employees, the right to hire, promote, discharge, discipline, reductions in workforce and to maintain discipline and efficiency, the scheduling of hours and shifts, the determination of the number and kinds of classifications to be established or continued and the number of employees in such classifications.

Employment status for all positions designated in this manual is at-will. Kent ISD retains the sole right to establish, adopt, publish, change, amend and enforce District work rules and conditions of employment for Adult Education staff to follow.

DEPARTMENTS and CLASSIFICATIONS

Kent ISD designates the following Adult Education classifications, and may be subject to change based on the needs of the Adult Education program:

- A. Instructors
 - 1. Adult Basic Education (ABE)
 - 2. GED
 - 3. English Language Learners (ELL)

Full-time instructors are those assigned to positions consistently working the full 6-hour work day, Monday – Friday during the Adult Education program calendar.

Part-time instructors are those consistently working fewer than 30 hours per week.

The administration designates the calendar and schedule for all full-time and part-time instructors.

- B. Other Professional Positions
 - 1. Site Manager
 - 2. WIOA Community Outreach
 - 3. Student Advocate
 - 4. Social Worker
 - 5. IELCE Navigator
 - 6. Special Programs Navigator

- C. Other Support
 - 1. Test Proctor

- D. Office Staff
 - 1. Registrar
 - 2. Administrative Assistant(s)

The **Staff Handbooks** linked below apply, respectively, to Adult Education Staff. Staff are expected to be familiar with the content of the Staff Handbook that applies to their position.

- [Non-Union Professional Staff Handbook](#)
- [Non-Union Classified Hourly Staff Handbook](#)

WORK YEAR

The District reserves the right to establish the annual program calendar, including any breaks, based on the need and interests of the program, state requirements and terms of the respective grants that fund the program.

Instructors – Full-time instructors work 182 work days, subject to the program calendar established by the administration and approved by the Board of Education. Part-time instructors are subject a prorated portion of the workday and/or calendar as determined by administration, based on the needs of the program.

Other Professional Positions: – Positions within this Kent ISD designation work 200, 215 day or 260 days based on the respective position.

Office Staff – Subject to the needs of the program, full-time office staff positions are generally 260 day (year-round) unless otherwise designated.

Part-Time Support Staff: – Subject to the approved calendar, schedule and hours for the respective position(s).

/

WORK DAY / HOURS

The Adult Education program administration schedules the hours of work of the employees according to the needs of the program. The normal work week shall be Monday through Friday.

For hourly positions, any work authorized in advance by the administration and performed by employees in excess of forty (40) hours in any one (1) work week will be paid at the rate of one and one-half (1-½x) times their regular rate. Any non-work time that may be paid (paid leave) does not count toward the calculation of overtime.

In the event that any unpaid time is approved and taken by the employee during the work week, he/she shall be paid at their regular hourly rate of pay for all hours up to 40 hours in a week.

Full-time Instructional Staff – *At least 6 hours / day (6.5 inclusive of 30 min unpaid lunch)*

Full-Time Professional & Office Staff – *8 hours / day (inclusive of 30 min unpaid lunch)*

Lunch Break

Full-time employees are allowed a thirty (30) minute unpaid lunch period. The lunch break is not part of the instructor 6 hour work day. Employees may not alter the hours of work schedule established by his or her supervisor without preauthorization. Likewise, employees may not work additional hours beyond the designated work schedule without pre-authorization from the supervisor.

School Closures

The District may determine that employees are not to report to work when students are not in attendance due to inclement weather, utility failure, health or safety conditions, or similar circumstances. Employees are encouraged to sign up for automated notifications about school closings. Announcements may also be available through the local media. While the Board and administration retain the right to determine whether any individual school closure occurrence will result in compensation for employees not required to work during that closure, in general, it may be anticipated that where the District continues to receive full state funding without having to make-up any days, such dates are typically compensated at the normal rate of pay for the employees otherwise scheduled to work that day.

When the District or one or more district buildings is closed due to the above conditions, some program staff may be required to report to work or to work remotely. For those required to work, they will receive their regular rate of pay in cases where those not required to work are not paid. When those not required to work are paid, the employee required by the supervisor to work during the closure will receive double the normal rate.

In the event that any program days are required to be made up in order to receive full funding of the program, staff will be required to work such days without additional compensation if staff were paid for the closure days.

Staff Meetings

Regular staff meetings are a means to foster communication and collaboration within the Adult Ed department. These meeting will typically be held monthly at one of the Adult Ed locations to ensure everyone can participate without difficulty. These meetings serve as valuable opportunities to discuss goals, share updates, address challenges, and brainstorm ideas to improve the department's effectiveness. Professional collaboration and participation are expected.

Professional Development

Professional Development beyond that which is scheduled by the administration is encouraged of all employees. For professional development costs to be covered, proper request to attend must be submitted to the Adult Education Director for approval prior to attending. Requests must be approved in advance.

Travel / Mileage

If you anticipate a circumstance that you believe may qualify for mileage reimbursement, you must first consult with the Director of Adult Education, who may also verify that request with the Kent ISD Business Office.

LEAVES OF ABSENCE

Regular and consistent attendance is an essential function of each position addressed by this Manual. Punctuality and consistent attendance is expected. Patterns of absenteeism may be addressed through performance evaluation, and/or disciplinary action, up to and including dismissal.

Time and Attendance

Excessive absenteeism, excessive tardiness or unacceptable patterns of attendance may constitute abuse. Employees who abuse leave usage, are excessively tardy or misrepresent actual work time will be subject to progressive discipline up to a recommendation or discharge.

Reporting Absences

When Adult Education staff are unable to be at work on a scheduled work day he/she shall notify the Director as early as possible, but no later than sixty (60) minutes prior to the employees starting time by accurately entering the absences in Kronos.

In the event any employee subject to this Manual knows that he/she will be unable to return to work the next day, he/she shall report this fact to his/her supervisor or a person designated by the supervisor before 4:00 p.m.

Failure to follow protocol for timely absence reporting may result in denial of paid leave for such absence(s) and/or discipline, up to and including dismissal.

Failure to follow protocol for requesting time off in advance, may result in denial of the request, and/or denial of paid leave.

Except in unusual or extenuating circumstances that may be approved in advance at the discretion of Human Resources, in consultation with the Director, employees should not expect to be granted leave time beyond that which is allocated under the terms of this Manual.

PAID LEAVE

SICK DAYS

The allocations below are indicative of full-time status, and shall be prorated for less than full-time. Note: *Sick days are not personal business days and are not approved for days off except where necessary due to illness or a documented medical condition.*

Instructors: 182 Day Staff – 10 sick days

Other Professional Staff: 260 Day Staff – 12 sick days

215 Day Staff - 11 sick days

200 Day Staff – 10 sick days

Classified (Hourly) Support Staff:

260 Day Staff – 12 sick days

215 – 225 Day Staff - 11 sick days

195 – 214 Day Staff – 10 sick days

182 – 194 Day Staff - 9 sick days

- Prorated for part-time

PERSONAL BUSINESS LEAVE

The allocations below are indicative of full-time status, and shall be prorated for less than full-time:

Instructors: 3 Days

Other Professional Staff:

Less than year-round positions - 3 Days

Year-round Professional Staff receive vacation in lieu of PB Days

Classified (Hourly) Support Staff:

Less than year-round but at least 182 days – 3 Days

Please see the respective Staff Handbooks for additional details.

BEREAVEMENT LEAVE

The allocations below are indicative of full-time status, and shall be prorated for less than full-time:

All Positions:

Absence will be allowed for the bereavement of the member's immediate family or of their spouse's immediate family as follows:

Up to 5 days for the death of a spouse, child, grandchild, father, mother, brother, sister, grandfather, grandmother, father-in-law, mother-in-law

Up to 3 days for the death of a brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandfather-in-law, grandmother-in-law, aunts, uncles, cousins, nieces and nephews of the professional staff member.

These days do not have to be consecutive, but may not be split into more than two occurrences.

Consideration of any absence for other than immediate family as detailed above requires advance written approval from the Asst. Superintendent of Human Resources & Legal Services.

UNPAID LEAVE

All requests for leave must be pre-approved. Requests for use of non-FMLA qualifying unpaid leaves are generally not permitted. Under extenuating circumstances, a request for unpaid time without pay or benefits may be granted to full-time employees for reasonable periods at the sole discretion of the Asst. Superintendent of Human Resources & Legal Services. Requests must be submitted to Human Resources in writing. Reinstatement for any such leave, if approved, is subject to an available position and verification of the employee's ability to fully perform the essential functions of the position.

The reinstatement rights of an employee who enters the military services of the United States by reason of an Act or Law enacted by the Congress of the United States, or who may voluntarily enlist during the effective period of such law, shall be determined in accordance with the provisions of the law granting such rights.

FAMILY MEDICAL LEAVE ACT (FMLA)

The District will grant FMLA leaves under the terms and conditions as described herein and in accordance with the FMLA. FMLA leave is unpaid, unless otherwise described below.

1. Employees are eligible for FMLA leave if they have been employed by the District for at least 12 months prior to the commencement of the leave and have worked at least 1250 hours during the year preceding the start of the leave (1250 hours is defined as "hours worked" and does not include paid leaves, holidays, school breaks or other paid or unpaid leave). If the leave is foreseeable, the employee will provide the District with a minimum of thirty (30) days prior written notice. When the approximate timing of the need for leave is not foreseeable, an employee must provide notice to the District as soon as practicable. The notice will include the reason for the leave, the beginning date and expected ending date. All FMLA requests will receive a response as to the employee's eligibility within five (5) business days in accordance with applicable FMLA regulations.
2. Eligible employees may take up to a total of 12 weeks of FMLA leave for one or more of the following reasons:
 - a. The birth of a child or placement of a child with the employee for adoption or foster care;
 - b. To care for a spouse, child or parent of the employee who has a serious health condition as defined by the FMLA;
 - c. The employee's own serious health condition that makes the employee unable to work.
 - d. To address certain qualifying exigencies permitted under the FMLA when the employee's spouse, child or parent is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation.

- e. Additionally, for leaves of the type described in (f) below, an employee is eligible for up to 26 workweeks of unpaid leave in a single 12-month period:
 - f. To care for a member of the Armed Forces (including the National Guard or Reserves) who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Only 12 of the 26 weeks may be for a FMLA-qualifying reason other than to care for a covered service member.
3. Employees who qualify for FMLA due to the birth of a child shall be eligible to use accrued paid leave for six (6) weeks following a vaginal birth or eight (8) weeks following a caesarean birth. The utilization of paid leave may be extended with medical documentation establishing that the employee continues to experience a serious health condition related to the birth beyond the initial 6-8 weeks. Accrued paid leave may be used by staff members to care for a spouse who has given birth for up to two (2) weeks following the birth. Use of additional accrued paid leave by the spouse may also be approved by the District beyond the two weeks with appropriate medical documentation.
 4. The District may require a complete and sufficient medical certification of the serious health condition from the employee's health care provider or the employee's spouse, child or parent's health care provider. Certification, if required, must include the date on which the condition commenced, the probable duration of the condition, the appropriate medical facts regarding the condition, and a statement that the employee is unable to work due to a serious health condition or the employee is needed to care for a spouse, child or parent with a serious health condition.

Generally, the employee must provide the requested certification to the District within 15 calendar days after the District's request. If an employee fails to return the certification in a timely manner, the District may delay or deny FMLA protections for the leave following the expiration of the 15-calendar day period until a complete and sufficient certification is provided.

The District at its expense, may require a second and/or third opinion in accordance with applicable FMLA regulations.

5. Upon return to work, the District may require a written notification (Fitness for Duty) from the health care provider certifying that the employee is able to return to work.
6. Eligible spouses who work for the District are limited to a combined total of 12 workweeks of leave in a 12-month period for the following FMLA-qualifying reasons:
 - a. the birth of a son or daughter and bonding with the newborn child,
 - b. the placement of a son or daughter with the employee for adoption or foster care and bonding with the newly-placed child, and
 - c. the care of a parent with a serious health condition

When both spouses are employed by the District a combined total of 26 work weeks of leave during the single 12 month period is available if the leave is taken to care for a covered service member with a serious injury or illness.

7. Entitlement for child care or bonding leave ends after the child reaches the age of one (1) year or 12 months after the adoption or placement of the child. Employees may not use FMLA leave for bonding leave or new placement of a child intermittently or to work a reduced schedule without the District's prior approval. The mother shall be entitled to up to 30 days of paid leave for a normal birth (up to 40 days for cesarean birth) to the extent she has sick days available in her sick leave bank. The father in such case may use up to 10 paid days from his sick leave bank, to the extent he has sick days available. In the event that medical complications require a longer leave for the illness of a spouse, up to 30 additional sick days, if available, may be used for that spouse's personal illness upon providing the District with medical documentation requiring such additional leave.
8. In the event that an employee will require intermittent or reduced leave under the terms of the FMLA due to planned medical treatment, the District will work with the employee to arrange a mutually agreeable leave schedule according to the provisions of the FMLA. **The employee must consult with the District and make a reasonable effort to schedule planned medical treatment so as not to disrupt unduly the District's operations, subject to the approval of the health care provider.**
9. Upon the employee's return from leave, he/she will be restored either to the same position of employment previously held or an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. Assignment of the employee will be the decision of the Board.

Health benefits will be continued during the leave under the same conditions and at the same level as if the employee were employed. To maintain insurance coverage while on unpaid FMLA leave, an employee will need to continue to make any normal contributions to the cost of health insurance premiums. Cash in lieu payments will not continue during unpaid FMLA.

10. The District, at its sole option, may require the employee to use accrued paid leave concurrent with the Family and Medical Leave Act.

COMPENSATION

Wages for all salaried positions shall be spread across 26 pays.

Movement on the wage scale is subject to annual determination made by the Board in consideration of the program finances.

Full-Time Instructors

Step	Hourly Equivalent	Salary
1	40.52	\$44,245
2	42.54	\$46,457
3	44.67	\$48,780
4	46.90	\$51,219
5	49.25	\$53,780
6	51.71	\$56,469
7	53.78	\$58,728
Based on 182 Days / 6 hours		

Part-Time Instructors

Step	Per Hour
1	\$35.00
2	\$36.75
3	\$38.59
4	\$40.52

Other Professional Positions

Other non-instructional professional positions shall be compensated according to the respective 200, 215 or 260 day Non-Union Professional scale for that position's designated Grade.

Testing Staff

Part-time GED Test Proctoring is paid at \$25/hour

Office Staff

Full-Time Registrar is compensated at the Classified Hourly Grade IV Scale

Full-Time Administrative Assistant(s) are compensated at the Classified Hourly Grade III Scale

Part-Time Administrative Assistant(s) are compensated at \$18/hour

Any annual wage adjustments determined by the Board become effective on the beginning of the pay period after the effective date of the increase.

BENEFITS

Full-Time Adult Education staff are eligible for insurance, as follows:

Medical Insurance

For the balance of the 2024 medical benefit plan year, the Employer contributions specified during the 2024 Open Enrollment remain in effect, including but not limited to the single subscriber employer contribution of not more per month towards the medical plan than the following amount: \$641.90 single. Full-time Instructors will receive up to \$8,500 toward the purchase of health insurance for two-person or full family plans in 2024. Beginning with the 2025 medical benefit plan year, instructors may elect two-person or full family coverage, subject to the respective employer contribution limits as required by PA 152. *Note: the administration may modify benefit eligibility for adult education program employees for any future medical benefit plan year based on the needs of the program's budgetary circumstances.*

Employees currently enrolled in one of the District's existing medical plans will continue in that plan thru December 31, 2024. There will be no employer contribution to a Health Savings Account, except in cases in which any differential exists between the healthcare premium cost and the healthcare premium contribution caps. In such case, the difference shall be deposited to the bargaining unit member's health savings account (H.S.A.) or medical flex account no later than 30 days from the implementation of the plan.

Effective January 1, 2025 through December 31, 2025, and continuing each January 1 thereafter during the life of this agreement, the employer's monthly cost shall increase by not more than the PA 152 percent increase for that medical benefit plan coverage year published by the State Treasurer. Employees electing medical plan coverage shall pay the difference in cost via payroll deduction pursuant to the District's IRS section 125 plan and there shall be no employer contribution to the health savings account.

Eligible employees may elect to enroll in one of the following plans for 2025:

Plan A – WMHIP Versatile Plan 4 \$500/\$1000 10% Co-Insurance

Plan B – WMHIP Simply Blue Versatile 2 \$500/\$1000 10% Co-Insurance

Plan C – WMHIP Flexible Blue 3 \$2000/\$4000 0% Co-Insurance

Plan D – WMHIP Simply Blue 2 \$2000/\$4000 20% Co-Insurance

Plan E – WMHIP Flexible Blue 6 \$1600/\$3200 10% Co-Insurance

Cash in Lieu (Medical Waived) 75% of PA 152 Single Subscriber Hard Cap

These plan options, rates and the respective employee contributions are estimated only and will be subject to adjustment based on updated claims experience that influence the annual illustrative rates, as well as any other adjustments defined in this section. Any changes will be communicated through Open Enrollment. Such adjustments in the employee costs based on these factors are not be subject to challenge or dispute.

The District shall not pay more towards annual medical costs than the hard cap limits established pursuant to section 3 of the Publicly Funded Health Insurance Contribution Act.

Adult education staff members employed less than full time, but at least half-time, will receive a prorated share of medical if they contribute their prorated share for insurance coverage, provided that the District is not required to pay on their behalf any penalty, exchange, fee or other cost as a result of PPACA.

If a program staff member waives medical coverage, it will be necessary to show proof of MEC medical insurance coverage from another source.

Open Enrollment - Changes in insurance plans can only be made during the open enrollment period (month of November) except in the case of a qualifying event as allowed by the underwriter.

Any claim settlement between the employee and the above carrier will not be the employer's responsibility. The District's obligation is limited to paying its stated monthly contribution towards the annual medical costs.

Employees and/or dependents who have their primary health coverage provided through the employer of their spouse will not be entitled to duplicate payment on the same benefit pursuant to the above, nor will they be eligible for a separate District contribution to the HSA, where applicable. If the employee should lose such coverage, they will become eligible for benefits of this agreement without penalty.

If the Federal Government issues new regulations under PPACA or its successor which would lead to the District paying any type of tax, penalty or fee, these terms shall be modified by administration. Likewise, the administration may elect to provide additional plan options in order to comply with PPACA or its successor.

Each bargaining unit employee receiving health insurance during all or any portion of a calendar month will contribute by pre-tax payroll deduction a monthly amount equal to the difference between the District's contribution and the actual cost of the coverage. The cost of the health insurance for these purposes shall include the then-current illustrative renewal rates and all other related District expenses, taxes, and contributions.

The District must comply with the Affordable Care Act or its successor and therefore may make adjustments based on any future rulings, findings and government guidance on compliance.

Subject to applicable law, employees working less than full time, but at least half-time who elect medical coverage are responsible for all annual medical costs beyond the prorated employer contribution toward the total costs.

F. Dental Insurance

ADN Dental
100/100/90/85

Deductible \$50 Individual
\$2500 Individual Annual Maximum
\$1500 Individual Ortho Lifetime Maximum

G. Vision Insurance

EyeMed Vision
Examination and lenses covered
Coverage - Frames up to \$130 or Contact Lenses up to \$135

H. Life Insurance

1 x Annual Salary (\$50,000 Max.)

I. Long-Term Disability

The Board will pay the premium for Long Term Disability insurance with the following provisions:

Benefits Coverage – 66-2/3%
Maximum Monthly Benefit – \$7,000.00

The insurance coverage listed above shall be discontinued on the last day of the last month in which the employee was employed and compensated. In case of all other leaves of absence, said insurance coverage will be continued to the end of the month in which the leave began.

The above periods are subject to applicable COBRA and FMLA regulations.

The failing of an insurance provider to provide any of the benefits which have been contracted for shall not result in any liability to the District.

Incentive Health Care Opt Out

Full-time employees who decline the District medical coverage will receive cash in lieu of benefits payments (CILO) totaling up to not less than \$5,777.14 for a full plan year. It is also anticipated that eligibility for the health care opt out may be based on declining the medical coverage only.

Notification must be accompanied by proof of other insurance coverage for that period that provides minimal essential coverage (MEC), is compliant with the Affordable Care Act, and is not purchased from the marketplace. To receiving the CILO benefit, the employee must opt out of medical insurance via the annual benefit elections open enrollment.

Should the regulations pertaining to employers offering CILO change, Kent ISD may amend or discontinue this benefit at the employer's discretion.

GENERAL

The District may, at its discretion, require that employees submit to physical and medical tests and examinations by a District appointed doctor when such tests and examinations are considered to be of value to the District in maintaining a capable work force, employee health and safety, student health and safety, etc., provided, however, that the District will pay the cost of such tests and examinations.

DRESS CODE

Consistent with Board policy, employee attire conveys an important image to students and the community. Employees must maintain professional dress and appearance, including appropriate hygiene, cleanliness, and grooming.

Employees must dress in business casual attire except as otherwise appropriate to their individual assignments. Attire must not distract other employees or students from the learning environment or pose a safety risk. Employees shall not dress in a manner that expresses partisan or political speech unless expressly permitted by law, a collective bargaining agreement, or approved in writing by a building administrator.

DISCIPLINE AND DISCHARGE

While the District subscribes to the principles of due process and progressive discipline, it is understood that based on the seriousness and nature of the offense and other applicable factors, disciplinary action, up to and including dismissal may be initiated at any level deemed appropriate by administration.

STAFFING AND ASSIGNMENTS

The District will determine the positions, schedules, hours and assignments necessary to meet the changing needs of the Adult Education program. Vacancies are posted via the Kent ISD website as internal/external for interested qualified candidates to apply. The District will award the position to the most qualified candidate for the job based on skill, ability, experience and prior work record. The District has the sole discretion in determining who is most qualified.

PERFORMANCE EVALUATION

Unless otherwise specified by law, the administration will establish and implement a framework and performance evaluation tool for the positions within the Adult Education program. Performance evaluation is intended to assist staff in growing their practice and skills, while also addressing any potential areas of deficiency.

BOARD POLICIES

Board of Education Policies can be found on the Kent ISD website www.kentisd.org.

In the event that an employee has a concern regarding any Policy, or wishes to submit a complaint, the employee should contact his or her supervisor, and/or the Office of Human Resources.

CONCLUSION

The Kent ISD Adult Education program depends on each of our employees' continuing commitment to service in all that we do, to serve our students and families. The administration values your collaboration and welcomes your input in growing and maintaining a program of excellence. Therefore, your comments and input may be shared through your supervisor, the Office of Career and Talent Development and/or the Office of Human Resources.

APPENDIX

WORK RULES

In order to provide guidelines for the safe and orderly operation of the Adult Education program and to insure that all employees will have a clear understanding of their responsibilities the following work rules are provided.

All employees have the right to a work environment free from intimidation and harassment because of their sex, race, age, religion, marital status, handicap or ethnic origin. The District prohibits any form of harassment. Employees are to report all complaints to their supervisor or designated administrator immediately.

Employees found to be in violation of these Work Rules will be subject to disciplinary action. The following are not intended to be either complete or comprehensive, but are only given as examples.

I. BASIC RULES

1. Employees are prohibited from unauthorized use of District property or resources for personal use and/or use for any other purpose, including outside of the work day.
2. Employees are to report for work at the beginning of their scheduled work day. If unable to do so the supervisor must be notified in a timely manner.
3. Employees are expected to work a full shift. Do not leave your assigned job or punch out early without permission of the building leader and/or supervisor.
4. Orderliness and cleanliness are important factors in supporting an environment conducive to learning, and in preventing injuries, sickness, etc. Therefore, employees have a responsibility to practice good housekeeping in the work area.
5. Employees are expected to report any and all safety hazards or unsafe conditions to their immediate supervisor.

6. All accidents must be reported immediately to supervision. A “Employee Accident Report” must be completed each time an employee suffers a work-related injury.

II. NEGLECT OF DUTY

1. Failure to be on actively engaged in the essential functions of the employee’s assigned position during his/her regular work hours and to effectively fulfill those duties of their position.
2. Leaving the job during work hours without permission.
3. Excessive absenteeism
4. Clocking out or leaving early without permission. Misrepresenting actual work time in Kronos.
5. Dishonesty or knowing misleading statements.
6. Loss of School District property or misuse.

III. INSUBORDINATION

Although this runs the total continuum of behavior, it is basically the failure to follow a clear and reasonable request or directive.

1. Violation of posted safety rules or any common safety practices.
2. Failure to follow directions or instructions of supervision. Employees are expected to follow the instructions of leaders and/or supervisors without argument or prolonged discussion.
3. Employees are to dress appropriately for their job.
4. Repeated violation of School District work rules including safety rules.