



Minidoka County Joint School  
District #331

**2018-19**  
**EMPLOYEE HANDBOOK**

*District Vision:*  
***Empowering Student Success***

## 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 this year.

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](http://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 <sup>th</sup> St	436-4727 (1101)	436-6059 fax
Maintenance Office	1018 D St.	436-1254 (1302)	436-6682 fax
Food Service	429 12 <sup>th</sup> St.	436-3625 (1602)	436-9782 fax
Transportation	311 7 <sup>th</sup> St.	436-3311 (1301)	436-4225 fax

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

## 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. Trustee contact information is on the District website [www.minidokaschools.org](http://www.minidokaschools.org) District Information/Board Information.

## Board Meetings

Board meetings are held once a month usually the 3<sup>rd</sup> Monday 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.

### **Effective Instruction Presentations**

Each month one elementary and one secondary staff member will be given an opportunity to give a 10-minute presentation to the Board. The administrator will contact the Board Clerk to schedule the presentation.

### **District Administration** (*District Organizational Chart Policy 600.00a*)

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

### **Computers and Computer Access** (*Policy 530.00 Electronic Services for Employees*)

For the most part, employees may 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. Employees should consult with his/her administrative office for the name of the building tech support person.

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.

The 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. Employees must also sign that they have read and agreed to the Employee Appropriate Use Agreement (Policy 530.00F) at least every other year. Minidoka School

District employees are bound by the computer use policy and encouraged to become familiar with 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** (*Policy 520.00 Employee Use of Social Media*)

Minidoka County School District does not actively monitor employee use of public online social media; however, it may take appropriate actions when it becomes aware of, or suspects, conduct or communication on a public online social media site that adversely affects the workplace or violates District Policy 500.00 Personnel 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, made during scheduled work time or on District computers disrupts school operations.

### **Web Page**

The District maintains an active website. Schools have the option to maintain their own web page as part of the District site, and are responsible for upkeep of the content on their school's web page. 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 web pages should be directed to those schools.

### **Building Security**

If an employee is issued a key/security badge for school property or building entrance, he/she must assume responsibility for the custody and appropriate use of each key/badge. Keys are not to be duplicated without proper authorization. If an employee should lose his/her key(s)/badge, the loss should be reported to the building administrator as soon as possible. If an employee is unable to find the key(s)/badge within a reasonable time period, he/she may be required to pay for key/badge 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 Use Rental** (*Policy 480.00/480.00F Use of School Facilities*) 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 at least ten days prior to the date of the event. A security deposit shall be collected before the event is to be scheduled. The refundable security deposit shall be 10% of the assessed fee (\$50 minimum). All fees will be collected by the school five (5) days PRIOR to the event or use, documented properly, and forwarded to the District Office. If there is no damage to the facility, then 10% of the assessed fee will be returned or reimbursed to the permittee.

All facility use must be approved in advance by the building administrators and the maintenance department must be notified.

**Safe and Secure Environment** (*Policies 372.00 Hazing Harassment, Policy 526.00 Sexual Harassment, Policy 522.00 Employee Responsibilities Regarding Student Harassment, Intimidation and Bullying and Policy 950.00 Safety*)

The District recognizes the need for a well-planned, emergency, disaster, and anti-violence preparedness program. First aid backpacks are in every classroom accessible in an emergency situation.

All employees are required to complete Safe Schools training online. 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.

**Smoke Free Buildings** (*Policy 524.00 Drugs, Alcohol and Tobacco*)

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** (*Policy 524.00 Drugs, Alcohol and Tobacco and 524.00P Employee Drug, Controlled Substance and Alcohol Testing*).

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. 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 this policy while conducting Minidoka School District business.

**Travel and Travel Reimbursement** (*Policy 546.00 Staff Travel*)

<https://docs.google.com/forms/d/e/1FAIpQLSd68ANf2ib67czHu2S5nAcRWarLngGzaHM1KpiT7qKUX9Xu9g/viewform>

Whenever possible, a District vehicle should be scheduled for travel as a district employee. If a district car is used to reach the conference location, the number of miles must be clearly documented on the mileage log that is inside the vehicle. If a private car is used to reach the location, the district mileage chart is used to fill out the leave/travel request form at the District's approved mileage rate. In no instance will the amount of the mileage reimbursement exceed the cost of an airline coach ticket. This reimbursement is made only to the individual who drove the vehicle. (Do not split amounts for mileage among several employees. If more than one employee travels by car, the amount reimbursed will not exceed the cost of the appropriate number of coach airline tickets.) When multiple employees attend a conference, a district vehicle will be used if available, if not all efforts to carpool will be made. Reimbursement will be made for travel to and from airports and the site for lodging if the meeting place is different. Ground transportation, such as taxis, busses, shuttles, and ride sharing, such as Uber and Lyft require receipts for reimbursement. Car Rental reimbursement

will be made only when approved by the district office prior to actual expense. Arrangements will be made through the district office. Rental cars require advance approval by the District and there must be a cost savings of renting a car as opposed to other ground transportation. Expense reimbursement will be paid 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

In-Radius travel (300 miles) needs to be submitted at least thirty (30) days in advance. Out-of-Radius travel needs to be submitted at least sixteen (16) weeks in advance as those submissions need to be approved by the Superintendent and School Board.

An employee must fill out the online travel request located on our website under Forms/District Forms/Travel. Once approved the request will be sent to accounting to be processed and travel arrangements will then be made by the building, department or District Travel Coordinator.

#### **Purchasing and Purchase Orders** (*Policy 750.00 District Purchasing*)

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 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.

#### **District Dress Code** (*Policy 534.00 Staff Dress Code*).

The dress code supports workplace norms for professional attire. It is the desire and intent of the Minidoka School District 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. Gym Teachers: Gym clothing as appropriate to activity, 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.

**Media Guidelines** (*Policy 422.00 Statements to the Media*)

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.

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 and/or Superintendent.
- 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 your school secretary for further information regarding FERPA.

**Work Day - Certified Employees** (*District Policy 580.50 Teacher's Provisions of Employment or MCEA Negotiated Agreement*)

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 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 following this 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 their 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.

**Teacher Preparation Day** (*See MCEA Negotiated Agreement*)

<https://www.minidokaschools.org/Page/1192>

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 up to 75 minutes. 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.

**Professional Attitude** (*Policy 500.00/500.00P Personnel Code of Ethics*)

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

**Sexual Harassment** (*Policy 526.00 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.

**Suspected Child Abuse, Abandonment, or Neglect** (*Policy 528.00 Child Abuse*)

Any 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. **All district employees are mandatory reporters.**

**Personal Cell Phone Use** (*Policy 532.00 Cellular Phones*)

All district employees should realize that personal cell phone or personal device use (conversations, texting or social media access) for personal conversations during the work day should be kept to a minimum. If an employee's personal use of their device causes disruptions or loss of productivity, they may become subject to disciplinary actions.

**Emergency Closure Days** (*Policy 854.00 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.

**At-work Accidents** (*Policy 560.00 Employee Injury, Accident Treatment*)

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 8<sup>th</sup> 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.

#### **Workers' Compensation** (*Policy 542.10 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 contact the Human Resources Department at the District Office for more information.

#### **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** <https://www.minidokaschools.org/domain/1074>

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

#### **Job Transfers** <https://www.minidokaschools.org/Page/3226>

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

#### **Personnel Records** (*Policy 542.10 Workers Compensation*)

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.

Changes in your address or telephone number, marital status **must** be made in person at the Human Resource/Payroll department or on iVisions as soon as possible.

**Employee Benefits Eligibility** (*Policy 540.00 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.

**Absences** (*Policy 544.10 Sick Leave*)

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 on the district webpage under employees. You should check with your supervisor/administrator for procedures in your building regarding absences.

**Family and Medical Leave Act** (*Policy 544.20 Family Medical Leave Act of 1993*)

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. FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months. Unpaid leave must be granted for any of the following reasons: to care for the employee's child after birth, or placement for adoption or foster care; to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or for a serious health condition that makes the employee unable to perform the employee's job. At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.

**Personal Leave** (*Policy 544.00 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.

**Bereavement Leave** (*Policy 544.30 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 (husband, wife, significant other, mother, father, son, daughter, brother, sister, grandfather, grandmother and grandchildren of either the employee or his/her spouse or significant other) per event and three (3) regularly scheduled school days for Level Two relationships (uncles, aunts, first cousins, nieces and nephews of either the employee or his/her spouse or significant other) per event.

**Grievance Procedures** (*Policy 590.50 Grievance Procedure for Classified Employees/586.00 Grievance Procedure for Certificated Employees*)

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.

**Paydays**

Paychecks will normally be issued on the 25<sup>th</sup> of each month. If the normally scheduled payday falls on a holiday or a weekend, the payroll will be available and released on **the business day** immediately preceding the normal scheduled payday.

**Payroll (Time Sheets for Classified Employees)** (*Policy 594.00 Classified Staff Payroll/ Policy 596.00 Overtime Classified Personnel*)

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. 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. The time sheet will be submitted to the supervisor in time for the payroll deadline, which is the 5th of each month. Overtime or compensatory time must be authorized, accrued, and used according to Overtime Classified Personnel. Claiming hours on the time sheet that have not been authorized and worked constitutes sufficient grounds for termination.

### **Payroll Deductions** (*Policy 756.00 Payroll Procedures*)

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.

### SAFE SCHOOL LOGIN INFORMATION

1. Log onto the [minidokaschools.org](http://minidokaschools.org)
2. Click on the Employee tab
3. Select Safe Schools
4. Username: first part of your email address (ie. jdoe)
5. Password: none required unless you are an administrator
6. 4 mandatory courses will appear on the screen, below them are a variety of suggested courses that are optional

You have several options for Safe School completion:

- If you DO NOT wish to receive credit, complete the four mandatory courses listed in Safe Schools by May 30th
- You can earn up to 2 credits this year by completing up to 8 courses (credits are \$60 each)
  - Credit #1 = Register for credit with NNU now and complete the 4 mandatory courses by December 7th
  - Credit #2 = Register for credit with NNU in January and complete 4 of the suggested courses by May 3rd
- Remember, all mandatory Safe School assignments must be completed by May 30th in order to check out for the summer.

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