



THE LAKE AND PENINSULA SCHOOL DISTRICT

101 Jensen Drive
King Salmon, AK 99613
907-246-4280

1617 S Industrial Way #1
Palmer, AK 99645
907-745-7090



SUMMER TEMPORARY HIRE GUIDELINES

Welcome to The Lake and Peninsula School District. To those of you who have been employed by us in the past, welcome back!

The following guidelines are designed to assist you during your period of employment with us. Please read them carefully, and keep a copy of these guidelines for your reference. Indicate your understanding of these guidelines by signing the last page of these guidelines, and returning a copy with all of your other completed payroll forms.

COMMUNICATIONS AND SUPERVISION:

If a project lead is assigned to a project he/she will supervise temporary summer-hire personnel assigned to that project. Communication channels will be as follows:

1. Through project lead or Site Head (if applicable)
2. To the Director of Facilities and Maintenance
3. To Superintendent or her designee

At no time shall an unauthorized person be in school facilities when school is not in session.

EMPLOYMENT FORMS:

Before starting your temporary employment, it is important to complete the necessary paperwork. The Business Office will assist in this process. Copies of the following forms are attached.

1. Liberty Screening Services
2. Classified Employment Application
3. I-9 (include a copy of 2 types of identification documents)
4. W-4
5. Post Hire Questionnaire
6. Direct Deposit Authorization (*optional*)
7. Daily Worklog
8. In-District Per Diem Request



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PER DIEM:

Per diem will be paid at \$42.00 per any overnight stay that the employee is away from their assigned travel base. In-District Per Diem applies to all employees of The Lake and Peninsula School District including temporary summer maintenance employees. Per Diem Requests must be submitted in order to be compensated.

HOUSING:

As a courtesy to you, the Lake and Peninsula School District will allow you to sleep in the schools and use the kitchen, laundry, and shower facilities, as long as you doing so does not interrupt the school program if school should be in session. District housing, if available, may be utilized. Bedding is your responsibility. *REMEMBER THIS IS A COURTESY.* It is your responsibility to ensure that the facility is clean when you leave. In the event this is not done, the cost of cleaning will be subtracted from your last paycheck and may jeopardize your future employment with the District. You are not authorized to stay at the home of a District employee and charge the District for lodging. If you cannot stay in the school and District housing is not available contact the District Office for instructions.

FOOD:

When you are away from your home it is recommended that you carry a 2 to 3 week supply of food. ***UNDER NO CIRCUMSTANCES*** are employees authorized to use school food supplies or charge items at local stores without authorization from the Facilities and Maintenance Director.

WORK WEEK:

The normal work week is 40 hours beginning on Monday. Although the standard work week is Monday – Friday some work assignments may take place on Saturday and/or Sunday depending on the needs of the school or District. It may also be up to 70 hours for summer maintenance if needed or assigned. Overtime **must** be authorized by the Facilities and Maintenance Director and approved by the Superintendent. Overtime will be paid at the rate of time-and-one-half your normal hourly rate. Overtime is considered any time worked over 40 hours per work week.



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PAYROLL AND BENEFITS: Pay periods are the 10th day of each month.

1. Paychecks - Direct Deposit payments are posted to bank accounts on the 10th of every month and actual paychecks are then distributed after that date to reach you by the 15th. It is your responsibility to have your timesheet in to the District Office by the 3rd of each month. The Facilities and Maintenance Director will show you how to fill out the timesheet (or log into TimeClock Plus) and your daily work log, and assist you as necessary in submitting them to the Payroll Department for processing.
2. Payroll Advances - If an emergency should arise that necessitates a payroll advance, contact the Facilities and Maintenance Director and Payroll. You can only request up to 80% of wages that are already earned. Employees are only allowed up to 2 payroll advances per year.
3. Benefits - The only benefit you are entitled to as a Temporary Worker is state workman's compensation. If you are injured, notify your supervisor immediately. You must also complete the Report of Occupational Injury/Illness and submit it to the District Office within 10 days of the date of injury.

TOOLS:

The District will supply necessary tools and materials. Personal tools that are used and damaged will only be replaced on a case-by-case basis, to be determined by the Facilities and Maintenance Director.

School shop facilities and equipment may be utilized. It is your responsibility to keep the facility clean. Report any damage of equipment to the Facilities and Maintenance Director. Appropriate safety equipment must be worn when using shop facilities.

TRAVEL:

Travel will only be authorized by the Facilities and Maintenance Director or the Superintendent. All travel arrangements are only to be made by the District Office. Any unauthorized travel will be at your own expense. No alcoholic beverages, drugs or firearms may be carried on District paid transportation.



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ALCOHOL AND DRUG CONSUMPTION:

Alcohol and drug consumption are not permitted at our village site locations or at the District Office. Failure to comply with this regulation will result in immediate dismissal.

MATERIALS:

We will make every effort to ensure that you have the necessary materials on site to perform your assigned task. When you arrive at a site, inventory your materials. If you need additional materials, immediately notify the Maintenance Supervisor/Project Manager.

WORK STOPPAGE:

If employment extends through the opening of school in the fall, clear your work schedule with the Principal or Head Teacher on a daily basis. The Principal or Head Teacher has the authority to stop any work that in their opinion interferes with the instructional program. If this should occur, notify the Facilities and Maintenance Director immediately.

TELEPHONES AND INTERNET ACCESS:

School telephones and Internet are for the purpose of conducting business with the District Office. Improper use of telephones or District Internet may result in termination of employment.

Use of personal cell phones should not interfere with duties of your position.

DISTRICT VEHICLES:

When operating District vehicles, appropriate safety equipment must be worn by the operator and all passengers. Permission to use District vehicles must be obtained from the Site Head, Facilities and Maintenance Director, Superintendent, or her designee. The Lake and Peninsula School District Vehicle Policy ***MUST*** be followed at all times.

The Lake and Peninsula School District employees are reminded that District vehicles are to be used for authorized purposes only. Authorized usage can be extended to travel to stores in the area if prior authorization is given by the Superintendent or her designee, Facilities and Maintenance Director, or Business Manager.

Chignik Bay • Chignik Lagoon • Egegik • Igiugig • Ivanof Bay • Kokhanok • Levelock • Newhalen
Nondalton • Chignik Lake • Perryville • Pilot Point • Port Alsworth • Port Heiden • Pedro Bay

Last Updated May 2022



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Vehicles assigned to local schools are under the supervision of the Site Head, Principal, or Maintenance Supervisor. Authorized usage of District vehicles includes: travel to the post office, store, local offices, airport, etc., by school personnel for school purposes.

At no time will District vehicles be utilized for recreational purposes by employees including hunting, fishing, beachcombing, etc.

Only those employees holding valid Drivers licenses are authorized to drive District vehicles.

Employees violating these directives may be subject to disciplinary action by the Superintendent, including immediate dismissal.

Your cooperation in following these basic guidelines is appreciated.

Employee Signature of Understanding

Date

Printed Name of Employee