



NORTH SLOPE BOROUGH SCHOOL DISTRICT
Classified Hourly Employee Handbook
Effective 07/01/2024



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CODE OF CONDUCT

In performing job duties, the Classified Hourly Employee will:

1. Comply with state laws and regulations, as well as District policies, regulations, and administrative directives.
2. Use District supplies, equipment, materials, and facilities only in the course of performing assigned duties.
3. Operate school vehicles only when authorized, and then in a lawful and careful manner.
4. Use or expend District funds, in accordance with established procedures.
5. Distinguish between personal views and District positions.
6. Follow the District adopted internet use guidelines.
7. Follow generally accepted standards of behavior for employees of this and similar organizations.

SCHOOL/COMMUNITY RELATIONS:

Employee of the North Slope Borough School District have an important role to play in developing positive relationships with the students, parents and communities we serve. It is expected that each member of our staff will conduct themselves in a manner that instills respect and confidence in our schools, its employees, and the district as a whole.

Behavior contrary to the code of conduct will result in disciplinary action that could include dismissal.

HANDBOOK CHANGES

Since this Handbook is based on Alaska State Law, Education Regulations, School Board Policies, and Administrative Regulations, all of which are subject to change.

The administration reserves the right to revise by addition, reduction, deletion, correction or upgrading, any part or all of the materials in this Handbook.

Any changes made in the materials now covered or in those that may be covered in the future will be brought to the attention of employees.

DEFINITION OF EMPLOYEE STATUS

Probationary Employee: Classified hourly employees in at least the first three- (3) work months (90-calendar days) of employment.

Regular Employee: Hourly employee who has successfully completed the probationary period.

Year-Round Employee: The employee whose job calls for full year employment (vs. School-Term employment).

School-Term Employee: An employee whose job coincides approximately with the teacher work year. School-term employees who accept temporary summer employment with the District during the summer months will not qualify for year-round status and will not accrue leave during the summer months.

Full-Time Employee: Year-round or school-term employee who works seven and one half (7.5) or more hours per day.

Part-Time Employee: Year-round and school-term employees who work at least 15 hours per week but less than seven and one half (7.5) hours per day.

Temporary/Substitute Employee: An employee who is hired for a specific task or who fills in on a day-to-day Basis for an absent employee, normally not to exceed 90 calendar days.

ORIENTATION

Classified hourly employee job orientation will be determined by the supervisor and the Human Resource Department.

CONFIDENTIALITY

Various laws pertaining to confidentiality protect events that happen at school involving students or staff. If you observe events, which are of concern, report them to your immediate supervisor, principal, or plant manager. If this is not possible or if the situation continues, the next step is to contact a Central Office Administrator who has authority for your assigned position.

PHYSICAL

Employees may be required to pass a physical and/or psychological examination any time such an examination appears necessary to preserve the health and welfare of district students and employees, or to furnish medical proof of physical or mental ability to perform satisfactorily the assigned duties of an individual's position.

ATTENDANCE NOTIFICATION

Employees are expected to be punctual and to keep absences to a minimum.

1. Notify your immediate supervisor in advance of planned absences from work.
2. When unexpected absence or tardiness due to illness or an emergency occurs, you shall notify the immediate supervisor by email, mail, or telephone.
3. Failure to notify the District of an absence of three (3) or more days is considered to be abandonment by the employee, unless the employee can document that notification was impossible.
4. After notice, an employee may be terminated for excessive excused and unexcused absences; and excessive tardiness, excused or unexcused.

OTHER EMPLOYMENT

Employees who feel that circumstances require they accept additional employment are asked to discuss this with their supervisor as to whether the possibility exists of a conflict of interest, breach of confidentiality, or whether duties in second job conflict with District expectations. District employees should consider their District job their primary employment.

REST PERIOD

Classified Hourly Employees who work greater than four (4) hours per day shall receive one 15-minute rest period in the first half of the workday and another 15-minute rest period in the last half of the workday. Rest periods shall not be used to cover an employee's late arrival or early dismissal, nor shall the rest periods be taken off the premises.

WORK WEEK

The standard assigned work week for all hourly employees is 37.50 hours or less Monday through Friday. Hourly work hours will be reported in the timekeeper system.

The District reserves the right to assign duties and work schedules according to need including weekly work schedule, starting and stopping times, and modifying the size of the work force.

PROBATIONARY PERIOD

Upon hire, classified hourly employees serve the first 90 calendar days of employment (three (3) work months) in probationary status. COMPLETION OF THE PROBATIONARY PERIOD DOES NOT ENTITLE THE EMPLOYEE TO "permanent employment," nor is the probationary period to be considered an employee contract of 90 days. Termination is possible at any time and for any reason during the 90-calendar day period. A termination decision shall be final.

The probationary period is for 90 days, and it may be extended by the supervisor. While on probation, the employee will receive recognized Holiday pay, PERS retirement benefits, health, and life insurance. Accrued leave may not be used during the probationary period.

Days of unpaid leave taken during the probationary period will not count toward fulfillment of the 90-calendar day requirement.

Probationary periods for new classified hourly employees cannot be waived. Former employees, who previously completed a probationary period, terminated in good standing, and are recommended for rehire, may have the probationary period waived if returning to the former position within 90-calendar days from their termination date.

REGULAR STATUS

A classified hourly employee who satisfactorily completes the probationary period achieves regular status.

EVALUATIONS AND ANNUAL PAY STEP INCREASES

Supervisors or their designees' complete evaluations of all regular hourly employees before April

30. Evaluations are based on the job description and other job-related expectations. The evaluation shall be recorded on District approved evaluation forms.

Evaluations may be considered in employment retention decisions, pay increase, promotion, layoff, demotion, and disciplinary decisions. Annual step increases in pay are automatic and will take effect on July 1st unless the classified hourly employee received an unsatisfactory evaluation.

Employees hired before Thanksgiving will be eligible for a step increase the following July.

Employees may submit a written response that will be attached to the evaluation.

PROMOTION AND TRANSFER

The District promotes from within when practical. Current employees interested in promotion or transfer should do so by completing an application for the vacant position.

Employees voluntarily transferred or promoted will serve a 90-day probationary period. During this probationary period, employees retain previously earned benefits and begin to accrue benefits of the new assignment.

Employees may be involuntarily transferred within a department or site. Employees involuntarily transferred will serve the 90-day probationary period. During the probationary period, employees will retain previously earned benefits and begin to accrue benefits as appropriate to the new assignment.

Promotions or transfers wage placement will be at the designated range for the assigned position.

Promotion through assignment reclassification can be initiated by a director and approved by the superintendent.

DISCIPLINE AND DISMISSAL

An employee may be disciplined. "Discipline" shall include verbal and written reprimands, suspension with pay, demotion, suspension without pay, or dismissal from employment. The reasons for discipline, up to and including dismissal from employment, shall include, but is not limited to, the following:

1. Falsifications on the application for employment;
2. Failure to obtain required physical examinations or TB test;
3. Violation of the classified code of conduct.
4. Noncompliance with federal, state or local law, Board policies, regulations, procedures, the provisions in this handbook, or a supervisor directive.
5. The general process for discipline includes the following:
 - a. When discipline is contemplated, the supervisor (or designee) will review the circumstances of an employee's conduct.
 - b. Supervisor (or designee) may schedule a meeting with the employee (an Investigatory Hearing) to gain input into the conduct and gain an understanding of the employee's perspective. No decision is usually made at this time.

- c. When no disciplinary action is considered, the employee will be so advised. If corrective action is warranted, the supervisor will schedule to meet with the employee and specify the disciplinary action being taken and the basis for the action. If the employee chooses to have a representative attend, the meeting can be postponed up to 48 hours.
- d. When corrective action is documented, the employee will note that s/he has received a copy of the document by signing a copy of the document at the bottom. Signing does not signal agreement only that it has been received. A copy of the document shall be placed in the employee's personnel file.
- e. An employee who wishes to appeal the disciplinary action may file a complaint at level 1 as described in the Complaint Procedure section of this Handbook.
- f. An employee suspended without pay or dismissed may file a complaint at Level 2 as described in the Complaint Procedure section of this Handbook.

COMPLAINT PROCEDURE

The following guidelines shall prescribe the manner in which complaints are handled:

1. "Complaint" shall be defined as an alleged misapplication of the district's policies, regulations, rules or procedures. Procedures for the resolution of employee complaints provide a route of appeal through administrative channels and to the Board, if necessary. If the complaint is related to discrimination or harassment, the district's procedure for complaints concerning discrimination should be used.
2. As not to interfere with work schedules, meetings related to a complaint shall be held before or after the complainant's regular working hours.
3. Matters related to a complaint shall be kept confidential. Only those individuals directly involved in resolving the complaint shall be informed of the complaint.
4. Documents, communications, and records dealing with the complaint shall be placed in a district complaint file. No such material shall be placed in an employee's personnel file.
5. No reprisals shall be taken against any participant in a complaint procedure.
6. Time limits specified in these procedures may be reduced or extended in any specific instance by written mutual agreement of the parties involved. If specified or adjusted time limits expire, the complaint may proceed to the next step.
7. Any complaint not taken to the next step within prescribed time limits shall be considered settled on the basis of the response provided at the preceding step.

Informal Complaints

Employees are encouraged to resolve complaints informally. Formal Complaint procedures shall not be initiated unless informal efforts to resolve the complaint have been exhausted and the complainant has provided a written description of such efforts.

Formal Complaint Procedure – Step 1

If a complaint has not been satisfactorily resolved by informal procedures, the complainant may

file a written complaint with the immediate supervisor or site administrator within 30 days of the act or event, which is the subject of the complaint.

Within five working days of receiving the complaint, the immediate supervisor or site administrator shall conduct necessary investigation and contact the complainant in an effort to resolve the complaint. The immediate supervisor or site administrator shall present the concerned parties with a written response to the complaint within ten (10) working days after the meeting.

Formal Complaint Procedure – Step 2

If a complaint has not been satisfactorily resolved at Step 1, or if the complainant has been suspended without pay or dismissed (Disciplinary Action), the complainant may file the Complaint Form with the Superintendent or designee within five (5) working days of receiving the response from Step 1 or notice of Disciplinary Action. All information presented at Step 1 or information pertaining to the Disciplinary Action shall be included with the complaint, and a statement specifying the reason(s) the employee believes the discipline is not appropriate. Upon receipt of a Step 2 Complaint, the Superintendent will contact the immediate supervisor or site administrator who shall submit to the Superintendent or designee a report describing attempts to resolve the complaint at Step 1 or information on the Disciplinary Action.

Within five (5) working days of receiving the Step 2 complaint, the Superintendent or designee shall conduct an inquiry and communicate with the complainant in an effort to resolve the complaint.

The Superintendent or designee shall present all concerned parties with a written response to the complaint within ten working days after communicating with the parties.

Formal Complaint Procedure – Step 3

If a complaint is not resolved at Step 2, the complainant may file a written appeal to the School Board within five working days of receiving the response in step 2. Information presented at Steps 1 and 2 shall be included with the appeal, and the Superintendent or designee shall submit to the Board a report describing attempts to resolve the complaint at Step 2.

An appeal hearing shall be held at the next regularly scheduled Board meeting, that falls at least 12 days after the appeal is filed. This hearing shall be held in executive session if the complaint relates to matters properly addressed in an executive session.

The Board shall make its decision within 3 days of the hearing and shall communicate its decision to all concerned parties. The Board's decision shall be final.

RESIGNATION

An employee resigning from a classified hourly position shall file a written resignation to the supervisor stating the effective date and the reason for leaving. Failure of an employee to provide the District with two (2) weeks' notice of intent to resign shall entitle the District to charge the

employee for two (2) normal days of pay and deduct this amount from the employee's final paycheck.

REDUCTION IN WORK FORCE

When the District determines with discretion that reduction in the work force is necessary, regular employees shall be laid off in a manner determined by the Superintendent. Employees shall be given two (2) weeks' notice.

When a position is eliminated, affected employees will be given consideration for similar vacant District positions.

Two (2) weeks' notice will be given when positions are to be eliminated.

STAFF DEVELOPMENT

In-service education for classified employees may be provided from time to time by the District. On- the-job training shall be given as needed and recommended by the supervisors.

Tuition reimbursement may be available for regular classified employees. Up to one-half of the tuition costs for approved credit upon successfully completing college courses. Reimbursement will be made upon submission of a transcript showing a grade "C" or better, and the appropriate receipts, to the Director of Human Resources.

EMPLOYEE FILES

Employee personnel files are maintained under the following guidelines:

1. The personnel files shall be housed in the office of the Superintendent or designee and shall be open only to the Superintendent and designee(s). The file shall be open to an employee for inspection during normal work hours, upon reasonable notice to the Superintendent, in the presence of the Superintendent or designee. The file shall not be removed from District Offices.
2. Evaluation forms and other formal documents pertaining to employee performance shall be placed in the employee's personnel file.
3. Material, which is derogatory to an employee regarding that employee's conduct, service, character, or personality, shall not be placed in an employee's file until the employee has received the material. The employee shall acknowledge that the material has been received by signing the copy to be filed. Such signature does not necessarily indicate agreement with the content of the material.
4. No material in an employee's personnel file shall be removed without the consent of the Superintendent and employee. Material, which is proved to be factually inaccurate through the complaint procedure, shall be removed from the personnel file.
5. An employee has the right to respond in writing to any material filed. The written response shall be attached to the relevant document and included in the file.

6. The site principal or supervisor may keep a file. This file is limited to documents originating from or directed to the site. An employee shall be entitled to inspect the site file upon appointment.
7. An employee shall be entitled to a copy of the permanent personnel file upon request.

USE OF DISTRICT VEHICLES

District vehicles are to be used for District business and incidental use only. Employees using District vehicles are required to have a valid driver's license to operate a District vehicle. While driving a District vehicle, the employee must drive in a safe and prudent manner (i.e., slow and in a manner that safely avoids or drives through potholes at slow speed).

PAY SCHEDULE PROCEDURES

1. Wage Schedule Placement: Supervisors will confer with Human Resources wage schedule placement prior to discussing placement with the prospective employee. Placement on the classified wage will be based on the Superintendent approved position placement schedule.
2. Initial Placement: New classified hourly employees are to be placed on the Classified Employee Wage Schedule at the Probationary Step 0 of the appropriate range of the position, or when recommended by the Supervisor and approved in writing by the Superintendent, at a Step commensurate with the experience they bring. Range placement for positions is outlined in the Superintendent's approved Position Range Placement schedule. Upon completion of the probationary period of 90 days, the employee may be advanced to Step 1 with a positive recommendation of the supervisor.
3. Credit for Experience Employees: New, or returning, to the District may be granted up to three years of credit for placement on the wage scale by the hiring department. Prior experience approved for placement on the wage scale will have been in a position requiring comparable skills, experience and knowledge. During the probationary period classified hourly employee will be placed on the wage schedule according to their year of prior credited service. *Additional experience credit can be granted by the Superintendent.*

RECORDING WORK HOURS

Work hours are recorded in the timekeeper system. The pay period ends at midnight every other Saturday.

PAYDAY

Classified hourly employees are paid Bi-Weekly (every 2-weeks). Checks and direct deposits are distributed on the second Friday following the end of a pay period. For example, if the pay period ended on Saturday, December 9, checks would be distributed on Friday, December 22nd.

PAYROLL

1. Classified Hourly Employees will have federal income taxes, Medicare and if eligible, Public Employee Retirement deducted from their paychecks.

2. Voluntary deduction for an eligible tax-sheltered annuity is available for Classified Employees. Eligible annuities shall be from companies currently doing business with the District. Employees may change the amount of the tax-sheltered annuity deduction once during the school year.
3. The District allows for one payroll net check direct deposit and one optional fixed amount direct deposit, variable thrift or savings account. A direct deposit authorization must be received prior to the payroll processing due date.

WORK HOURS/OVERTIME

Hourly Employees

The regular work week begins on Sunday and ends on Saturday, and consists of no more than 37.5 hours worked in one particular job. Hours worked includes only the actual hours an employee works during the pay period. Any hours worked in excess of 40 in a work week will be considered overtime and will be paid at 1.5 times the regular pay rate. Holiday hours not worked and use of leave hours are not considered an hour worked in the calculation for overtime.

No overtime shall be allowed except as authorized in advance by an employee's immediate supervisor. All employees subject to this policy shall be required to complete a daily time record of all hours worked.

EMERGENCY CALL-OUTS

If a classified hourly employee is called out for emergency work, the employee shall be paid a minimum of two (2) hours. If the employee has 40 regular hours, the employee will be paid the two-hour (2-hour) minimum at the overtime rate of 1.5 times the regular rate of pay. If an employee is called for a second time in the same day, the employee will be paid for minimum of one (1) hour. The two-hour (2-hour) minimum is not applicable if the overtime is worked immediately before or after the regularly scheduled shift.

PAYROLL ADVANCES

The District allows payroll advances for emergency needs. The District will allow up to two advances each school year with a fee established in board policy. Employees request advances through their supervisor using the payroll advance request form. The supervisor will forward the requests to the Business Office. No advance will be issued to an employee who has an existing outstanding payroll advance. Advances will be processed on the next regular scheduled accounts payable check processing.

INSURANCE BENEFITS

Regular employees working 60 or more hours per month (but not temporary/substitute employees) are eligible for medical, dental, and vision insurance. This coverage is described in the Employee Benefits Health Plan booklet. Classified hourly employees receive a life insurance benefit with a face value of two times their annual earnings.

Employees who terminate are eligible for COBRA insurance, which is a continuation of their health insurance for a maximum of 18 months, paid by the employee. Current rates for COBRA coverage are available from the Human Resources. Optional COBRA coverage begins on the day following separation.

RETIREMENT BENEFITS

Benefits under the Public Employees' Retirement System (PERS) are described in the PERS booklet, and are for regular classified hourly employee working 15 or more hours per week.

HEALTH AND LIFE INSURANCE

The district has medical, visual, audio and dental insurance policies available, for the eligible employee and the employee's eligible spouse and dependents as follows:

Medical, Visual, Audio and Dental Coverage

1. Coverage as follows:
 - a. 85/15 in-network coinsurance;
 - b. Deductible of \$250/\$750;
 - c. Out-of-pocket maximum of \$2000/\$6000.
2. Employee participation in the cost of insurance as follows starting July 1, 2025.
 - a. Employee Only: \$175/month;
 - b. Employee/Spouse: \$225/month;
 - c. Employee/Child(ren): \$225/month;
 - d. Employee/Family: \$275/month;

Optional High-Deductible Health Plan (HDHP) / Consumer Driven Health Plan (CDHP) with Health Savings Account (HSA)

Employee participation in the cost of insurance as follows starting July 1, 2025.

- a. Employee Only: \$50/month;
- b. Employee/Spouse: \$75/month;
- c. Employee/Child(ren): \$75/month;
- d. Employee/Family: \$100/month;

Life Insurance

1. Basic Life Insurance: All employees, insurance of two times your annual wages to a maximum of \$400,000. There is no cost to the employee for this insurance.
2. Supplemental Life and Accidental Death and Dismemberment (AD&D): Eligible employees may elect optional insurance of \$10,000 to \$500,000.

WORKERS' COMPENSATION

Workers' Compensation is employee income protection for job related injuries. Any job-related injury must be brought to the attention of the supervisor immediately. A "Report of Occupational Injury Illness" form is to be completed and sent to Human Resources as soon as possible but no later than ten (10) days following the injury. The form does not require the employee's signature if the employee is not available to sign. See the Workers' Compensation section under Insurance in this Handbook.

CLASSIFIED EMPLOYEE LEAVE

The district provides leaves and absences to classified hourly employees.

The Superintendent or designee will approve leaves of absences for the classified staff in accordance with applicable provision in this handbook. All leave, except that taken for emergencies (including unforeseen illness), must be requested and approved in advance. Taking leave without approval may be considered sufficient cause for dismissal.

PERSONAL LEAVE

The district provides leaves for classified hourly employees to maintain their health, take care of family, address emergencies, discharge important family and civic obligations, and provide time off. Personal leave is combined annual and sick leave. It provides classified employees with additional flexibility and freedom in the use and purpose of leave.

Years of Service	Year-Round Personal Leave Accrual Rate
0-2	31 days (approximately .1230 leave hours earned per hour worked)
3-5	36 days (approximately .1429 leave hours earned per hour worked)
6-10	41 days (approximately .1627 leave hours earned per hour worked)
10+	44 days (approximately .1746 leave hours earned per hour worked)

Years of Service	School-Term Personal Leave Accrual Rate
All	18 days (approximately .0968 leave hours earned per hour worked)

A regular employee earns paid personal leave at the above rates of accrual.

"Regular hours" means scheduled (37.50 hours max) work hours worked in a week (Sunday-Saturday).

Employees cannot use leave until they have completed the 90-calendar day probation period. Upon successful completion of the 90-calendar day period, an employee will be eligible to use personal leave accrued during the 90-day probation period.

Each employee shall be required to take at least 5 scheduled work days of personal leave during the year beginning July 1 and ending June 30. Personal leave accrued, but not used, shall accumulate to the maximum of 45 days as of June 30 of any calendar year. It is the responsibility

of each department director to assure that each eligible year-round employee is given the opportunity to use the minimum of 5 days of personal leave annually.

LEAVE CASH OUT

An employee may request to cash out up to 10 days of unused accrued personal leave between the end of the school year and June 15 of each year or when the employee leaves the service of the North Slope Borough School District. Year round employees must use at least 10 personal days of leave before requesting a cash out. Upon separation, employee may request that any unused personal leave (up to a maximum of 45 days) be paid.

School time employees may request one additional cash out of 10 days of unused accrued personal leave in excess of ten (10) during the school year. All request for leave payoff will be processed on the next available biweekly payroll when the request is received prior to the normal payroll cutoff date.

After personal leave has been approved and prior to its use by the employee, the immediate supervisor may, upon prior notice to the employee, cancel the approved leave if a critical event or an emergency requires the employee's attendance at work.

HOLIDAYS

The following are eight (8) paid holidays for Classified Hourly Employees: Independence Day; Labor Day; Inuit Day; Thanksgiving and the following day; Christmas Day, New Year's Day and Memorial Day. When a holiday falls on a Saturday, the proceeding Friday shall be the holiday. When a holiday falls on Sunday, the following Monday shall be the holiday.

"Holiday pay" means the regular wages paid an employee for a normal scheduled day of work not to exceed 7.5 hours. Staff who wish to take leave on Juneteenth may take this day as unpaid leave providing they have given at least 5 work days advance notice to their supervisor.

To be eligible for holiday pay, a regular employee must work the last regularly scheduled workday preceding the holiday and the first regularly scheduled workday following the holiday, be on approved paid leave, or be a school-term employee whose school vacations precedes or follow a Holiday. A school-term employee on non-pay status for summer months will not be eligible for holiday pay on holidays that fall during the time of non-pay status.

If an employee works on a holiday as defined above, the employee shall receive for the holiday worked, the employee's regular pay plus an additional amount equal to the holiday pay. The employee shall not be entitled to any overtime wages for the actual hours worked solely because the work is on a holiday.

FAMILY AND MEDICAL UNPAID LEAVE

Classified hourly employees have rights under the Family Medical Leave Act (FMLA) and Alaska Family Leave Act (AFLA) for up to 12 weeks of unpaid leave in a 12-month period (FMLA) or up to

18 weeks of unpaid leave (all in one block of time) in a 24- month period (AFLA). The District will grant unpaid family and medical leave to eligible employees for any one or more of the following reasons:

1. Pregnancy, the birth of a child and in order to care for such child, or the placement of a child with the employee for adoption or foster care. This leave is available to each parent if both are District employees; or
2. In order to care for an employee's immediate family member (spouse, child, or parent) if such immediate family member has a serious health condition; or
3. The employee's own serious health condition that makes the employee unable to perform the functions of the employee's position.

UNPAID LEAVE

Leave of up to one (1) year without pay may be granted by the Superintendent or designee for a compelling reason. Unpaid leave will not generally be granted:

1. For extending vacation time; or
2. When the leave results in difficulties for the District beyond any benefits to be realized through granting the leave; or
3. Until the employee has used all personal leave, except in the case of subsistence leave.

LEAVE ABUSE

Abuse of any leave is subject to disciplinary action up to and including termination.

MILITARY LEAVE

District employees who are members of a reserve component of the U.S. Armed Forces or of the Alaska National Guard are entitled to military leave without loss of pay, time, or efficiency ratings, during which the employee is ordered to training duty (as distinguished from active duty), with troops, or a field exercise, or for instruction, or when under direct military control in the performance of search and rescue missions, may not exceed 16.5 working days in any 12-month period.

Payment of any wage, salary or stipend received by the employee from the U.S. Armed Forces or Alaska National Guard while on military leave shall be remitted to the District immediately after return from military leave, or immediately after receipt of said wage, salary or stipend by the employee. A copy of the check or cash receipt will be provided to verify the amount due the District. If the Business Office does not receive the military leave payment within a reasonable time; the Business Office will dock the employee's pay for those hours of military leave paid.

As an option to pay of any wage, salary or stipend received from the U.S. Armed Forces or Alaska National Guard to the District, the employee may elect to use any accumulate personal leave or if that is exhausted, use unpaid leave. The option must be selected at the time of request for military duty.

JURY DUTY

An employee called for jury duty will receive regular District pay for those hours required by the court. All payments received by the employee for jury duty (except for expenses) will be sent by the employee to the District Business Office. If the Business Office does not receive the jury duty payment within a reasonable time, the Business Office will dock the employee's pay for those hours of jury duty.

SCHOOL VACATION PERIODS

School vacation days (those marked with "V" on the official calendar) are workdays for the year-round classified employees. For school-term classified employees (such as teacher aides, food service workers), these school vacation days are unpaid leave days. If the site administrator has administrative approved allowing a school term employee to work these days. School-term classified employees may use accumulated personal leave to receive compensation on these unpaid leave days (those marked with "V" on the official calendar).

SUBSISTENCE LEAVE

The Board recognizes the importance of perpetuating and preserving certain cultural customs traditional to the North Slope. For the purpose of hunting or fishing on the North Slope, personal and unpaid leave of up to ten (10) workdays per year may be granted with prior approval. Personal leave must be used before using unpaid leave is granted for subsistence leave.

LOCAL CULTURAL CELEBRATIONS

District employees who want to attend Nalukataq are encouraged to do so. An employee who is part of a whaling crew may apply for one paid day off to support a serving crew, by requesting permission from the employee's supervisor OR an employee who is not part of a whaling crew may apply for one-half paid day off to attend Nalukataq. An employee who wishes to participate in additional days of Nalukataq may take personal leave, or leave without pay, by requesting permission from the employee's supervisor.

District employees who want to attend Kivgiq are encouraged to do so. An employee who is part of a drum/dance group may apply for one paid day off to perform, by requesting permission from the employee's supervisor OR an employee who is not part of a drum/dance group may apply for one-half paid day off to attend Kivgiq. An employee who wishes to participate in additional days of Kivgiq may take personal leave, or leave without pay, by requesting permission from the employee's supervisor.

Piuraagiaqta is an Utqiagvik cultural celebration. Where the parade or local celebrations take place during a student school day, classified instructional staff based in Utqiagvik who wish to attend with students may do so as part of a field trip with permission from their supervisor. Where the parade or local celebrations take place during a work day, classified hourly employees based in Utqiagvik may be released to attend one-half day by either taking personal leave, or leave without pay, by requesting permission from the employee's supervisor.

COMMUNITY SERVICE LEAVE

The District wishes to support those employees who serve on State, Borough, or local boards and commissions or Search and Rescue missions, all of which will be considered eligible community service for the purposes of this section.

Upon approval from their supervisor, Classified Employees may be granted up to 5 days of community service leave for board or commission meetings per employee per year OR up to 10 days for Search and Rescue missions per employee per year. Search and rescue missions will be deemed to be over when so noticed by the North Slope Borough.

This leave will not be charged to personal leave, provided such leave is requested in advance and approved by the Classified Employee's supervisor.

Where the Classified Employee is involved in an eligible community service for which honorariums and/or loss of pay compensation are not paid, this leave will be paid leave.

Where the Classified Employee is involved in an eligible community service for which honorariums and/or loss of pay compensation are paid, the employee may take unpaid leave for days missed, or, alternatively, the Classified Employee may pay the honorarium and/or loss of pay compensation to the District and request paid community service leave from the District.

An employee who wishes to perform other days of community service may use their accrued Personal leave for these days. Employees who do not have leave available for this community service activity can make a written request to the Superintendent on a case-by-case basis to be granted leave without pay.

The total of all approved community service leave activities, paid and/or unpaid, is not to exceed 10 days per school year.

Employees who violate these guidelines may be subject to discipline for abuse of leave up to and including termination.

CLASSIFIED WAGE SCALE

FY25 Classified Hourly Wage Schedule														
Range	STEPS													
	0	1	2	3	4	5	6	7	8	9	10	11	12	13
10	18.18	18.79	19.42	20.10	20.81	21.55	22.24	23.06	23.88	24.74	25.55	26.43	27.24	28.26
11	19.42	20.10	20.81	21.55	22.24	23.06	23.88	24.74	25.55	26.43	27.24	28.26	29.12	30.19
12	20.81	21.55	22.24	23.06	23.88	24.74	25.55	26.43	27.24	28.26	29.12	30.19	31.09	32.21
13	22.24	23.06	23.88	24.74	25.55	26.43	27.24	28.26	29.12	30.19	31.09	32.21	33.21	34.37
14	23.88	24.74	25.55	26.43	27.24	28.26	29.12	30.19	31.09	32.21	33.21	34.37	35.51	36.79
15	25.55	26.43	27.24	28.26	29.12	30.19	31.09	32.21	33.21	34.37	35.51	36.79	38.01	39.41
16	27.24	28.26	29.12	30.19	31.09	32.21	33.21	34.37	35.51	36.79	38.01	39.41	40.71	42.09
17	29.12	30.19	31.09	32.21	33.21	34.37	35.51	36.79	38.01	39.41	40.71	42.09	43.62	45.23
18	31.09	32.21	33.21	34.37	35.51	36.79	38.01	39.41	40.71	42.09	43.62	45.23	46.85	48.58
19	33.21	34.37	35.51	36.79	38.01	39.41	40.71	42.09	43.62	45.23	46.85	48.58	50.26	52.02
20	35.51	36.79	38.01	39.41	40.71	42.09	43.62	45.23	46.85	48.58	50.26	52.02	53.83	55.65