

STEPHEN/ARGYLE CENTRAL
INDEPENDENT SCHOOL DISTRICT #2856
SUPPORT STAFF HANDBOOK

2020-2022

Purpose

The purpose of this handbook or guide is to allow employees and management a tool that enables everyone the opportunity to understand and follow established practices and/or procedures.

Mileage

The Stephen/Argyle Central School District #2856 will reimburse employees for mileage that has prior approval of the Superintendent at the District rate. Employees are to use school vehicles when they are available and if the employee chooses to use their own vehicle, the District will not reimburse for mileage. Along with this the District will not pay for mileage incurred for employees going to and from work. If you have a questions remember to receive prior approval for mileage or use of a school vehicle.

Time Cards and Vouchers

All time cards must be turned in by the 1st and 16th of each month, vouchers and other requests for payment must be turned in by the 1st of each month.

Regular Hours

All employees will have hours established for each new school year. These hours will vary for each individual employee. All employees will be given at least thirty minutes for lunch time (unpaid) and two fifteen minute breaks on an eight hour day. The expectation is that employees will be providing productive work towards the efficient operation of the School District.

Overtime Hours

Overtime hours are not scheduled for any employees and need prior approval from the superintendent. **No payment will be made for overtime without prior approval and will be considered voluntary work except in the case of emergency situations. No exceptions.**

Insurance/403b

Insurance/403B payments will be made to those qualified employees during the course of the year in monthly payments if you are on the school insurance plan or part of an identified and approved 403b plan.

All employees are eligible to participate in the 403b program through Universal Access, but only certain groups and individuals are eligible for a match of contributions.

All other employees may choose to take the school insurance at their own expense and must have payment in by the 20th of each month to the school district.

Other Benefits

Sick Days:

Sick leave is to be used for personal illness, disability, or death in the immediate family. Immediate family is considered to be a spouse, children, grandchildren, mother, father, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, aunts, uncles, nieces, nephews, and grandparent. Approval must be granted by the superintendent. The following is a list of days provided each year for sick leave that is accumulative to 130.

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|--------------------------|--|
| Full Time - Office Staff | - 15 days per year/accumulative to 130. |
| Part Time - Office Staff | - 12 days per year/accumulative to 130. |
| Bus Drivers | - 12 days per year/accumulative to 130. |
| Full Time - Custodians | - 15 days per year/ accumulative to 130. |
| Part Time - Custodians | - 12 days per year/ accumulative to 130. |
| Cooks and Asst. | - 12 days per year/accumulative to 130. |
| Aides | - 12 days per year/accumulative to 130. |

Extended Sick Leave:

Under extenuating circumstances, an employee who has exhausted all leaves available may submit a written request to the school board for a maximum (10) additional sick leave days donated by district staff. A district staff member may donate (2) day toward an individual request. If the circumstances dictate the additional need for sick leave it may be granted at the discretion of the School Board.

Personal Days:

Personal leave is for activities that cannot be conducted outside the normal school day. All requests for personal leave must be made in writing at least three days prior to day, except in the case of an emergency. The District has the right to deny such a leave. This leave is not accumulative.

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| Office Staff | - 2 days per year |
| Bus Drivers | - 2 days per year |
| Custodians | - 2 days per year |
| Cooks and Asst. | - 2 days per year/except those working less than 20 hours per week which would receive 1 day. |
| Aides | - 2 days per year |

An additional day per year shall be granted to any staff who has accumulated sixty (60) or more sick leave days, and who during the previous year used five (5) or fewer sick days. A staff member may trade in seven (7) sick days to earn one additional personal day the next year. A written request must be made prior to September 15th, of each year in order to receive the extra personal day earned related to the use of only five (5) or fewer sick days. The total number of personal days shall not exceed four (4) days.

Vacation Days:

Employees that are eligible for vacation time are those who work are considered full-time employees - 40 hours per week for 52 weeks a year from July 1, to June 30. Vacation time will be granted on the following criteria, but may be changed due to individual circumstances. One-week vacation will be granted after the 1st full year of employment. Two weeks will be granted after the 8th year of employment. Three weeks will be granted after the 15-year of employment. Four weeks will be granted after the 25th year of employment.

Employees may carry over 10 vacation days to be used by August 30 of the preceding work year.

Paid Holidays:

The full-time equivalent support staff on a monthly basis shall be entitled to paid holidays each year as designated by the school district. Paid holidays are New Year's Eve, New Year's Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day. All other days and time off must be approved by the Superintendent prior to time taken off.

Storm Days (Inclement Weather)

Due to poor weather conditions many people like to leave before their scheduled hours are complete. All employees must remain on these days until the buses leave on their regular routes. Those people that have responsibilities necessary to provide safety for others must remain until people have reached their destination. Those living in the country or must travel outside of the city limits can leave after the buses have left on their regular routes. Job responsibilities must be completed and approval granted by appropriate supervisor before you leave.

Jury Duty:

The duty of serving on a jury will be granted for the days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave. The compensation received for jury duty shall be remitted to the District. Mileage paid by the court will remain with the employee.

Workshop Days:

All workshop days outside of the school district must be documented on a leave form with the site office. All Professional development must be documented as well.

Other Days:

Any other days covered under state or federal laws will be followed by District policy or current law.

Note: All leaves must receive prior approval or salary will be deducted for days missed.

Criminal Background Check

All new employees must have a criminal background check which is required by state and federal laws. The cost to the employee is \$20.00 unless a check has been completed by another business or organization in the last year and is made available to the District.

Confidentiality

All employees of the District are working in a data sensitive situation. Therefore confidentiality is of vital importance and data must not be discussed outside the school site, particularly, student and employee information. Any violation related to the discussion of data privacy information or other information is subject to disciplinary action that would include termination.

Personnel Files

All employees have a personnel file that is maintained in the main business office of the District. An employee has the right to review their personnel file upon written request and arrangements that are made with the superintendent. An employee has the right to respond to any item in their file in written form that is attached to the item in question.

Phone Usage

The phones are primarily for business use of the School District. The phones may be used for personal use as long as all bills are paid to the District for long distant calls that must be logged with the bookkeeper. Personal usage should be held to a minimum.

Job Description

Job descriptions are a brief explanation of the major responsibilities of the position. They are not all inclusive and the expectation is that employees will complete tasks which are necessary for the efficient operation of the District. Job descriptions will be maintained and given to employees. All support staff positions are subject to assignment and school site as needed by the School District operations.

Hours

The hours an employee will work are to be established by the appropriate administrator or supervisor and are subject to change. The times are established to provide an efficient operation of the District. **Note: When an employee leaves the building they are required to check out with the main office at each site.**

Keys

Employees will receive keys for the building they are necessary to complete the jobs assigned. Keys issued to the employee are the sole responsibility of that employee and should not be given to anyone else. If damage occurs because of keys being lost or given to an individual it becomes the responsibility of that person. If locks need to be replaced because of lost keys an employee can be held liable for such costs.

Dress Code

The appropriate dress is required for an employee of the School District. No tobacco, drug, alcohol or etc. are allowed to be worn by employees. Those employees choosing not to wear appropriate dress will be subject to disciplinary action. A good rule of thumb is if you question whether or not it would be appropriate, more than likely it should not.

Drugs, Alcohol and Tobacco Policy

The School District has a policy regarding the use of any drug, alcohol, or tobacco products on school grounds. Disciplinary action is a possibility.

Admittance to School Activities

The District has approved the admittance to activities free of charge for employees that work more the 30 hours per week on average for the calendar year for the District.

Salary Increases

The District has established a cycle of salary increases for a 2-year period. This would begin with 2020-2021 school year and include the 2021-2022 school year. Salary increases will be established by the School District with some positions being capped in future years.

Bus Driver's Extra Compensation

2020-2021

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| Extra Driving for activities (field trips, sports) | \$16.00/hr. |
| Shuttle driving between towns | \$16.00/trip |
| Substitute driving | \$46.00/trip |

2021-2022

| | |
|--|--------------|
| Extra Driving for activities (field trips, sports) | \$16.00/hr. |
| Shuttle driving between towns | \$16.00/trip |
| Substitute driving | \$46.00/trip |

All drivers will deduct 1.0 hour from extra-curricular trips when a substitute driver is needed to cover regular bus route.

Chain of Command

The School District has an established chain of command in which employees are required to follow. The first step for an employee is to visit with their immediate supervisor. Second step is to visit with the appropriate administrator. Third step is to visit with superintendent. Fourth step is to visit with the school board. A chain of command is established in order to quickly handle concerns. An employee is required to follow the process established in order to maintain proper communication and legal process.

Hiring and Resignation

A newly hired employee is responsible for completely and accurately fill out all materials necessary for employment including criminal background checks, payroll information, etc. Any medical condition that would prevent an employee from meeting the employment expectations must be reported to the immediate supervisor and administration. Any false information is grounds for disciplinary action or termination.

When a person resigns they are responsible to fill out the appropriate paper work. They are eligible to maintain their current insurance and other benefit for a period of time in which the employee is responsible to investigate.

Discipline/Suspension/Discharge

Purpose: Disciplinary action may be imposed on employees only for just cause and shall be corrective where appropriate.

Cause for Discipline:

1. Unsatisfactory Job Performance
2. Stealing
3. Intoxication or using mood altering chemicals on the job
4. Insubordination
5. Failure to report for work without proper notification
6. Misuse of the leave provisions of this contract
7. Inability to physically or mentally carry out the responsibility of the job assignment.
8. Confidentiality
9. Violation of any District #2856 policy

A meeting with employee would generally precede employee discipline. The employer reserves the right to suspend or discharge immediately under extreme and unusual circumstances.

District #2856 will follow the principles of progressive discipline and shall discipline for just cause. The normal progression of discipline for minor offenses shall be as follows.

1. Verbal Warning (Document in File)
2. Written Warning (Document in File)
3. Suspension with or without pay (Document in File)
4. Termination (Document in File)

**Suspension shall take effect upon written notification from the Superintendent to the employee, stating the grounds for suspension together with a statement that the employee may make written request for a hearing before the School Board to review the suspension with ten (10) days after receipt of such notification. If no hearing is requested within such ten (10) days period, it shall be deemed acceptance by the employee to the suspension.

Tennessee Warning

At times it may be necessary for our school to interview staff members regarding alleged employee misconduct. The information you provide will be used by the administration to determine the facts of the case and if any action should be taken. It is our expectation that employees will provide information and cooperate with any investigations to help to ensure our employees maintain legal and professional standards. Staff members being interviewed in these situations have the right to be informed of: a) The purpose and use of the requested data; b) Whether the individual may refuse or is legally required to provide the data; c) Any known consequences from supplying/refusing to supply the data; and d) The identity of other persons or entities authorized by law to receive the data.

For additional information regarding the Tennessee Warning contact our School Superintendent or the Department of Employee Relations, State of Minnesota.

Evaluation

All employees are subject to an evaluation at any time in which their job performance is documented. An employee has a right to a copy of this evaluation and may provide a written response to this evaluation. A copy of the evaluation document is included with this document.

An overall evaluation that does not meet school district expectations will be determined unsatisfactory and all yearly wage increases will be held and the staff member will be placed on a professional development plan. If the employee does not make satisfactory progress on the next evaluation and the professional development plan in the subsequent year, they will be terminated from the Stephen/Argyle Central School District.

Use of Internet and School Technology

Stephen/Argyle Central has a Internet Acceptable Use and Safety Policy (#524) that covers all use of the school districts internet. It is important that staff and students understand their responsibility when using school district hardware and Internet access. A copy of the policy is available in the District office and is posted on the school district website.

Conclusion

Employment "at will" implies that the employee is employed at the discretion of the district. The school board has the right to employ such personnel as it deems desirable or necessary. By law there are no seniority rights. If an employee is not called back, he/she will be informed by the end of the school year that his/her position will be reduced or eliminated.

The information provided in this handbook is to be used as a guide for employees. This is not a master agreement between the School District and the support staff employees.

The Stephen/Argyle Central School District #2856 is an Equal Opportunity Employer that strives to provide the best quality education possible for the students of the District.