

# Classified Employee Handbook

Idaho Falls School District 91

July 2011

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***Welcome to Idaho Falls School District 91. We are proud to add your name to the members of our staff. We urge you to always keep in mind the importance of our work. What we do literally shapes the future. We believe every employee can have a positive impact on the life of a child. We feel that our employees are our most important resource.***

***Mission Statement***

The mission of Idaho Falls School District 91, in cooperation with our community, is to develop the whole child in an atmosphere of excellence that is characterized by a comprehensive curriculum, quality instruction, mutual respect, and shared responsibility for learning, thus enabling our students to meet or exceed established standards and become life-long learners and self-sufficient citizens.

To achieve this mission, all employees in District 91 pledge to:

- ❖ **Value People**
- ❖ **Practice Integrity**
- ❖ **Create Conditions for Student Success**

***Foreword***

The purpose of this Handbook is to provide general information to classified employees regarding what is expected of them by Idaho Falls School District 91. More specific information regarding each employee’s duties will be given in a written job description, initial and on-going training, and/or on-the-job supervision and instruction, both verbally and in writing.

This Handbook is therefore a means of communicating general information to classified employees of the District. They are expected to conform their conduct to the guidelines contained in it. **It is important that classified employees understand what the Handbook is not.**

- **IT IS NOT A CONTRACT OF EMPLOYMENT.**
- **IT DOES NOT SPECIFY THE DURATION OF YOUR EMPLOYMENT.**
- **IT DOES NOT REQUIRE JUST CAUSE OR ANY OTHER REASON FOR THE TERMINATION OF YOUR EMPLOYMENT.**
- **IT DOES NOT LIMIT THE REASONS FOR WHICH YOU MAY BE DISCIPLINED OR DISCHARGED.**
- **NOTHING IN IT CONSTITUTES A CONTRACTUAL TERM, COVENANT, OR PROMISE, EITHER EXPRESS OR IMPLIED, OF ANY KIND.**
- **NOTHING IN IT CREATES ANY ENFORCEABLE RIGHT OR PRIVILEGE ON THE PART OF ANY CLASSIFIED EMPLOYEE.**
- **IT IS SUBJECT TO MODIFICATION OR REVOCATION, IN WHOLE OR IN PART, AT ANY TIME, AT THE SOLE AND EXCLUSIVE DISCRETION OF THE DISTRICT, WITHOUT PRIOR NOTICE TO OR CONSENT OF THE CLASSIFIED EMPLOYEES.**

**IDAHO FALLS SCHOOL DISTRICT 91 SUBSCRIBES TO THE EMPLOYMENT AT-WILL DOCTRINE. NOTHING STATED OR IMPLIED IN THIS HANDBOOK CHANGES THE EMPLOYMENT AT-WILL STATUS.**

We sincerely hope the information contained in this Handbook will be helpful and enlightening to both new and existing staff of Idaho Falls School District 91.

Because personnel policies will always be an area of high interest, we encourage questions through contact with an immediate supervisor or with the Director of Human Resources and Finance.

## ***General Policies***

### ***Equal Employment Opportunity***

Idaho Falls School District 91 is an equal opportunity employer and provides equal employment to all applicants and employees regardless of race, color, religion, national origin, gender, age, marital status, or disability. District policy strictly prohibits sexual harassment.

### ***Nature of Employment***

The District strives to hire, train, and maintain excellent employees and also strives to be an excellent employer. The District hopes that each and every employee has a rewarding experience in his or her employment. **However, unless expressly agreed in writing and approved by the Board of Trustees, ALL CLASSIFIED EMPLOYEES ARE TERMINABLE AT-WILL. IN OTHER WORDS, NOTWITHSTANDING ANYTHING ELSE WHICH MAY BE STATED OR IMPLIED IN THIS HANDBOOK, OR THAT MAY BE SAID TO YOU VERBALLY EITHER BEFORE OR AFTER YOUR HIRING:**

- ALL CLASSIFIED EMPLOYEES ARE EMPLOYED AT THE SOLE DISCRETION OF THE DISTRICT.
- BOTH YOU AND THE DISTRICT REMAIN FREE TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR PRIOR NOTICE.
- NO CLASSIFIED EMPLOYEE HAS ANY RIGHT TO CONTINUED EMPLOYMENT OR BENEFITS.
- NOTHING IN THIS HANDBOOK IS INTENDED TO EXPRESS OR IMPLY ANY RIGHTS OR PRIVILEGES ON THE PART OF CLASSIFIED EMPLOYEES.
- NO POLICY, PRACTICE OR PROCEDURE DESCRIBED IN THIS HANDBOOK IS INTENDED TO CREATE LEGALLY ENFORCEABLE RIGHTS EVEN THOUGH IT HAS BEEN STRICTLY ADHERED TO BY THE DISTRICT OR ITS EMPLOYEES IN THE PAST.
- THE COMPLETION OF ANY PROBATIONARY PERIOD PRESCRIBED BY THIS HANDBOOK DOES NOT ENDOW THE SUCCESSFUL EMPLOYEE WITH ANY FURTHER LEGALLY ENFORCEABLE RIGHTS.

This statement applies to all classified employees of the District, as defined herein.

### ***Employment Paperwork***

Employees must supply the District with the information required to complete an Employment Eligibility Verification Form I-9, verifying the employee is legally eligible to work in the United States, within three business days of the date employment begins. Employees must also complete a W-4 Form indicating tax-withholding information and all other employment paperwork required by the District.

### ***Definitions***

For the purposes of this Handbook, certain words shall have the meanings ascribed below:

***Employment Year:*** A period of time designated on an annual basis, which is used solely for purposes of calculating an employee's compensation and benefits, the beginning of which may be July, August, or September, depending on an employee's job description. The use of such term shall in no way imply or otherwise be construed to establish a specific term of employment.

***Personnel Action Form (PAF):*** A form initiated by the employee's supervisor, reviewed by appropriate District staff, and used as a source document for employment information such as rate of pay, days worked, hours worked, benefit status, etc.

***Full-time Employee:*** An employee who is assigned to work at least twenty (20) hours per workweek for five or more consecutive months is considered full-time for retirement purposes.

***Part-time Employee:*** An employee who is assigned to work fewer than twenty (20) hours per workweek for five or more consecutive months or an employee assigned to work less than five consecutive months.

***School – Community Relations***

A goal of school-community relations is to bring about a harmony of understanding between Idaho Falls School District 91 and the public it serves. All District personnel are encouraged to support school activities and the education program by exhibiting a positive attitude toward their work, co-workers, students, and patrons of the District.

***Work Environment***

District 91 strives to provide a safe and healthy place of employment. It expects employees to participate in all health and safety programs that are made available to them. Supervisors will require training in the rules, practices, and procedures that are necessary for the safe performance of various jobs. Employees will be expected to follow the guidelines established by the District and individual supervisors with the understanding that they are for the safety and health of all concerned. Any thoughts or suggestions that might provide for a better work environment in this regard are encouraged and appreciated.

***Classification of Personnel***

All employees filling positions not requiring professional certification through the Idaho State Department of Education are considered classified employees. Generally speaking, these positions are categorized into one of the following service groups: (These classifications are considered typical and not all-inclusive.)

- |                   |                   |
|-------------------|-------------------|
| Business Services | Maintenance       |
| Child Nutrition   | Paraprofessionals |
| Clerical          | Transportation    |
| Custodians        | Warehouse         |
| Grounds           |                   |

Employee classification, wage, and full-time / part-time status will be determined at the time of assignment and will be set forth in a written Personnel Action Form. Changes in employment status will be made only by appropriate supervisors with a written Personnel Action Form.

***Personnel Records and Forms***

A permanent folder will be kept on all personnel. Pay information and periodic evaluations are kept in the employee’s personnel record as well as personal information. Payroll should be made aware of any changes in address, telephone number, marital status, beneficiary or dependents. Name changes may be made ONLY consistent with the employee’s Social Security card. The personnel record for each employee will be kept as a confidential matter as per Idaho Code Section 33-518 and will not be open to the general public except as required by Idaho Code Section 9-340(36). Materials placed in the employee’s file are normally available for the employee’s review while in the presence of a person responsible for the files. However, such

materials and files are the property of the District. The District reserves the right, in its sole discretion, to keep documents, records, notes, correspondence, or other materials relating to any employee in one or more other files, separate from the employee's general personnel file, and to allow or deny any employee access to those files or materials, in its sole discretion.

## ***Compensation***

### ***Ninety-Day Review Period***

Except for sick leave and death in family, no other leave may be taken during a new employee's ninety-day review period. A performance review will be conducted by the immediate supervisor and discussed with the employee at the expiration of the review period. It is the employee's responsibility to see that this performance review is conducted. If performance is acceptable at the end of the review period, a salary adjustment will be made in accordance with the salary schedule. Employees transferring to different jobs may also be subject to a two-percent reduction and a ninety-day review period. **Nothing in the ninety-day review period creates any enforceable right or privilege on the part of any classified employee. Employees may be terminated at any time, for any reason, with or without cause or prior notice.**

### ***Working Hours***

The number of hours worked per day or per week and the number of days worked per year is determined by the job description and/or the employee's Personnel Action Form. Employees should never exceed the number of hours per day nor the number of days per year allotted on the Personnel Action Form. The actual days an employee is scheduled to work are outlined on the Classified Personnel Work Schedule, which is available from the employee's supervisor and on the District's website. The Classified Personnel Work Schedule for paraprofessionals, child nutrition workers, and bus drivers includes Optional Workdays or check-in days, which they may work if there is meaningful work to do and if their supervisor approves. **It is the supervisor's option whether to have an employee work on an Optional Workday.** Salaried employees will be paid in addition to their regular monthly wages for the hours worked on the optional days or check-in days. If an employee's supervisor pre-approves working extra hours for a particular day, or working days not scheduled, the employee must obtain the supervisor's initials on his or her timecard containing those hours or days. Failure to do so will be considered grounds for disciplinary action.

Paraprofessionals who extend their day by substituting for a teacher or another paraprofessional in their same building will be paid the substitute wage as established by the district. Only the non-substitute hours will count towards PERSI and benefit eligibility. (See Idaho Code 59-1302)

### ***Time sheets or Electronic Records***

A time sheet or an electronic record is submitted by most employees, which reflects actual time worked and/or approved absences. Some departments require a Report of Absence form to be completed and approved before a pre-arranged absence, in addition to appropriately filling out a

time sheet. Time sheets and electronic records must be approved, verified, and signed by the supervisor before they will be processed by the Payroll Department. It is the employee's responsibility to submit completed information for the pay period. Payment for time sheets received after the payroll cut-off date may be delayed. Payment may not be issued to an employee until a time sheet is received by Payroll for that time period.

### ***Overtime***

Overtime (working in excess of a forty-hour week) is prohibited without advance approval of an immediate supervisor. Advance approval must be obtained from the department head or supervisor before overtime will be granted. If an employee takes vacation, paid leave, or holiday pay for part of the week, overtime is calculated only on hours actually worked excluding leave or holidays. If overtime becomes necessary and is approved by the immediate supervisor, the employee will be given an hour and one-half of paid time off for every overtime hour worked. The compensatory time arrangement must be agreed upon between the parties before the work is done. If that becomes impossible within the allotted time, the employee will be paid the remaining overtime, again at one and one-half hours for every hour of remaining overtime.

Note: Some employees are exempt from overtime under the executive, administrative and professional exemption provisions of the Fair Labor Standards Act. Exempt employees shall be notified of their exempt status.

### ***Compensatory Time***

Employees who have their supervisor's permission to work more than their scheduled hours/day or days/year, according to their Classified Work Calendar, but fewer than 40 hours per week, may schedule compensatory time, hour for hour, with their supervisor. Compensatory time could be traded for an equal amount of time-off on a scheduled workday. Compensatory time **may not** be carried beyond the District's fiscal year.

### ***Closure Days***

On days when schools are officially closed due to inclement weather or mechanical failure, the offices in each school will remain open to ensure the safety of the students and to answer phone calls. Maintenance staff, custodians, warehouse personnel, central office personnel, and building secretaries will be expected to report for work if it is safe for them to do so. Other classified employees are not expected to report for work on closure days unless they are directed to do so by their supervisor. Employees not expected to work and those who are expected to work but unable to come to work on closure days will not be paid unless they choose to use available personal leave or vacation leave. Scheduled leave will be charged as requested during closure days.

## ***Pay Advances***

Pay advances for hours already worked are discouraged and will not be allowed unless extenuating circumstances exist. Requests for pay advances must be submitted in writing to the immediate supervisor and to the Director of Human Resources and Finance for approval. In no case will a pay advance occur more often than once per year.

## ***Pay Period and Paydays***

The time sheet due date is the last working day of the month. Payday is scheduled for the twentieth of the month or on the Friday before if the twentieth falls on a weekend. Checks are sent to each school location for distribution. Most June and July checks are sent to the employee's current address. **It is the employee's responsibility to ensure that his/her address is current at all times.** All ninety-day reviews, deduction changes and special arrangements for checks should be made by the date time sheets are due.

Employees may have their pay automatically deposited into a single account at the financial institution of their choice. They must complete a direct deposit authorization with the Payroll Department. Deposit information may be viewed on Skyward Employee Access under Check History.

Part-time employees are paid only for the hours worked during the pay period.

Because full-time employees receive 12 months of benefits (on a prorated basis), they are paid on a year round basis even when they do not work 12 months of the year. Payroll will calculate the annual wages for full-time employees at the beginning of their pay cycle and pay them 1/12th of their wages each month. Depending on the number of days worked per year, an employee's pay cycle may begin in July, August, or September. The following schedule sets forth an employee's pay cycle based upon the number of days worked per year.

<u>Scheduled Workdays</u>	<u>Pay Cycle</u>	<u>Benefit Cycle</u>
241 – 251 days	July – June	August - July
198 – 240 days	August – July	September - August
197 days or less	September – August	October - September

Wages will be prorated for employees who begin after the start of the employment year.

**Special note for 245 or 255 day employees:** Because these employees work year round, the wages received on the 20<sup>th</sup> day of the month pays these employees through the end of that month. This makes it possible for the employee to receive an overpayment of wages if he/she were to terminate after the payday but before the end of the month. **If an overpayment occurs, the employee is responsible to repay the money.**

### ***Annual Performance Evaluation***

Supervisors shall evaluate the individual performance of each employee under their direct supervision within each fiscal year. The results of the evaluation will be discussed with the employee and filed in the employee's personnel file. Employees have the right to attach a written response to their evaluations.

### ***Resignation / Termination***

Any employee who intends to resign should, as a courtesy, give two week's advance notice to his/her immediate supervisor. This notice must be received in writing (a signed Personnel Action Form is sufficient). The supervisor will then send the completed Personnel Action Form to Payroll. An employee's insurance coverages will cease as explained in the Benefits booklet. All employees intending to terminate should consult with the Director of Human Resources and Finance regarding benefit status before terminating.

*The use of paid leave following notice of resignation:* Employees are expected to report to work on their final day of employment. Paid leave may be used for the final day of employment upon acceptable documentation from a healthcare provider or upon approval by the Director of Human Resources and Finance.

### ***Voluntary Transfers***

Transfers to another job within the District are permissible. An employee must apply for the new position and be considered with that job's pool of applicants. The employee will be paid the salary rate the job is assigned on the Classified Salary Schedule even if it results in a lower salary rate.

### ***Involuntary Transfers***

When transfer for cause or an involuntary transfer is necessary, the employee so affected will be apprised in writing or in a conference of the reasons the transfer is in order. However, the employee will be paid the salary rate the job is assigned on the Classified Salary Schedule even if it results in a lower salary rate.

### ***Working in Addition to Scheduled Days***

Employees with a regular job assignment who accept an assignment as a seasonal or temporary employee (either during the year or at the end of the year) will not be paid for holidays nor have the ability to use leave, including personal sick leave, for days they choose not to work.

## ***Jury Duty***

Employees called to jury duty, which necessitates an absence from their regularly scheduled duties, shall be granted leave with no loss of salary or benefits. Notice of the receipt of a summons for jury duty should be given to the employee's immediate supervisor as soon as possible.

## ***Personal Conduct***

### ***Outside Employment***

Employees shall not engage in any other employment or in any private business during the hours necessary to fulfill the employee's assigned duties. Employees should not engage in any employment that would:

- ✓ Affect their usefulness as an employee to the District
- ✓ Make time and/or energy demands upon the employee which would interfere with his/her effectiveness in performing his/her regular duties
- ✓ Compromise or embarrass the District
- ✓ Adversely affect his/her employment status or professional standing
- ✓ In any way conflict with assigned duties.

### ***Drug and Alcohol Free Workplace***

The abuse of alcohol and/or drugs is a serious threat to the District, its employees, and students. Management and employees are equally responsible for maintaining a safe and healthy working environment.

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the District 91 workplace.
2. The possession, consumption, or sale of alcohol on District premises or while on District business is prohibited. (District property includes all facilities, offices, buildings, equipment, automobiles, trucks, vehicles, and parking areas, whether owned, leased, used, or under the control of the District.)
3. Employees under the influence of alcohol and/or a controlled substance which impairs judgment, performance, or behavior while on District premises or on district business will be subject to discipline, including discharge. ("Under the Influence" means being unable to perform work in a safe and productive manner or being in a physical or mental condition that creates a risk to the safety and well-being of the individual, students, employees, the public or District property.)
4. Employees who report to work under the influence of alcohol and/or drugs will not be allowed to go to their respective workstations or drive themselves home. Either a family member or driving service will be contacted and arrangements will be made to have the employee driven home.

5. Consuming alcoholic beverages and/or abusing drugs while driving any vehicle for District business is prohibited.
6. Any employee found in violation of such prohibitions will be placed on probation and required to complete an established drug or alcohol abuse assistance and/or rehabilitation program or may, at the discretion of the Board of Trustees, be dismissed. (Employees who enter an alcohol or drug treatment program as a condition of continued employment will be required to sign a rehabilitation agreement. If an employee drops out of the program or fails to meet any terms of the rehabilitation agreement, he/she will be subject to immediate discipline up to and including termination.)
7. Employees who abuse alcohol and/or drugs off-the-job run the risk of jeopardizing the safety of themselves, their family, the public, and the district. Discipline, up to and including termination, may be imposed whenever such usage interferes with the District's ability to carry out its responsibilities, or increases its potential liability.
8. Reasonable accommodation will be offered to employees who admit to an alcohol problem.
9. The District may discipline, discharge, or deny employment to employees whose use of alcohol adversely affects job performance or conduct to the extent that the employees are not qualified to perform the essential functions of their jobs.

### ***Drug and Alcohol Testing***

The District reserves the right to require any employee suspected of alcohol and/or drug abuse to undergo testing. Employees who refuse to be tested will be subject to discipline, up to and including termination. In addition, any employee involved in an accident in a district vehicle must undergo an immediate test. Refusal to do so under those conditions may constitute grounds for discharge. Any employee suspected of alcohol and/or drug abuse who refuses to submit to urine and/or blood analysis will be removed from district property and be subject to disciplinary action up to and including termination.

Bus drivers and any other employees who are required to hold a commercial driver's license as a qualification of employment will be subject to mandatory testing in compliance with the regulations of the Department of Transportation (DOT) Controlled Substances and Alcohol Use and Testing as contained in 40 CFR Part 382.

### ***Smoke Free Buildings and Vehicles***

#### *Board Commitment to Clean Environment*

The Idaho Falls School District #91 Board of Trustees is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The Board believes that education has a central role in establishing patterns of behavior related to good health and shall take measures to achieve this goal.

#### *Board Concern for Employee Health*

The Board is concerned about the health of its employees and also recognizes the importance of adult role-modeling for students during formative years. In addition, recent pronouncements by

the Surgeon General of the United States indicate that research has proved that second hand smoke, defined as smoke that is in the air breathed by a non-smoker, is as dangerous to the non-smoker as smoking is to the smoker.

#### *Board Prohibition Against Employee and Student Use*

Therefore, effective with the final approval of this policy, smoking and the use of tobacco products shall be prohibited in all school buildings and all district-owned vehicles. Possession and use of tobacco products by students on school property or in district-owned vehicles is also prohibited. This policy is binding upon all district employees and students enrolled in District 91 schools.

#### *Prohibition of Use by Others in School Buildings*

Citizens, who are observed smoking or using tobacco products while in school buildings, or traveling in district-owned vehicles, shall be asked to refrain from such use. If the individual fails to comply, his or her violation will be reported to the appropriate building principal or administrator. The principal or administrator shall make a decision on what further action to take with the individual and may include a directive to leave the school building. Repeated violations may result in a recommendation to the Superintendent that the individual be prohibited from entering district buildings or traveling in district-owned vehicles.

### ***Sexual Harassment***

Each individual has the right to work and learn in an atmosphere, which promotes equal opportunities and prohibits discriminatory practices including sexual harassment. At Idaho Falls School District #91 sexual harassment, whether verbal, physical or environmental, is unacceptable and will not be tolerated. The sexual harassment of any employee or recipient of service rendered by the District is absolutely forbidden.

#### **I. DEFINITION OF SEXUAL HARASSMENT:**

For the purposes of this policy, sexual harassment is defined as unwelcome or unwanted conduct of a sexual nature (verbal or physical) when:

- A. Submission to or rejection of this conduct by an individual is used as a factor in decisions affecting hiring, evaluation, promotion or other aspects of employment.
- B. This conduct substantially interferes with an individual's employment or creates an intimidating, hostile or offensive work environment.

Examples of sexual harassment include but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts or suggestive insulting; obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures.

This behavior is unacceptable in the workplace itself and in other work-related settings such as business trips and business-related social events.

## II. Reporting a Complaint:

While Idaho Falls School District #91 encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, the District also recognizes that power and status disparities between an alleged harasser and a victim may make such a confrontation impossible. In the event that such informal, direct communication between individuals is either ineffective or impossible, the following steps should be followed:

### A. Notification of Appropriate Staff

Individuals who believe they have been subjected to sexual harassment should report the incident to their building principal or supervisor or to the Human Resources Department.

### B. Description of Misconduct

An accurate record of objectionable behavior or misconduct is needed to resolve a formal complaint of sexual harassment.

### C. Timeframe for Reporting Complaint

Idaho Falls School District #91 encourages a prompt reporting of complaints so that rapid response and appropriate action may be taken. However, due to the sensitivity of these problems and because of the emotional toll such misconduct may have on the individual, no limited timeframe will be instituted for reporting sexual harassment complaints. Late reporting of complaints will not, in and of itself, preclude the District from taking remedial action.

### D. Protection Against Retaliation

The District will not in any way retaliate against an individual, who makes a report of sexual harassment, nor permit any employee to do so. Retaliation is a serious violation of this sexual harassment policy and should be reported immediately. Any person found to have retaliated against another individual for reporting sexual harassment will be subject to the same disciplinary action provided for sexual harassment offenders.

## ***Appearance and Conduct***

Here are some general guidelines for appropriate conduct. It is not intended to be an exhaustive list of do's and don'ts. **Sound judgment is and always will be needed.**

Additional information about appropriate behavior is available in Board Policy, the Code of Ethics for Idaho Professional Educators, and Idaho Statute. If you have any questions, please contact your building administrator.

The classified staff member should:

- Maintain confidentiality in all matters pertaining to school and/or the students.
- Conduct all communication respectfully, following proper channels in voicing concerns and solving problems.

- Maintain a professional relationship with all students, both inside and outside the classroom.
- Never be alone with a student in a room with the door closed.
- Never reference personal religious beliefs or doctrines with students.
- Avoid the use of inappropriate language, such as profanity, put downs, sexual innuendoes or jokes, gossip or inappropriate teasing.
- Use appropriate positive behavior supports. The use of physical force or corporal punishment is prohibited.

All employees are expected to maintain high standards of conduct and a clean, well-groomed appearance suited to their positions. Employees should dress on the conservative side of prevailing styles and avoid drawing attention to themselves through their clothing, grooming, or ornamentation/piercings, etc. **Employees serve as role models for students and staff and are expected to conduct themselves accordingly.**

Good manners require a sincere regard for the feelings and self-respect of others. Courtesy is more than surface politeness; genuine regard for others is recognized in the way you treat patrons and colleagues or answer the telephone. Tolerance for other people's shortcomings, as well as awareness of your own, should be the standard by which employees interact with each other and with students and patrons of the District. Positive and productive interaction with students and patrons should be a goal of every employee.

District employees are expected to be on task during the times when they should be performing the normal functions of their jobs. Behavior that could be called "horseplay" detracts from the quality of work and may pose a safety risk for anyone in the vicinity and will not be tolerated.

### ***Promptness***

It is the personal responsibility of each employee to report for work at the scheduled time and place. Chronic lateness will be investigated by the supervisor and appropriate disciplinary action, including dismissal, will be taken if the tardiness continues.

### ***Telephones***

The use of District telephones is limited to District business. However, the District recognizes that calls of a personal nature are occasionally necessary. The District relies on the employee to use good judgment in keeping personal calls to a minimum. Misuse of this privilege will result in disciplinary action. No personal long distance calls should be made in a way that the District is charged for them. The employee is expected to use appropriate telephone manners at all times.

### ***Cell Phone Usage*** (Adopted March 23, 2004)

All cell phones shall be turned off during instructional times and during meetings. Allowances for special circumstances or emergencies should be made on a case by case basis by the responsible authority. (Board Policy 406.16)

## ***Standards of Performance and Grievances***

### ***Rules of Conduct***

Employees are expected to conduct themselves responsibly and in accordance with established rules as set forth below. The District intends to take disciplinary action, up to and including termination, against employees who violate any of these rules, depending on the circumstances. Ordinarily, the severity of the discipline will depend upon the seriousness and frequency of the infraction, the particular circumstances involved, and the previous employment record of the employee in the District; but the District has the right in its sole discretion to determine what disciplinary action will be taken regardless of any of those factors.

All employees are expected to adhere to the following rules of conduct. Listed below are examples of conduct generally recognized as detrimental to the best interests of the District. These examples are set out for purposes of illustration only and this list is not intended to be all-inclusive. Examples of conduct for which disciplinary action or termination may be taken are as follows:

1. Theft of District property, the use of District property for personal purposes or the unauthorized removal of District equipment or property from the workplace.
2. Violation of the Idaho Ethics in Government Act or similar statutes prohibiting conflicts of interest.
3. Acceptance of a bribe or gift or using one's public position for personal gain in violation of Chapter 11, Title 18, Idaho Code.
4. Commission of a misdemeanor while on duty or the commission of a felony either on or off duty.
5. Willful or malicious damage to District property or property under the control or in the custody of the District.
6. Intoxication, possession of, drinking, ingesting or being under the influence of alcoholic beverages or any controlled substance, with the exception of prescribed medication, while on duty.
7. Horseplay, fighting, intimidation or coercion of other employees.
8. Willful insubordination including, but not limited to, failure to discontinue job duties or failure to leave the workplace when directed to do so by the employee's supervisor.
9. Violations of safety regulations and practices including, but not limited to, failing to use safety equipment, willful failure to adhere to safety regulations, failure to report on-the-job injuries or accidents or failure to follow instructions regarding medical treatment.
10. Falsification or unauthorized destruction of public records or reports.
11. Dereliction of duty or unsatisfactory performance of assigned duties or sleeping while on duty.
12. Reckless or negligent operation of a District vehicle or failure to promptly report vehicle accidents or other violations or regulations incident to the operation of District vehicles, whether or not the employee was directly involved.

13. Tardiness or unexcused absence from work. (Absences without prior notification to an employee's Supervisor of an intent to use paid leave benefits hereunder will be considered to be unexcused, absent exigent circumstances.)
14. Gambling on duty.
15. Engaging in patently offensive or immoral activity while off duty.
16. Possession of weapons or explosives while on duty without proper authorization.
17. Failure to cooperate with fellow employees in a manner which impairs performance of job duties.
18. Engaging in or conspiring to commit espionage, sabotage or criminal conspiracy.
19. Abuse of sick leave or other paid leave benefits hereunder.
20. Dishonesty while in the performance of job duties.
21. Sexual harassment of another employee, or member of the public, or failure to report such conduct by another employee, or failure to follow adopted procedures for the reporting of sexual harassment.
22. Knowing submission of materially false information in an employment application.
23. Intentional and unauthorized alteration of District record information or data or making deliberate misrepresentations of fact during the course of duty.
24. Falsifying or altering a timecard without proper authorization or deliberately misrepresenting time worked for the District.
25. Failure to comply with District drug-free workplace and smoke-free environment policies.
26. Obtaining outside employment without prior notification and approval, or participating in other outside activities not compatible with the full and proper discharge of the employee's position with the District.
27. Willfully engaging in acts of discrimination based on race, creed, color, religion, gender, age, national origin or disability.
28. Willfully engaging in acts of retaliation or harassment against an employee in connection with complaints of discrimination or sexual harassment.
29. Disclosure of confidential information to unauthorized persons.
30. Deliberate and willful slander of fellow employees, students, patrons or supervisors whether occurring on or off the workplace.
31. Leaving the work area or assignment during working hours without prior permission from an immediate supervisor.

The District reserves the right to take disciplinary action including verbal warnings, written warnings, suspensions without pay, demotions, loss of benefits, transfers to other assignments, termination, or other disciplinary action deemed appropriate.

### ***Probation***

An employee may be placed on probation at any time. The following procedure will generally be followed by the supervisor with respect to the placement of any employee on probation:

- Review work performance at last conference.
- Document specific problems.
- If probation is recommended, inform employee orally and in writing (Notice of Unsatisfactory Performance).
- Specify time limits of probationary period.

- Reevaluate at or near end of probationary period and recommend: 1) Continued probation, or 2) Removal from probation, or 3) Dismissal.
- At the conclusion of the probationary period, copies of all documentation will be forwarded to the Director of Human Resources and Finance for historical reference and placed in the employee's personnel file as per state law.

Notwithstanding the foregoing, an employee will remain subject to discharge for the convenience of the District at any time, even though the employee may be on probation and the period of probation has not expired.

## **Idaho Falls School District 91 Classified Grievance Procedures and Form**

In the event of a dispute which has been raised by an employee with his or her supervisor and not satisfactorily resolved, or which cannot be raised with the employee's immediate supervisor, an employee may resolve the dispute through the District grievance procedures set forth below. Classified employees who have not worked at least one hundred eighty days of employment may not pursue a grievance regarding any matter involving the employee's rate of salary or wage or a decision to terminate employment.

Good morale is maintained as problems arise by sincere efforts of all persons concerned to work toward constructive solutions in an atmosphere of courtesy and cooperation. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems, which may from time to time arise. Grievance proceedings should be kept informal and as confidential as may be appropriate at all levels of the procedure.

A grievance shall mean a written allegation of unfair treatment or a violation of District policy.  
**NOTHING HEREIN SHALL IN ANY WAY BE CONSTRUED TO ABROGATE THE AT-WILL DOCTRINE OR TO OTHERWISE LIMIT THE REASONS FOR WHICH EMPLOYMENT MAY BE TERMINATED.**

No grievance shall be recognized unless it is first presented to the employee's immediate supervisor within six (6) working days after the date of the incident giving rise to the grievance. All written and printed matter dealing with the processing of the grievance will be filed separately and apart from the central office personnel files of the participants.

When it is necessary for an employee, or a witness for the employee, to attend a meeting or hearing called by the Superintendent, or designee, during the school day, the Superintendent's office shall so notify the immediate supervisor or department head. Individuals so called will be released from their work assignment without loss of pay for such time as attendance at said meeting or hearing is required.

Neither the Board, nor any administrative office or supervisor, shall take reprisal affecting the employment status of any employee or any other participant in the grievance procedure by reason of such participation.

**Levels of Grievance**

*Level One*

The employee shall submit the grievance in writing to his or her immediate supervisor within six (6) days of the incident giving rise to the grievance. The grievance shall state the nature of the grievance and the remedy sought. Within six (6) working days of the receipt of the grievance, the immediate supervisor shall provide a written response to the employee.

**What are you claiming as unfair, or what is the specific violation of district policy that you allege? This is to be a specific summary. You may attach a letter to provide the necessary details supporting the claim.**

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**Briefly describe the remedy sought –what you would like to see happen.**

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\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

**Level Two**

If the employee believes the decision at Level One to be incorrect or incomplete, or if the supervisor fails to respond in a timely basis, the grievant may, within five (5) working days after the receipt of the written decision at Level One or at the expiration date for such response whichever is earlier, request the grievance be transmitted to the Superintendent or designee for review at Level Two.

Within six (6) working days after receiving an appeal, the Superintendent or designee will communicate with the grievant in an effort to resolve the appeal. Within five (5) working days of the communication, the superintendent or designee shall provide a written response to the grievant.

**Briefly list the reason(s) you would like to appeal the Level One decision. You may attach a letter to provide the necessary details supporting the appeal.**

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**Briefly list the remedy sought – what you would like to see happen.**

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Signature of Grievant

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Date

**Level Three**

Should the employee believe the decision at Level Two to be incorrect or incomplete, or if the Superintendent or designee fails to respond within the time frames set forth at Level Two, the grievant may request a review of the grievance by a hearing panel within five (5) working days of the receipt of the Superintendent's response, or the expiration date of such response, whichever is earlier.

Within ten working days after receipt of an appeal, the Board of Trustees shall convene a panel according to Section 33-517 of the Idaho Code. The panel shall be composed of three (3) persons; one (1) designated by the Board of Trustees, one (1) designated by the grievant, and one (1) agreed upon by the two (2) appointed members; for the purpose of reviewing the appeal. If the grievant fails to make such designation, it will be considered a waiver of the right to designate a panel member. The Board of Trustees may thereafter appoint two (2) members of the hearing panel and such members shall then appoint the third member.

Within five (5) working days following the completion of the review, the panel shall submit its decision in writing to the grievant, the superintendent, and the Board of Trustees.

**Briefly list the reason(s) you would like to appeal the Level Two decision. You may attach a letter to provide the necessary details supporting the appeal.**

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**Briefly list the remedy sought – what you would like to see happen.**

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*Signature of Grievant*

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*Date*

**\*Workers Compensation Policy**

**Work injuries must be reported immediately to the supervisor during the shift of the incident, and an injury report form must be completed.**

As required by law, Idaho Falls School District 91 is insured for injuries received by employees during the course of their work for both medical costs and loss of wages. Under this law, the

employer has the right to choose the healthcare providers (i.e., doctors, treatment facilities) for their employees' workers compensation injuries. All claims must be filed with State Insurance Fund for any work-related injury. These claims cannot be filed with the employee's own medical insurance carrier (i.e., Blue Cross). **The District's chosen provider is Mountain View REDICARE on Channing Way. (The address is listed on the injury report form).**

**Any employee who is unable to work due to a work-related accident will not receive compensation from the District for those days the employee is unable to work.** Such compensation will come from State Insurance Fund and will be paid directly to the injured employee after meeting the required waiting period. Where the amount paid is less than what the employee would otherwise have earned, the employee may elect to use accumulated sick leave to compensate for the difference. Sick leave from the Sick Leave Bank will not be granted during the period that payments are being received from State Insurance Fund.

All amounts paid to employee from State Insurance Fund must be reviewed by the Payroll office prior to approval for the use of sick leave compensation. **The combination of amounts paid to an injured employee from both State Insurance Fund and from sick leave accumulations are not, by law, to exceed the amount that would otherwise have been paid to the employee in the absence of injury.**

As long as an absence from work because of a workers compensation incident is less than six calendar weeks from the date of the incident, the District will continue to pay its portion of the employee's insurance benefits. If an employee misses work because of the incident beyond six calendar weeks, the employee must pay for the district's share of his/her insurance premiums according to the number of days missed beyond the six calendar weeks. The number of months of insurance for which the employee must pay is calculated by dividing the number of scheduled days missed (after the six calendar weeks) by the number of days normally scheduled to work per year, multiplying the results by the number of months the district normally would pay for its share of insurance (according to scheduled number of days), and rounding it to the nearest month.

Employees qualifying for FMLA who are on workers compensation will be notified by the District that the leave is considered part of their FMLA leave.

If an employee elects to allow insurance coverage to lapse during an absence, the employee must re-qualify for insurance according to the individual insurance policy's requirements upon returning to work.

**For employees released to work with restrictions, the District will make every effort to get the employee back to work in a temporary, light-duty position. Status of each follow-up appointment must be provided to payroll immediately.**

### ***Workers Compensation Procedures***

#### **Follow these steps whenever an injury occurs in the workplace**

1. **Immediately report an accident or injury in the workplace**, whether medical attention is needed or not, to the employee's immediate supervisor. The supervisor and employee will fill out the Accident Report within the shift of the accident and will promptly send it to Payroll.

2. If medical attention is required beyond first aid, the supervisor must contact the payroll department immediately, and the employee must go to **Mountain View 'REDICARE'** which is located on Channing Way. (The address is listed on the injury report form. The facility is currently open 24 hours per day.) If it is a life threatening injury, the employee should go directly to Eastern Idaho Regional Medical Center's emergency room for treatment.
3. If the employee chooses to go to a physician or facility other than the one assigned by the District, State Insurance Fund may deny the employee's claim. The employee would then be responsible for those charges. Further medical procedures must be approved by State Insurance Fund before-hand to be considered for payment.
4. For a time-loss accident, a "Return to Work Authorization" from the physician must be submitted to payroll before an employee returns to work. The supervisor cannot allow the employee to work if a Return to Work Authorization has not been received.
5. When filling out a timecard for an absence due to a work-related accident, place the abbreviation "WC" in the appropriate box(es). No wages will be paid for those days. For short-term absences that will not be compensated by State Insurance Fund, the employee has the choice of using sick leave. If sick leave is used, a notation should be made at the bottom of the timecard.
6. If a **salaried** employee is expected to miss more than two weeks of work, the **employee's salary will be suspended as of the date of the incident to ensure that no payments will be made until the employee returns to work. After a specified amount of time, State Insurance Fund may reimburse time-loss. State Insurance Fund also reserves the right to deny the claim and make no payments.**
7. When an employee receives compensation from State Insurance Fund and when said compensation is less than what normally would have been received, the employee may use accumulated sick leave to make up the difference. However, the employee must notify the payroll office of the desire to use his/her sick leave benefit and must provide evidence to payroll of the amount of workers compensation benefits received before the sick leave payment can be made. The sick leave payment will not go beyond the time period covered by the last payment made by State Insurance Fund.
8. If an employee receives no or insufficient wages from the District, he/she **MUST** pay to the District the amount normally deducted for the Flexible Reimbursement plan. The insurance premiums for the employee's share of individual and dependent coverage, and perhaps the District's share of insurance as explained above, must also be received (unless an employee chooses to drop insurance coverages, in which case all persons covered would have to re-qualify according to the individual insurance policy's requirements).

### ***Miscellaneous***

The provisions of this Handbook are for your guidance and assistance in understanding the District's expectations, guidelines, and procedures regarding its classified employees. This Handbook is not intended to be a comprehensive compilation of all guidelines and procedures

of the District. From time to time, additional administrative directive may be issued by the Superintendent and the Board of Trustees. Employees should adhere to such directives irrespective of the failure to include such directive in this Handbook.