

# College Place Public Schools

## Off Schedule Classified Employee Handbook

2006 - 2007

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# College Place Public Schools Off Schedule Classified Employees Handbook

## **DEFINITION**

With the exception of those items covered by statute or Board policy, this employment guide is an outline of district services for classified employees and not a binding document such as a negotiated agreement.

## **CONFORMITY TO LAW**

This handbook is subject to the provisions of federal and state law, as amended. If any provision included in this classified employee handbook should be found to be contrary to law by a tribunal of final jurisdiction, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law. All other provisions or applications shall continue in full force and effect.

## **RECOGNITION AND COVERAGE**

The term employee when used hereinafter applies to the following classified positions:

- Administrative Assistant
- Fiscal Assistant
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A full time employee is one who works, or is expected to work on an annual basis, two hundred sixty (260) eight (8) hour days. Full time employees will receive leave and insurance benefits as stated in this handbook.

A temporary employee is one who works, or is expected to work, less than full time, as described above. Continued employment past the immediate need is not assumed or implied. Temporary employees will receive insurance benefits as stated in this handbook. Temporary employees will be paid from a timesheet and are not eligible for leave benefits.

College Place Public Schools operates on a fiscal year starting on September 1<sup>st</sup> and ending on August 31<sup>st</sup>.

## **RIGHTS OF EMPLOYER**

The College Place Public Schools Board of Directors retains all rights to the administration of the District through its adopted policies and applicable state and federal laws. These rights include, but are not limited to: operational management, control of school properties and facilities, supervision of curriculum and instruction, athletic and recreation programs, and the selection, assignment, transfer, promotion and demotion, and discipline or dismissal of all personnel.

The Board, acting in behalf of the electorate of the School District, retains and serves all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the regulations of the State Board of Education, the laws and the constitution of the State of Washington and/or the United States.

The right to make reasonable rules and regulations shall be considered acknowledged functions of the District. In making rules and regulations relating to personnel policies, procedures and practices, and matters of working conditions, the District shall give due regard and consideration to the rights of the employees.

## **RIGHTS OF EMPLOYEES**

### **PERSONNEL FILES**

Each employee shall have access to view all material placed in his/her personnel file and to review the entire file upon request, during regular working hours at the Administration office. Each employee may bring matters of concern to the attention of the appropriate officials of the District.

Neither the District or the employees shall discriminate against any employee on the basis of race, ethnicity, creed, color, sex, religion, age or marital status or because of a physical handicap with respect to a position, the duties of which may be performed efficiently by an individual without danger to the health or safety of the physically handicapped person or others.

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Any complaint made against an employee by a parent, student or other person shall be promptly called to the attention of the employee. Any such complaint not called to the employee's attention within ten (10) work days may not be used as basis for disciplinary action. No such complaint may be used against an employee for any purpose whatsoever unless the employee has been afforded an opportunity to enter a written rebuttal to any material to be used for disciplinary action.

At the employee's request, any and all derogatory information in the employee's personnel file shall be removed after three (3) calendar years from its inception date. Exception: any and all abuse of children related material.

Employees have the right to a safe, drug, tobacco and weapon free work environment.

## **HOLIDAYS**

The following shall be recognized as paid holidays for all full time employees:

Labor Day	Veteran's Day
Thanksgiving Day	Day After Thanksgiving
Christmas Day	Day Before or Day After Christmas Day
New Year's Day	Day Before or Day After New Year's Day
President's Day	Martin Luther King's Birthday
Memorial Day	Independence Day

## **ALL LEAVES**

Leave may be taken in increments of not less than ½ hour.

## **VACATION LEAVE**

Vacation leave will be earned based on the following schedule:

0 – 5 years experience in the District - 18 days (1.5 days per month)

6+ years experience in the District – 21 days (1.75 days per month)

Full time employees will receive vacation leave front loaded at the beginning of the fiscal year. Vacation leave will be considered earned by the month. Upon termination all used unearned vacation leave will be deducted from the final paycheck.

All vacation leave must be approved in advance by the administrator, with the absence form completed and submitted prior to the leave being taken. In the case of emergencies it will need to be completed and submitted as soon as possible.

All employees must work a qualifying period of six (6) months before being eligible to use vacation leave credit.

Employees may carry up to twenty (20) days of unused vacation leave from one fiscal year to another. Please remember that due to payroll cutoff being the end of the previous month, that leave taken in the month of August will be considered to be taken in the next fiscal year.

The District will compensate an employee up to a maximum of two hundred forty (240) hours of accrued vacation upon termination of employment. The rate of compensation of an employee cashing out vacation leave shall be at the current hourly rate of pay.

## **SICK LEAVE**

### **DEFINITION**

Sick leave is the necessary absence from duty caused by illness, injury, or other disability.

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All sick leaves must be approved in advance by the supervisor when possible, with an absence form completed and submitted to the appropriate administrator(s). It is understood that some emergency types of leave can not be preplanned, but in these instances notification as soon as possible to the supervisor is still necessary. After three (3) work days of absence, the administration may condition continued use of sick leave on employee submission of a written statement of condition and upon periodic follow-up reports thereafter. See Abuse of Sick Leave.

### **SICK LEAVE**

Sick leave credits shall be earned at a rate of one (1) working day (4-8 hrs.) for each full month of service, not to exceed twelve (12) days (48-96 hrs.) for each year of service. Sick leave shall be calculated for the position on an annual basis and front loaded to the employee at the beginning of each year, or at the onset of new employment. Unused sick leave shall accumulate from year to year to a maximum of the number of employment days in a fiscal period for the employee.

At the time of an employee's separation from the district due to retirement or death, an eligible employee or the employee's estate shall receive remuneration at a rate equal to one (1) day's current monetary compensation of the employee for each four (4) full day's accrued sick leave with a maximum of 180 accrued days.

### **SICK LEAVE ATTENDANCE INCENTIVE PROGRAM**

In January of the year following any year in which a minimum of sixty (60) days of leave for illness or injury is accrued, and each January thereafter, any eligible employee may exercise an option to receive remuneration for unused leave for illness or injury accumulated in the previous year at a rate equal to one (1) day's monetary compensation for the employee for each four (4) full days of accrued leave for illness or injury in excess of (60) days. Leave for illness or injury for which compensation has been received shall be deducted from accrued leave for illness or injury at the rate of four (4) days for every one (1) day's monetary compensation.

### **SICK LEAVE TRANSFER/DONATION**

Classified employees who have accumulated more than sixty (60) days of sick leave or more than ten (10) days of vacation leave may donate accumulated leave to other classified employees. This individual donation may not exceed six (6) days in any fiscal year. The employee donating the days shall specify the number of days (hour to hour equivalent) to be donated. Leave sharing shall be administered in compliance with RCW 28A.400.380 and WAC 392-126-004 through WAC 392-126-104. Employees provided with vacation leave may donate either sick leave or vacation leave.

All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick leave. In addition, the names of the individuals who do or do not make donations shall not be published.

### **BUSINESS LEAVE**

Each classified employee shall be allowed five (5) days (20-40 hrs.) per year non-accumulative, deducted from sick leave allowance, for employee absence due to emergency, business, professional, household, or personal matters that cannot be attended to outside of working hours. Prior approval must be given by the administration, with the exception of emergencies. The use of business leave will be allowed immediately preceding or following a school holiday, provided a substitute is available if needed.

### **ABUSE OF SICK LEAVE**

Abuse of sick leave is cause for dismissal and occurs when an employee misrepresents the actual reason for charging an absence to sick leave or when an employee uses sick leave for unauthorized purposes.

A doctor's certificate may be required after three (3) days for substantiation of sick leave.

### **TRANSFER OF SICK LEAVE**

College Place Public Schools will accept the transfer of classified employee accumulated sick leave from other public school districts within the State of Washington.

## **OTHER LEAVES**

All other leaves must be approved in advance by the supervisor, with the absence form completed and submitted to the appropriate administrator(s). It is understood that judicial and military leave is required and in those instances notification to the supervisor must be given as soon as possible.

### **FAMILY MEDICAL LEAVE ACT (FMLA)**

The FMLA provides an entitlement of up to 12 weeks of job-protected, unpaid leave during any 12-month period to eligible employees for the following reasons:

- Birth and care of the employee's child, or placement for adoption or foster care of a child with the employee;
- Care of an immediate family member (spouse, child, parent) who has a serious health condition; or
- Care of the employee's own serious health condition.

If an employee was receiving group health benefits when leave began, an employer must maintain them at the same level and in the same manner during periods of FMLA leave as if the employee had continued to work. While on paid leave, out-of-pocket expenses will continue to be paid through payroll deduction. If on unpaid leave, the employee is responsible for reimbursing CPPS for their portion of the group health benefits during the period of FMLA leaves.

An employee must exhaust all other accrued paid leave (vacation, sick, personal, etc.) before unpaid FMLA leave is granted.

When the need for leave is foreseeable, an employee must give the employer at least 30 days notice, or as much notice as is practicable. When the leave is not foreseeable, the employee must provide such notice as soon as possible.

An employer may require medical certification of a serious health condition from the employee's health care provider. An employer may also require periodic reports during the period of leave of the employee's status and intent to return to work, as well as "fitness-for-duty" certification upon return to work in appropriate situations.

An employee who returns from FMLA leave is entitled to be restored to the same or an equivalent job (defined as one with equivalent pay, benefits, responsibilities, etc.). The employee is not entitled to accrue benefits during periods of unpaid FMLA leave, but the employer must return him or her to employment with the same benefits at the same levels as existed when leave began.

The FMLA provides that eligible employees of covered employers have a right to take up to 12 weeks of job-protected leave in any 12-month period for qualifying events without interference or restraint from their employers. The FMLA also gives employees the right to file a complaint with the Wage and Hour Division of the Department of Labor's Employment Standards Administration, file a private lawsuit under the Act (or cause a complaint or lawsuit to be filed), and testify or cooperate in other ways with an investigation or lawsuit without being fired or discriminated against in any other manner.

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### **BEREAVEMENT LEAVE**

Each employee shall be allowed five (5) days per year with full pay for absence caused by the death of an employee's relative. Such bereavement leave shall not be deducted from sick leave. Any additional incidents requiring bereavement leave could be considered by the administration during the school year.

### **JUDICIAL LEAVE**

In the event an employee is required to serve as a juror or appear as a witness in court, or is named as a codefendant with the district, such employee shall receive a normal day's pay for each day of required present in court. When it appears that jury duty will exceed three (3) days, administrative approval will be required. Any remuneration received for such service, however, will be forwarded to the school district, less bona fide expenses.

### **MILITARY LEAVE**

The district shall grant military leave as provided by law to each staff member who is a member of a United States Military Reserve Unit or a member of the Washington National Guard for a period not to exceed fifteen days during each calendar year, provided such reservist has been called to active duty or active duty training. Such military leave of absence shall be in addition to any vacation or sick leave to which the staff member may be entitled and shall not result in any loss of rating or privileges. During the period of military leave, the staff member shall receive his/her normal pay.

To qualify for continued employment, all employees on authorized leave will be required to give written notice to the Personnel Office no later than May 1 of their planned date of return to work.

### **LEAVE OF ABSENCE**

A leave of absence for up to one (1) year without pay may be granted on a case-by-case basis by the District. Approval of individual leave requests will not establish a precedent. Requests must be submitted in writing to the Superintendent at least thirty (30) days before the leave commences. An employee on an approved leave of absence may choose to maintain insurance benefits by paying actual cost to the school district. Sick leave and retirement benefits will not accrue during a leave of absence.

### **LEAVE WITHOUT PAY**

An unpaid absence from work may be taken when the employee does not have any qualifying leave. Prior approval of the administrator and the superintendent is required. Leave without pay is not an employee right, but rather a discretionary option given by the administration. A request for leave without pay must be made in writing at least three (3) days before the approved leave is to begin. The rate of leave without pay deducted shall be the employee's regular hourly rate. A leave without pay is a leave without benefits. Leave without pay benefits rate is calculated based on annual insurance benefits divided by annual hours worked.

Taking unapproved leave without pay is grounds for disciplinary action.

### **HEALTH BENEFITS**

The benefit year starts October 1<sup>st</sup> and ends September 30<sup>th</sup>. Insurance premium payments deducted from a paycheck will pay for the next month's coverage. Open enrollment for the District's group insurance programs shall be held annually during the month of September or in enrollment periods designated by the insurance carrier.

The District shall contribute the state allocation minus the retiree carve-out per full-time equivalent employee.

A full-time equivalent is based upon 1,440 worked hours. Employees whose work year is less than 1,440 hours shall receive a prorated amount. For full time employees the insurance contribution will be divided evenly over the remaining months in the fiscal year. Temporary employees working less than 20 hours a week are not entitled to insurance benefits.

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The contribution can be applied toward premiums of approved insurance programs for employees and their eligible dependents. The employer's contribution shall be applied to the dental and vision premiums first. The remainder can then be applied towards medical premiums if desired. At no time may an employee's choice of medical coverage cause him/her to be in a negative net pay situation.

If a new employee is hired into an eligible position after the beginning of the year then insurance coverage will be effective the first day of the month after the next regularly scheduled pay day. If an employee terminates employment prior to working the full year, all insurance coverage shall terminate at the end of that month.

The District will place 100% of the unused insurance funds in a pool to be used by employees to reduce out-of-pocket premium expenses for basic coverage. All employees eligible for benefits are eligible to participate in the pool. The pooling is calculated, from unused health funds, once a year with the October payroll and prorated over the eleven (11) remaining months. Eligible employees hired after October 1 will not be eligible for the additional pooled insurance benefits.

The District participates in additional optional group insurance plans for the benefit of the employee. These plans can be purchased through employee funded payroll deduction on a monthly basis. Other coverage includes but may not be limited to: Cancer, long term disability, accident, life, and intensive care.

### **MISCELLANEOUS EMPLOYMENT ISSUES**

#### **RETIREMENT**

The District shall comply with reporting requirements of the Washington State Department of Retirement Systems with respect to position requirements and hours worked by employees.

#### **PAY DATE**

Pay checks shall be issued on the last working day of each month. If financially feasible, pay checks in December shall be issued on the last working day before Christmas vacation.

#### **SAFETY AND ACCIDENT REPORTING**

The health and safety of all employees is important. Classified employees of College Place Public Schools must report ALL accidents to their immediate supervisor as soon as possible after the accident has occurred. Unsafe work conditions known to classified staff must be reported to a supervisor immediately.

Both the school district and its individual employees shall abide by applicable safety standards set forth in the Washington Industrial Safety and Health Act.

#### **OVERTIME**

Overtime can only be initiated by the employer. At no time may an employee work overtime without prior written approval from a supervisor. All overtime and its compensation will be paid in accordance with the Fair Labor Standards Act.

#### **TRANSFER OF PREVIOUS EXPERIENCE**

All new personnel will start at the 0 years experience step. In case of an exceptionally well-qualified person, the starting placement may be up to 2 years of experience. Any new hire who has previously been employed by any school district in the State of Washington, may transfer their unused sick leave balance.

#### **SALARIES AND EMPLOYEE COMPENSATION**

The District will normally pass on the same salary and benefit increases that classified employee receive to off schedule positions that are included in this guide.

#### **WORK CALENDAR**

An annual work calendar for classified employees shall be established prior to August 15<sup>th</sup> of each year by the Administration office.

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### **EARLY RELEASE / LATE START / SNOW DAYS**

Employees will work their normal amount of hours per day on early dismissal or late start days. The principal or supervisor may dismiss early on major holidays i.e. Thanksgiving and Christmas. On days that school is cancelled due to unforeseen needs, all classified staff must report at their scheduled time and work their full day with the exception of the following positions: instructional paraprofessionals, food service workers, and bus drivers.

### **OFFICIAL DISTRICT POSTINGS**

The District's web page will be the official posting site for all positions, district policies, calendars and related information.

### **KEYS TO DISTRICT FACILITIES**

The superintendent and/or principals will issue keys to employees. Employees are responsible for the keys they have been issued. In the event the District's facilities are compromised by the loss of key(s), the employee may be held financially liable as a result.

Unauthorized duplication of District keys is grounds for dismissal.

### **USE OF PERSONAL VEHICLE**

Any employee required to travel from one site to another in accordance with assigned duties for the District in a private vehicle during working hours shall be reimbursed for such travel on a per-mile basis at the prevailing District rate upon receipt of the completed appropriate form in the business office.

Unauthorized District use of personal vehicles is prohibited.

Transporting of students in personal vehicle is strongly discouraged. Should the need arise prior approval from supervisor is necessary.

### **MEALS AND LODGING**

Prior approval by the Administrator or Superintendent is necessary for travel outside of the District. When on approved district business, travel expenses are reimbursed per diem. There is no meal reimbursement unless there is an overnight stay involved.

### **CELL PHONE USE**

Personal cell phone use is to be approved by the building principal or supervisor.

### **REST BREAKS**

A 15 minute rest period for each 4- hour work period, scheduled as near as possible to midpoint of each.

### **RESIGNATIONS**

Staff should notify the superintendent as early as possible of their intent to resign and no less than fourteen (14) calendar days prior to their last working day. Notification will be made in writing.

### **RETIREMENTS**

Employees intending to retire should notify the superintendent as early as possible and no less than thirty (30) **calendar** days prior to their retirement date. Notification will be made in writing.

### **TECHNOLOGY**

After reading the acceptable use guidelines and completion of a network consent form access to the District network will be established. An email account will be set up for each employee. The supervisor will indicate to the employee workstations that may be used to daily access email and the internet when necessary.

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### **TAX SHELTERED ANNUITIES**

Board policy allows employees to participate in 403b tax sheltered annuity plans. Contributions to these plans are 100% employee contribution.

### **SENIORITY AND LAYOFFS**

#### **SENIORITY**

Seniority shall mean time spent in District. Temporary employees working less than 20 hours a week do not accumulate seniority.

#### **LAYOFFS**

The School District shall notify regular employees in writing of intent not to rehire for the next school year at least two (2) weeks prior to the employee's last working day of the current school year. Management need not express a reason for the election not to rehire. Should a position terminate or cease to exist, those to be affected shall be given at least ten (10) days written notice of such a change. Employees affected by a position termination will be considered for retention in other available positions for which the employee is qualified.

### **EVALUATIONS, GRIEVANCE, DISCIPLINE, SUSPENSIONS AND TERMINATION**

#### **EVALUATIONS**

Evaluations are a feedback mechanism for personal and professional growth.

Each new hire shall remain in a probationary status for a period one (1) calendar year from the date of employment. Evaluations for the new hire will occur at three (3), six (6), and twelve (12) working months. During this probationary period, the District may release such employee at its discretion without expressing any reason.

After the initial year of probation each employee shall be evaluated at least annually by the immediate supervisor. Evaluations must be completed by May 1. If an evaluation indicates an area that Needs Improvement (see evaluation instrument), a re-evaluation will be conducted after three working months and six working months. Copies of the evaluation forms are available from the Business Manager upon request.

#### **GRIEVANCE PROCEDURE**

##### **Definition**

1. A grievance is an allegation by an employee or group of employees that there has been a misapplication of the express terms and/or provisions of this handbook which creates an inequitable situation for him, her, or them.
2. A grievant shall be defined as an individual or group of affected individuals. Any grievant may be represented by legal council in grievance proceedings.
3. Nothing contained herein shall be construed as limiting the right of any employee having a complaint to discuss the matter informally with his or her supervisor at an appropriate time.
4. The purpose is to provide the employee with an avenue of unobstructed communication so that he/she may discuss his/her grievance without fear of reprisal; define the proper sequential steps that the employee should take in resolving his/her grievance; permit prompt consideration and disposition of the grievance; help prevent misunderstanding between all personnel groups; and help develop staff morale and individual responsibility.

##### **Procedures**

1. The staff member shall discuss this complaint with his/her immediate supervisor. A sincere effort shall be made to resolve the complaint at this level. If the aggrieved person does not appeal the complaint to the superintendent with a "Statement of Grievance" within 10 working days of the aggrieved person's meeting with his/her immediate supervisor, the complaint shall be waived. The "Statement of Grievance" shall name the grievant(s) involved, state

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the facts giving rise to the grievance, state the provision(s) of the Agreement alleged to be violated, and list the remedy requested.

2. The superintendent shall, within 10 days of the receipt of the complainant's appeal, meet with that staff member to hear his/her claim. If the complaint is against an administrator or another staff member, such individual shall be present at the hearing to present the facts as he/she sees them.

The superintendent shall render a decision regarding the appeal within 10 days of the appeal hearing. The Superintendent or his/her designated representative shall provide a written decision incorporating reasons upon which any adverse decision was based. This shall be provided to the grievant(s) within ten (10) working days of the conclusion of the meeting.

If the complainant does not appeal the superintendent's decision to the Board through the superintendent within 10 days, the complaint shall be waived.

3. If the complainant appeals his/her complaint to the Board as provided, the Board shall hold a hearing within 10 days to hear the appeal of the superintendent's decision. At the appeal before the Board, the complainant may be accompanied by counsel if the complainant wishes. If administrators or other staff is involved, they shall be present at the hearing to present the facts as they see them. The Board shall, within 15 days of the complaint hearing, present its decision with respect to the complaint. The Board's decision as representatives of the electorate of the district shall be considered final.

### **DISCIPLINARY ACTION**

Through due process the District may discipline or terminate an employee for just cause. The issue of just cause shall be resolved in accordance with the grievance procedure hereinafter provided. If the District has reason to discipline an employee, it shall be done in private. All steps of discipline will be documented and placed in the employee's personnel file. Discipline will be imposed by the Superintendent or designee. Termination will be based upon the recommendation of the superintendent with final action resting with the Board of Directors.

Failure to adhere to all District policies may result in disciplinary action up to and including termination.

Degrees of discipline may apply as follows:

- Oral warning
- Written warning
- Written reprimand
- Discharge

### **SUSPENSION WITH PAY PENDING INVESTIGATION**

When appropriate, all personnel shall be subject to a suspension with pay pending investigation. This is a process which is intended to promptly determine whether or not appropriate, just cause, exists to impose discipline, but this form of suspension is not considered a form of discipline. Instead, it shall be used as a protective measure to insure the health, safety and welfare of students or staff by removal of the suspected employee(s) pending a determination as to whether imposition of discipline is appropriate and a determination as to the appropriate form of discipline to be applied. If discipline is required after an investigation has been completed, any additional leave will be without pay.

### **TERMINATION OF EMPLOYMENT**

Classified staff whose performance does not satisfy the needs of the district shall receive written notification from the superintendent, except as provided as regarding probationary employees. Such written notice shall contain the following information:

1. The final date of employment with the district, which is subject to the action of the Board of Directors.

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2. The right to request a pre-termination meeting, with the Superintendent, within five (5) working days following notice. At the pre-termination meeting, the staff member shall be entitled to be advised as to the reason(s) why the month-to-month employment agreement is being terminated and an opportunity to summarily respond to any of the reasons presented or provided evidence of mitigating circumstances, if any. The pre-termination meeting is not a hearing at which testimony will be taken.
3. When the Superintendent makes a recommendation to the School Board that an employee be terminated for just cause, the employee will be given at least three (3) working days notice of the Board meeting and when requested given the opportunity to meet with the Board to review the reasons for the termination. The meeting with the Board may be open or closed, at the discretion of the affected employee - see RCW 42.30.110(1)(f). Unless the affected employee requests an open hearing, the superintendent will presume the Board will be informed of the basis for termination in closed session. Final action (vote) on an employee termination will occur in open session - see RCW 42.30.110(1)(g).

Upon a guilty plea or a conviction of any felony crime involving the physical neglect of a child, the physical injury or death of a child, sexual exploitation of a child, sexual offenses where the victim is a minor, promoting prostitution of a minor, or the sale or purchase of a minor child under RCW 28A.400.320 and RCW 28A.405.470, school Boards must terminate the employment of that classified employee.