

Payette School District
Employee Handbook
2017-2018



Success Through Education

Mission

The Payette School District will provide rigorous, high quality instruction aligned to state standards in a collaborative, safe learning environment resulting in high student achievement.

Vision

Students will attain success through education such that each graduate with measurable college or career readiness.

Beliefs

At the foundation of our vision for Payette School District are a set of core-beliefs that guide our planning, decision-making and actions:

- All children are capable of learning.
- All students deserve the best instruction.
- High expectations for teachers and students increase student learning.
- A safe and organized school environment is essential to teaching and learning.
- Mutual respect creates the optimum climate for learning.
- Learning is a shared responsibility.

Board of Trustees

Adam Rynearson, Chairman zone 3
Jessica Lowry, zone 5
Elizabeth Long, zone 1

Elisa Massoth, Vice-Chairman zone 4
Candita Strong, zone 2

District Office Staff

Robin Gilbert, Superintendent
Kristi Townsend, Treasurer

Barbara Choate, Business Manager
Tammi Griffin, Secretary

School Principals

Jason Dransfield, Payette High
Rick Hale, McCain Middle

MaryBeth Bennett, Westside Elem
Kipp McKenzie, Payette Primary

Directors

Lonnie Johnson, Federal Programs
Brittany Waggoner Special Services
Kellie Campbell, Food Service

Alvin Hall, Custodial/Maintenance
Steve Phillips, Transportation

ACTIVITY PASSES

Employees of Payette School District receive an activity card providing admittance for themselves plus a guest to any district sponsored sports activity during regular season. Please treat this as an employee benefit, gifted by high school athletic funds.

ANNUITY/QUALIFIED RETIREMENT PLANS

Payette School District Policy 402.5 states that “premiums for payment of annuities may be deducted from the salaries of qualifying personnel provided that written application for such deductions shall be on file with the clerk.” Additionally, each participant shall complete a *Hold Harmless Agreement for Tax-Sheltered Annuity or Other Voluntary Deduction*. A list of qualified vendors may be obtained at the district office. Benefit eligible employees may participate.

BENEFITS

Employees working twenty (20) hours or more per week for five or more months qualify for the benefit package of the school district. All employees on benefits are eligible to participate in the Cafeteria Plan, a fringe benefit “menu” of tax sheltered deductions, authorized through IRS Code 125, during open enrollment window.

CELL PHONE

We recognize that cell phones and personal technology have become an integral part of everyday life and may be an asset if used responsibly. Use of cell phones for personal matters should be done only during times when the employee is not responsible for student supervision.

CLAIM FORMS

Non-payroll items such as reimbursements for credit and mileage must be approved by the Board of Trustees prior to payment.

COBRA

As an employee covered by the Group Health Plan, you have the right to choose continuation coverage if you lost your group health plan coverage because of a reduction in hours or the termination of your employment (for reasons other than gross misconduct on your part). Please contact the district office for complete information on COBRA qualification.

CURRICULUM

It is expected that each teacher in the Payette School District, teach the approved and adopted curriculum according to an agreed upon scope and sequence or pacing calendar. The first factor, having the greatest impact on student achievement is a guaranteed and viable curriculum, not varied by classroom placement. Instruction according to all Idaho Standards is expected at every grade level.

CREDIT REIMBURSEMENT

Payette School District will reimburse \$50.00 for two semester credit hours per school year of post graduate training or the actual cost, whichever is less, for assisting the employees to cover the cost of such training. Employees who will be returning for the subsequent year

may submit for reimbursement. Official transcript(s) or electronic transcripts must be submitted to the district office no later than one (1) year following course completion in order to receive reimbursement. Contract for the ensuing year must be signed to receive reimbursement for spring/summer courses. **Official transcripts are required for salary schedule placement and advancement or bonus considerations.**

EMPLOYEE PERSONNEL FILES

A file is maintained for all employees of Payette School District. The file contains items such as transcripts, payroll information, evaluations, and insurance information, all of which are kept confidential. All employees have access to all material placed in their file except the placement file.

EVALUATIONS (policy 402.4)

CERTIFIED STAFF

The administrative staff shall supervise and evaluate all certified staff as identified in Idaho Code 33-100(a) and 33-515 as a means of maintaining and improving excellence in teaching and instruction. Payette School District has adopted Enhancing Professional Practice: A Framework for Teaching Second Edition by Charlotte Danielson as the research-based text upon which the district evaluation model is based.

The purpose for conducting employee evaluations is to improve student achievement by supporting teacher development. Evaluations assist in identifying employee strengths and weaknesses while providing direction and support for continued learning and professional development. Evaluations may also be used to document areas of improvement and to make decisions regarding personnel actions. The evaluation model will be reviewed periodically by district and building administrators, teachers, the Board of Trustees, and/or others where appropriate.

District and building administrators shall participate in ongoing training on the evaluation model. Building administrators shall provide training for the certified employees in their building at least once annually.

The administrative staff shall continuously evaluate the services of the professional personnel to include a minimum of two (2) documented observations and parent/guardian input, student input, and/or portfolios. At least thirty-three percent (33%) of the evaluations results will consist of results based on objective measures of growth in student achievement. Growth as measured by Idaho's statewide student achievement test will be included. Such evaluation shall be submitted in writing to the Superintendent. Evaluations will be used to identify employee proficiency and to record professional growth. Building administrators will look for trends and patterns in the collection of evaluation data to determine any professional development needs unique to their building staffs.

CLASSIFIED STAFF

Classified employees will receive at least one written evaluation per year. Evaluations are in writing on a form adopted by the district administration and will be reviewed cooperatively.

FEDERAL TIME REPORTING

Programs administered by Payette School District that are funded through federal sources are obligated to meet federal guidelines in order to qualify. If federal funds are used for an employee's salary, the employee is required to record time spent working on a federal program on their timesheet as hours worked through means of "positive time reporting". "Positive time reporting" is recording the *actual* time spent working on a set of activities which are applicable and allowable under the terms and conditions of the funding source.

Employees are responsible to correctly charge actual time worked to the appropriate funding source(s) associated with any federal programs. Employees will work with their supervisor to determine correct index(es) to use on their timesheet.

Supervisors are required each pay period to verify hours were spent working directly on the federal programs.

FIELD TRIPS

Administrative permission for field trips must be obtained. Arrangements for school bus transportation will be made by the principal (or designee) by requisition. If an overnight field trip is involved, prior School Board approval is necessary.

GRIEVANCE PROCEDURE (policy 401.5, 408.8)

Payette School District's policies and practices are designed to benefit both employees and the organization. Employees who believe they have been treated unfairly or in a manner inconsistent with established policies may question a decision through the district's formal grievance system. Initially, employees shall discuss the problem or concern with their supervisor. For more information refer to Payette School District Policy.

HEALTH INSURANCE

Medical/Vision/Dental insurance with Blue Cross of Idaho is provided at minimal cost for all benefit eligible employees at the base plan rate. Employees have the option to purchase for family members.

JOB VACANCIES AND TRANSFERS (policy 401.4)

The District shall post for any open employment position or assignment with the District. Assignments shall be based upon the qualifications of the candidate and the needs of the district. The goal of Payette School District's internal assignment, promotion and transfer policy is to identify workers who have the skills or ability needed and to give qualified employees an opportunity to be considered for those openings and assignments. Current employees will be given thoughtful consideration as candidates for job vacancies. Payette School District reserves the right to transfer employees to different positions when deemed necessary for the best interest of the District and to maintain efficient operations.

LEAVE TYPES (policy 404)

The following is a general overview of the types of leave available to benefit employees. All types of leave require notification. Personal and professional leave requires a leave request form to be completed by employee and approved by principal/supervisor. Items must be completed regardless of whether a sub is needed.

Sick: At the beginning of every school year, each full-time employee shall be credited with one (1) day of sick leave allowance per month worked. Sick leave is to be used for absences caused by accident or illness or circumstances which render the professional employee incapable of carrying out their duties and shall include childbirth and illness of a member of the employee's immediate family. Sick leave accumulation has no cap. The unused balance of accumulated sick leave has a cash value that may be used towards insurance premiums upon retirement. Certificated employees of the district *shall* participate in the sick leave bank; classified staff *may* participate. One day a year may be deducted from your sick leave to be placed in the bank. Before utilizing the sick leave bank, employees will be charged (docked) one day's pay.

Personal: Full time employees shall be credited with two (2) days of personal leave annually. Personal leave may be accumulated to seven (7) days. **Certified staff** will be paid substitute teacher pay rate for any days above the 7 allowed. Personal days must be submitted on a leave request at least 24 hours in advance. An approved substitute must be available. Personal leave during the first and last two weeks of school or in case of an emergency must be approved by the superintendent.

Bereavement: Immediate family bereavement leaves of three (3) days will be granted, upon oral request, by the building principal. If more than three days are needed for this absence, additional time may be requested through the superintendent.

Jury Duty: Employees will be excused for jury duty and receive full pay while on such duty.

Vacation: Full-time, twelve-month employees are entitled to vacation days with pay. See Policy 408.7 for complete vacation policy. Vacation days do not accumulate from year to year. Request for vacation days in combination with paid holidays require supervisor *and* director approval.

Family Medical Leave: The Family Medical Leave Act entitles eligible employees to take up to twelve weeks of unpaid, job protected leave each year for specified family and medical reasons. An employee must have worked for Payette School District for at least twelve (12) months and at least 1250 hours during the year preceding the start of the leave. Family medical leave must be requested in writing and prearranged through the Business Manager.

Professional: Employee is requested by principal/supervisor to attend a workshop, meeting, etc. Request form must be submitted in advance to allow for necessary arrangements.

LIFE INSURANCE

The district provides \$40,000 life insurance coverage for every benefit eligible employee.

MEDIA RELEASES

We have established a positive media relations program with local broadcast and print media organizations. To ensure continuity of information disseminated, all press releases are to be approved by the appropriate principal/supervisor before submission to any media organization.

PAYDAY CUTOFF DATES

Payette School District has designated the 20th of each month as “payday”. If the 20th falls on a weekend or during a scheduled vacation, payday will be the last school day prior to the 20th. Each month, paychecks will be sent to building principals/supervisor for distribution.

Changes affecting payroll must reach the district secretary by the 10th of the month. Changes submitted after that will result in delay to the changes requested.

PERSI CONTRIBUTION RATES

As a benefit of Payette School District, a fund has been set up for you with the Public Employee Retirement System of Idaho (PERSI). To be a member of PERSI you must be employed 20 hours or more per week for five or more months. Per State Code, you will have a deduction from your pay equal to 6.79% of your gross salary. Your employer contributes an amount equal to 11.32% of your gross salary. Refer to your PERSI handbook for more information.

PERSONNEL INFORMATION

Inform the district office (642-9366) of any address or telephone change. Additionally, please inform the district office of any other changes that may be qualifying events that affect changes in insurance coverage such as births, marriages (self or dependent), or divorce.

SAFE SCHOOLS TRAINING

Payette School District offers internet-based training in the areas of Sexual Harassment, Cyberbullying, School Violence, FERPA, Bully Recognition and more through Safe Schools Training. Some compliance courses, such as Bully Recognition, are mandatory. Safe Schools platform includes online documentation of user completion and can document hours for professional development credit.

SEXUAL HARASSMENT (policy 414)

The Board of Trustees of Payette School District 371J is proud of its tradition of maintaining a work environment in which all individuals are treated with respect and dignity. The Board believes every individual has the right to work in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. Sexual harassment in the Payette School District, whether verbal or physical, is unacceptable and will not be tolerated. For more information, refer to the Payette School District Policy 414.

WORKER'S COMPENSATION

Your health and well-being are very important to us. We have safety programs in place with the hope that it will help all of us to work safely and to be aware of safety hazards that might affect our co-workers, our students and our visitors. However, accidents do happen and we are here to help you recover from any work-related injuries. The information that follows outlines the steps that you need to take to get the follow-up care that you need and for the district to file the claim with our insurance provider on your behalf.

If you are injured, inform your supervisor or principal right away, even if no medical intervention is necessary at the time. The supervisor/building administrator will complete the Accident Report Form. Whenever possible, **complete this form before seeking medical attention**. If this is not possible, please complete it upon returning to work. This will ensure that we will handle your accident/injury appropriately. Completed forms should be turned in to the district secretary who will complete the Report of Injury form. Submittal of this form is required within ten working days of accident or injury.

Once a workman's compensation determination is made, the employee must review, sign and return an *Injured Employee Return-To-Work Expectations* sheet, available at the District Office.