

Payette School District Employee Handbook 2018-2019



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 Statement

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

Vision

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

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

Board of Trustees

Adam Rynearson, Chairman
Elisa Massoth, Vice-Chairman
Jessica Lowry
Candita Strong
Ethan Mittelstadt

District Office Staff

Robin Gilbert, Superintendent
Barbara Choate, Clerk/Business Manager
Kristi Townsend, Treasurer
Tammi Griffin, Secretary

School Principals

Jake Williams, Payette High School
Rick Hale, McCain Middle School
MaryBeth Bennett, Westside Elementary School
Kipp McKenzie, Payette Primary School

Directors

Lonnie Johnson, Federal Programs
Tammie Morin, Special Education

ACTIVITY PASSES

Employees of Payette School District receive an activity card admitting him/her and a guest to any sports activity sponsored by the district. The passes are distributed in the fall. Any unauthorized use of the activity card could result in the employee losing rights to use it.

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.

BADGES

Employees will be issued an official badge/photo ID. Badges are to be worn while on school premises to assist in quick identification of employees and visitors. If persons are found in buildings without official photo ID, it is the responsibility of all employees to refer such persons to the office to obtain a visitor pass.

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.

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).

If you are the spouse of an employee covered by the Group Health Plan, you have the right to choose continuation coverage for yourself if you lose group health coverage under the Group Health Plan for the following four reasons:

1. The death of your spouse.
2. A termination of your spouse's employment (for reasons other than gross misconduct) or reduction in your spouse's hours of employment.
3. Divorce or legal separation from your spouse.
4. Your spouse becomes eligible for Medicare.

In the case of a dependent child of an employee covered by the Group Health Plan, he/she has the right to continuation coverage if group health coverage under the Group Health Plan is lost for any of the following reasons:

1. The death of a parent.
2. The termination of a parent's employment (for reasons other than gross misconduct or reduction in a parent's hours of employment with the employer).
3. Parents' divorce or legal separation.
4. A parent becomes eligible for Medicare.
5. The dependent ceases to be a "dependent child" under the Group Health Plan.

You do not have to show that you are insurable to choose continuation coverage. However, you will have to pay all of the subscription charge for your continuation coverage. The law also says that, in certain circumstances, at the end of the 18 month or 3-year continuation coverage period, you must be allowed to enroll in an individual conversion health program; you must comply with all requirements for conversion as set forth in your employer's Group Health Plan Contract.

Blue Cross of Idaho will contact you with information for continuation of coverage. If you do not hear from Blue Cross, call them at 208-331-7347. Remember, you are responsible for providing a current address if you move.

CONFERENCES/WORKSHOPS PROCEDURES

All conference/workshop travel arrangements are made through the district secretary. The IRS has strict regulations governing employer payments of business reimbursements. Travel expenses will be reimbursed by submitting proper documentation (receipts) to the district office in a timely manner. Maximum daily meal reimbursement rate is \$35. If a school van is not available for travel, mileage may be claimed with prior approval.

CONFIDENTIALITY

All employees, regardless of position, are required to comply with The Family Educational Rights and Privacy Act (FERPA) governing the confidentiality of student records. Only employees with direct need of student information should access student records or the District Student Information System (SIS/Tyler). Employees will be required to complete Safe Schools FERPA training annually. All personal employee information will be kept confidential. Home address, telephone numbers, family information, etc. will not be made public or shared with others for any reason.

CREDIT REIMBURSEMENT

Payette School District will reimburse \$50.00 per semester credit hour, of post graduate training or the actual cost, whichever is less. Each employee may request reimbursement up to two (2) credits per semester, for a total of four (4) per year. Employees who will be returning for the subsequent year may submit for reimbursement. Transcript(s) or electronic transcript(s) must be submitted to the district office no later than one (1) year following course completion to receive reimbursement. Contract for the ensuing year must be signed to receive reimbursement for spring/summer courses. Official transcripts are required to move up on the district salary schedule.

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

CERTIFIED STAFF

Each building administrator is responsible for the supervision and evaluation of the certified staff in their building. The administrative staff will continuously evaluate the services of the professional personnel and submit written evaluation(s) to the superintendent. First, second and third year teachers will be evaluated twice annually, at least one to be completed during the first semester of the school year. Continuing contract teachers will be evaluated at least once annually. Additional evaluations may be required as deemed necessary by the Board and/or administration. Evaluations will be reviewed cooperatively. Building principals will recommend to the Board of Trustees all certified staff members to be rehired for the coming year.

Payette School District has adopted Enhancing Professional Practice: A Framework for Teaching, by Charlotte Danielson as the research-based text upon which the district evaluation model is based. Evaluation forms will be

completed and kept on file in the District office. Employees may review materials in their personnel file.

Certificated employees who are determined in need of remediation shall meet with their building principal to discuss areas needing improvement and the strategies and resources available.

An appeal of the teacher evaluation shall mean a disagreement by a professional employee with the ranking/rating they have received in any or all areas of a formal/informal evaluation. The professional employee shall follow the appeal procedure as outlined in Payette School District Policy 402.4 C Evaluation Appeal.

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 actually spent working directly on the federal programs.

FIELD TRIPS

Administrative permission must be obtained for field trips. 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

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 401.5 and 408.8.

HEALTH INSURANCE

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

JOB VACANCIES AND TRANSFERS

When a job vacancy occurs, the position may be filled through the transfer of a current employee. Job openings will be posted on the district website. A current employee interested in an open position may apply by submitting a letter of interest to the district office with a copy to the principal of the building where the job is open.

LEAVE TYPES

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 or not.

1. Sick Leave

- a. Nine days of sick leave for the upcoming school year will be posted in the payroll file in advance (amount will be prorated for extended contracts).
- b. Sick leave balance is shown on the pay stub each month.
- c. Sick leave days are cumulative from year to year.
- d. Use for self or illness in immediate family.
- e. Employees of the district may participate in the sick leave bank. Before utilizing the sick leave bank, employees will be charged (docked) one day's pay.

2. Personal Leave

- a. Personal days must be submitted on a leave request at least 24 hours in advance. An approved substitute must be available.
- b. Personal leave during the first and last two weeks of school or in case of an emergency must be approved by the superintendent.

- c. Personal leave may be accumulated to seven (7) days.
3. Bereavement Leave
 - a. 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.
 4. Jury Duty
 - a. Employees will be excused for jury duty and receive full pay while on such duty.
 5. Vacation Leave
 - a. Full-time, twelve-month employees are entitled to vacation days with pay. See Policy 408.7 for complete vacation policy.
 - b. Vacation days do not accumulate from year to year.
 - c. Request for vacation days in combination with paid holidays require supervisor *and* director approval.
 6. Family Medical Leave
 - a. 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. Eligible employees may have up to twelve (12) weeks of unpaid leave for the following reasons:
 - 1) For the birth or placement of a child for adoption or foster care.
 - 2) To care for an immediate family member (spouse, child or parent) who has a serious health condition; or
 - 3) To take medical leave when the employee is unable to work because of a serious health condition.Family medical leave must be requested in writing and pre-arranged through the Business Manager.
 7. Professional Leave
 - a. Employee is requested by principal/supervisor to attend a workshop, meeting, etc. Request form must be submitted in advance to allow arrangements to be made.

LIFE INSURANCE

The district provides \$40,000 (premium paid) life insurance coverage for every benefit 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.

PASSWORDS

Passwords are to be kept secure and confidential. Do not share your passwords with others. Employees should complete Safe Schools training for creating, remembering and protecting passwords.

PAYDAY CUTOFF DATES

Payday is on or before the 25th day of each month. Payette School District has designated the 20th of each month as payday. If the 20th is on a weekend day, pay will be issued on the Friday before. Each month, your paycheck will be sent to your building principal/supervisor to be picked up or distributed to you on payday.

Changes affecting payroll must reach the district secretary by the 10th of the month. Changes submitted after that will result in the change being delayed until the following month.

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 online handbook for more information: <https://persi.idaho.gov/>

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.

SEXUAL HARASSMENT POLICY

All employees have the right to work in an atmosphere free from all forms of discriminations or any conduct that is considered harassing. Sexual harassment of students or employees is not condoned. All incidents should be reported regardless of whom the offender may be. For more information, refer to the Payette School District Policy 414.

Employees are required to complete Safe Schools Bully and Harassment training annually.

TRANSPORTATION/VAN USAGE

The District has vans available for use to transport student groups or staff for professional development travel. Vans are reserved through the District Office. Drivers must undergo training through Safe Schools and be approved by the District Transportation Director. Vans are to be returned clean and fueled.

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.

1. If you are injured, inform your supervisor or principal right away, even if no medical intervention is necessary at the time.
2. Complete the Accident Report Form (available in all school building offices, nurse's office, and district office). If possible, complete this form before seeking medical attention. If this is not possible, please complete it as soon as physically possible. This will ensure that we will handle your accident/injury appropriately.
3. Turn in the completed form to your supervisor. The district secretary will submit a claim based on the Supervisor's Accident Investigation form. Untimely submission of the accident report form may result in the denial of your claim by the State Insurance Fund.

Please address any questions or concerns regarding the employee handbook with your building supervisor or the district office.