

# **Falls City School District Classified Employees' Handbook**

**July 1, 2017 – June 30, 2022**

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**SECTION I: DISTRICT RIGHTS AND RESPONSIBILITIES****INTRODUCTION**

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This information handbook is provided to all classified personnel to assist employees in carrying out their designated responsibilities. It outlines conditions of employment and specifies approved benefits and wages.

This handbook is a compilation of District's current policies, rules, procedures and benefits for classified employees. It is not intended as a formal or exhaustive statement of employee rights and responsibilities, or as a contract of employment. District reserves the right to amend, modify and eliminate any of these rules and procedures.

**BOARD POLICIES, RULES AND REGULATIONS**

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The District Board shall continue to annually formulate, develop and approve written policies. The board policies are intended to be general statements of the principles to be followed by the District Board, administrators, staff members and the public insofar as District is concerned. The Superintendent shall establish administrative procedures in accordance with such policy. **(Board Policy DHCA)**

**CLASSIFIED EMPLOYEE AND ADMINISTRATION RELATIONSHIP**

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The Superintendent retains all of the customary, usual and exclusive rights and decision-making prerogatives to operate and manage District, including but not limited to, establishing policies, directing the activities of the agency, determining the levels of service and methods of operations, the right to hire, lay off, transfer, promote, to discipline or discharge, to determine work schedules and assign work schedules and assign work and any other such rights granted by law.

It's the District's goal to include its employees in decision-making processes concerning agency operations on an on-going basis. This goal is accomplished by inviting classified employees to participate on the following advisory committees with the express purpose of providing advisory input to the Superintendent and/or his/her designee:

1. Superintendent/Classified Employees' Council
2. Safety Committee

The Superintendent is authorized to establish such other committees as necessary to develop and recommend rules to the Board for the proper functioning of District. Advisory committees will consist of a representative group of employees from licensed, classified and administrative levels. The goal of these committees is to gain widespread participation from all interagency departments and/or interest groups.

Classified employees are encouraged to attend the District Board of Directors and budget meetings. Board meeting agendas and minutes will be posted at each building and/or on the district website.

**CONFER AND CONSULT PROCESS**

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The Board supports and encourages open communications with the classified employees of Falls City School District. The Board invites a continued advisory-based “Confer and Consult” relationship between the Superintendent and classified personnel to discuss issues related to salary, benefits and other conditions of employment. The basic guidelines for conducting the Confer and Consult processes are as follows:

1. The Superintendent recognizes the Classified Council as the representative body of classified employees. The Council shall determine the criteria and timelines required to ensure adequate representation of all District classified employees.
2. The Superintendent and/or his/her representative will meet with members of the classified staff on a regular, ongoing basis to discuss matters relevant to salary, benefits, other conditions of employment and other such matters that might have an impact on District’s operational effectiveness.
3. Minutes will be kept of all proceedings, the summary of which will be disseminated to all classified employees on a timely basis.
4. Recommendations from the Superintendent/Classified Employee Council meetings shall be advisory.
5. The Superintendent will, in cooperation with Council members, meet on an as needed basis, but no less than one time a year, with all classified employees to review the work and achievements of the Council.
6. The Superintendent will report to the Board on matters relevant to Council meetings and make recommendations as deemed necessary. Nothing, however, in these rules is designed to limit or inhibit the Board’s customary, usual and exclusive rights and decision-making prerogatives to operate and manage District.

**SECTION II: EMPLOYEE RIGHTS AND RESPONSIBILITIES****STAFF ETHICS**

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District employees shall not engage or have a financial interest, directly or indirectly, in any activity that conflict with assigned duties and responsibilities.

Specifically:

1. Employees will not solicit for financial payment from staff, students or parents during District's assigned work hours;
2. Any device, publication or other work product developed in furtherance of the employee's assigned duties and responsibilities in whole or in part with District resources shall be District property;
3. Employees will not further personally gain through the use of confidential information gained during the course of, or by reason of, employment by District.

Employees shall not perform any duties related to an outside job during their regular working hours. Nor shall employees engage privately in work of any type where the source of information concerning customer, client or employer is confidential and originates from information obtained through District or deals directly or indirectly with areas of service provided by District.

An individual shall not be employed if the employment would create either a direct or indirect supervisor / subordinate relationship with a family member employed by District. This policy applies when considering an employee for a transfer or promotion. When the assignment or placement of a member of an individual's family is of such a nature that no reasonable alternative is available, the Superintendent reserves discretion in the application of this policy.

No District employee may serve as a member of the District Board. **(Board Policy GBC)**

**ACCESS TO FACILITIES, GROUNDS AND EQUIPMENT**

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**Use of Buildings**

Classified employees may be authorized to use the District building conference rooms for meetings at reasonable times provided there is no conflict in scheduling such use and that District shall be reimbursed for any significant costs, excluding rent.

Supervisors will determine an employee's need for access to buildings outside of regular office hours. Employees will be issued keys to outside doors on an as-needed basis. In addition, departments may have outside door keys available for checkout. **(Board Policy GBC)**

**Use of Parking**

It is the policy of the Board to provide parking facilities, when practical, for the benefit and convenience of its employees, customers and visitors.

Employees who choose to use the District parking lot do so at their own risk. District's insurance does not assume responsibility for any damage to, or theft of, any vehicle or personal property left in the vehicle while in the parking lot. It is important to secure vehicles at all times and never leave items of value in plain view that might tempt strangers to consider forced entry. Overnight parking is discouraged. Employees who must leave their vehicles at District overnight should check in with the Facilities Office to determine the proper procedure.

**Use of Equipment**

The District electronic hardware and software (computers, voice mail, E/Internet mail, fax, etc.) and other communications equipment are business resources owned by District and should be used appropriately by employees. District reserves the right to access and disclose all information and data entered and stored in District's computers and related electronic equipment. Employees do not have a right of privacy regarding any data contained in District's equipment. In addition:

1. The Superintendent or designee shall authorize access to data stored in District owned electronic equipment.
2. District computers are for business purposes and shall not be used for unauthorized purposes during regular office working hours. Elected or appointed Classified Council leaders may use District e-mail to send classified employees general information regarding Classified Council business.

Employees may seek supervisor approval for use of District-owned equipment in special circumstances. District shall be reimbursed for any costs incurred for such use. Employees who are unsure of what equipment uses are authorized and may be approved can refer to Administrator for approval. **(Board Policy EDE)**.

**Bulletin Board Space**

Employees may utilize the bulletin board inside the Staff Room to post notices of agency-related meetings and/or activities. Any and all posting must have the signature of the posting employee affixed to such materials.

**Personal Solicitation**

Employees may not solicit funds for non-District activities in District offices or other facilities under its control during regular office working hours without prior approval of the Superintendent or designee. Solicitations for religious purposes are specifically prohibited on District property. **(Board Policy KI)**.

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**EMPLOYEE ATTENDANCE**

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Regular attendance is an essential function of all jobs. Disciplinary action up to and including dismissal may result from an employee's failure to:

1. Attend work regularly.
2. Apprise supervisors of absences in a timely fashion.
3. Accurately report the reasons for absences.
4. Appropriately arrange for leaving work early.
5. Arrive to work at the schedule time.
6. Obtain administrative approval prior to working overtime hours.

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**HEALTH AND SAFETY**

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Safeguarding the health and safety of District employees is one of the most significant responsibilities of the Board and Management Team. The Board supports a number of activities and/or policies to demonstrate its support for safe and healthy conditions throughout the agency.

**Safety awareness and information** is made available through the following:

1. Floor plans of the building are posted throughout the premises.
2. Emergency telephone numbers are provided for obtaining medical assistance, ambulance, hospital and fire services.
3. Safety Data Sheets (SDS) contain information about the chemical makeup of products throughout District. They provide antidote information in case the substances are ingested, fire suppression information and appropriate storage methods. The SDS sheets are stored under the first aid cabinet at each building site. They are available for employee review.

**First aid supplies** are available at designated stations at each building.

Any employee who is injured as a result of activities related to his/her job performance reports that injury or illness to the appropriate supervisor immediately. All injuries, whether or not they result in medical care and/or lost time will be discussed with the supervisor and recorded on an "Accident Report Form" which is forwarded to the Facilities Office and Business Office. In addition, if medical attention is required the employee must provide documentation and forward that form to the Facilities Office and Business Office within five days of receiving medical treatment. All reportable injuries are discussed and investigated if necessary at subsequent Safety Committee meetings.

A representative **Safety Committee** of agency-wide employees meets on a regular basis to discuss safety practices and procedures for District employees. Safety Committee notes are published monthly on the District website.

Use of **tobacco products** is prohibited in or on District or Satellite properties and in District vehicles. This restriction is in force on a 24-hour a day basis, including weekends. (**Board Policy GBK**).



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**RECRUITMENT AND HIRING STAFF**

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The Board of Directors will authorize the Superintendent to identify staffing needs, develop position descriptions and create an organizational structure to fulfill the mission and legal responsibilities of District.

1. A position description will be created for every job classification available to classified employees. Those position descriptions will:
  - a. Include, as a minimum, the essential functions, physical and mental requirements, authority and lines of communication.
  - b. Contain sufficient detail to provide a basis for the annual evaluation of each employee.
  - c. Be reviewed with every employee at the time of the employee's formal evaluation. Employees will be given the opportunity to review the accuracy and clarity of that job description.
  - d. Be signed by the employee at the time of review. The employee has the right to annotate any perceived errors on the signed copy of the position description.
  - e. Be attached to the employee's evaluation and placed in the personnel file.
2. The Superintendent is responsible for assigning staff members in order to meet the interests and needs of District.
3. Employees who apply for and are awarded a position that requires a higher or different skill set AND which is paid on a higher salary schedule will be placed on the salary schedule according to the following criteria:
  - a. Placement on the experience steps will be the same determination for a current employee as it would be for an applicant new to District. Total employment experience with District will not be the determining factor for step placement.
  - b. If the successful candidate is an employee and his/her current salary is higher than the salary that would have been awarded based on experience, the employee will be placed at the experience step that is equal to or exceeds that employee's current salary. Under no circumstances will an employee be awarded a new position with a higher pay scale and a lower rate of pay because of a lack of experience in the new job.

New employees will be placed on the salary schedule according to their experience in comparable positions of skill and responsibility up to level 3 unless the Superintendent grants permission to exceed that level of compensation. **(Board Policy GDC)**

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**IN-DISTRICT ADVANCEMENT/TRANSFER**

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Notices of vacancy for District classified positions will be posted on the District website and an all staff email at least five (5) days prior to the closing of the open position.

Interested employees may apply for any open position by following the application procedure requirements described in the Notice of Vacancy. If two District applications are equally qualified, as determined by District, for the open position, seniority shall be the basis for further consideration. A person from outside the agency may be hired if District determines he/she is better qualified.

District reserves the right to advertise for vacancies internally only if, in the opinion of the appropriate Director, there is a sufficient number of current employees who possess the skills and the interest in the program. All internal postings will be advertised in the following way:

1. Regular full and part-time employees, temporary employees, and substitute employees who have worked for District a total of 10 consecutive days or more may apply for a vacancy that is being advertised internally.

2. Vacancy notices will be posted on the District Website and announced in the usual and customary places. The Human Resources Office will not individually contact eligible classified employees about vacancy notices. It is expected that interested employees will check the District Website (Employment Opportunities) or contact the Human Resources Office or the appropriate work site.

Any employee may request consideration for possible future openings that would be advancement and/or transfer to a different position within District. In addition, employees may be asked or required to change job classifications based on the needs of District.

Listed below are the steps to be followed by the employee:

1. Confer with immediate supervisor.
2. Obtain copy of job description for the position under consideration.
3. Discuss the necessary qualifications, duties and responsibilities of desired position with the department director and immediate supervisor for assessment of abilities and ways to prepare for possible future advancement.
4. Develop a program of work toward becoming eligible for the desired position with the immediate supervisor and department director.
5. Follow the Notice of Vacancy procedure for the desired position if qualifications can be met.

The Superintendent may authorize voluntary or involuntary transfer of staff members based on District personnel needs and in accordance with District procedures. **(Board Policy GDCA)**

### **EQUAL EMPLOYMENT OPPORTUNITY**

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The employment policies and practices of District are to provide equal opportunity to all employees and applicants in accordance with state and federal law, and treat them equally with respect to recruitment, hiring, compensation and opportunity for advancement. **(Board Policy GBA)**

### **EMPLOYEES WITH DISABILITIES**

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District will provide reasonable accommodations for the known disabilities of all job applicants and current employees upon request and with appropriate advance notice. Reasonable accommodations will be made in accordance with the regulations of the Americans with Disabilities Act. **(Board Policy AC)**

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## EMPLOYMENT STATUS

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Classified employees are all persons employed by District who perform responsibilities according to a designated job description that does not require a license, certificate or authorization as a prerequisite to provide services to the children or families of our region. In addition, specifically identified classified employees may be required to perform administrative or supervisory responsibilities.

### Definitions:

A **full-time employee** is an individual who is hired to work eight hours per day for student contact days or more per fiscal year. Up to three Agency Days may be approved by the Board of Directors each work year.

A **part-time employee** is an individual who is hired to work less than full-time.

Full-time and part-time employees hired by District will serve as **trial service employees** for the first 90 calendar days of employment. During this period of time, no property rights to the job will attach. On or before the 90<sup>th</sup> day, trial service employees will be given a performance evaluation. If District determines that the trial service employee has performed satisfactorily, then the person's status will be changed to regular status after completion of the 90<sup>th</sup> day. If District determines that the trial service employee's performance is unsatisfactory, this action may cause District to dismiss the trial service employee or to extend the trial service period for up to 90 days. A trial service employee may be dismissed at any time during the trial service without any showing of cause.

A **temporary employee** is an individual who is hired for a specified, limited period for a special assignment or project or to fill a vacancy caused by the death, disability, retirement, resignation or dismissal of a full-time or part-time employee. Temporary employees may be hired for more than one school year. Temporary employees are hired only on an as needed basis and are not included within the trial service and regular employee status, thereby excluding them from the provisions of this handbook.

A **substitute employee** is an individual who is hired to temporarily replace a full-time or part-time employee who is absent. Substitute employees are hired only on an as needed basis and are not included within the trial service and regular employee status, thereby excluding them from the provisions of this handbook.

Employees may be released from employment upon receipt of a written and signed notice of resignation. Classified employees are expected to submit resignation notices at least two weeks in advance of the effective date of the resignation. Acceptance of the resignation shall be effective at the time of receipt by the Superintendent or designee. Unearned wages and benefits paid in advance shall be deducted from the employee's last paycheck.

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**SECTION III: WORKING CONDITIONS****WORK SCHEDULE**

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**Definitions:**

**Work Year:** The work year for all employees is based upon a fiscal year of July 1 through June 30.

**Workweek:** The workweek shall be defined as 12:01 a.m. on Sunday through 12:00 midnight on Saturday, consisting of five consecutive workdays – Monday through Friday – with Saturday and Sunday as the usual days off. In emergency situations, District may schedule an employee to work on Saturday and/or Sunday.

**Workday:** The usual workday consists of eight working hours and one non-paid half hour lunch for all employees unless specifically designated otherwise. The starting and ending times may vary according to work schedules and job descriptions approved by the Superintendent or designee.

Employees are required to adhere to their regularly scheduled workday hours. If it is necessary for an employee to leave his/her designated work assignment during regular work hours for personal reasons, the immediate supervisor(s) shall be notified. In the event the leave is not covered by any other provision within this handbook, the immediate supervisor may adjust the employee's workday schedule to meet the needs of District as well as the needs of the employee.

**Rest Periods:** Rest periods of 15 minutes are allocated to each employee (without deduction from the employee's pay) for every segment of four hours (or major part of four hours) worked in one work period. This time shall be taken in addition to and separately from time allowed for meals. Insofar as feasible, and within the responsibility of the immediate supervisor, the break shall be taken approximately midway in the segment of work.

**Overtime:** Overtime work shall be performed only upon direction of a District administrator. It is District's intent to keep overtime to a minimum.

Overtime compensation shall be paid at the rate of one and one-half (1 ½) the employee's regular rate of pay for time actually worked in excess of 40 hours in one work week (Sunday through Saturday, as defined above). Any claim for payment for overtime worked without prior approval must be accompanied by a written and signed explanation for the claim. Overtime worked without prior approval as outlined above may lead to disciplinary action.

**Compensatory Time:** Under certain circumstances District may determine it to be advisable to grant compensatory time in lieu of overtime compensation. Compensatory time shall be factored at the rate of one and one-half (1 ½) hours for each approved hour of work exceeding the 40-hour limit per work week. Compensatory time must be prearranged and approved in advance and taken at times approved by the supervisor. It is the employee's responsibility to ensure the accurate recording of approved compensatory time. Unused compensatory time will be paid off at the end of the fiscal year.

**Working on Holidays and Agency Days:** An employee who is requested to work a contracted Holiday will be compensated at the rate of one and one-half (1 ½) times the employee's regular rate of pay for hours actually worked.

**Flexible Scheduling:** An employee may be directed to vary the daily work schedule within any given week. The conditions for a flexible schedule are:

1. Altered work schedules are arranged in advance.
2. No weekly schedule may be varied in such a way that the employee becomes eligible for overtime pay or compensatory time.
3. The flexible schedule will fit within the same workweek.

**On-Call Time:** Certain workers may be required to be "on call" during specified non-duty hours. Those employees must be capable of responding to an emergency or a call for help within one hour of the time the call is received

For each incident in which the employee is called, the employee will be paid for the actual hours worked or two hours, whichever is greater. If the time reported is eligible for overtime, those hours will be paid at a rate of one and one-half (1 ½) times the employee's regular rate of pay.

Some employees may be required to carry a cell phone at times outside the usual workday as part of their job responsibilities. District will compensate the employee with a cell phone stipend when this occurs.

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## PERSONNEL FILES

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Personnel files shall be maintained for all employees of District. The official files shall be maintained in accordance with the rules established by the state archivist. The personnel files shall be open for inspection by the employee and other such people as are officially designated by the board or employee in accordance with regulations and agreements adopted by the Board.

1. The official personnel files on all employees shall be kept in a central location; such files are confidential. Employees will have the right, upon request, to review the contents of their personnel file and to receive a copy of any documents contained therein. The employee will be entitled to have a representative accompany him/her during such review.
2. An employee will have the right to indicate those documents and/or other materials in his/her file, which the employee believes to be obsolete or otherwise inappropriate for retention. The Superintendent, in consultation with the employee's supervisor, will review said document(s) and if the supervisors agree the document(s) may be destroyed.
3. No evaluation, written disciplinary action, or complaint, which has not been previously shared with the employee in verbal or written form, will be used by District in any demotion, discipline or other involuntary change in employment status of the employee.

The employee shall have the right to review, date, sign, and attach written statements to any material placed in the employee's personnel file. **(Board Policy GBL)**

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**LAYOFF AND RECALL**

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**Layoff**

If the District Board of Directors determines it is necessary to lay off classified employees, the Classified Council will be given advance notice of the scheduled layoff dates. Nothing in this section is intended to interfere with the right of District to discharge, remove, or fail to renew the contract on a trial service employee or from hiring new staff when specific skill sets are needed and the experience or expertise is not available among our current classified employees.

District reserves the right to determine positions to be eliminated. Layoffs within each affected job classification shall be considered on the basis of seniority and merit. However, District may retain an employee with less seniority if that employee possesses special job skills deemed necessary to effective District operations.

Normally, no regular employee shall be laid off within a job classification until all trial service employees in such classification have been laid off.

Any employee to be laid off who is qualified for a lower paid classification within that employee's same job category, and who has more seniority than another employee in the lower classification, can request to be moved into that classification.

Employees choosing to "bump" into positions with fewer hours or lower pay, in lieu of layoff, shall retain all recall rights.

Employees who are laid off shall be allowed to apply for vacancies in other classifications occurring thereafter according to posted Notice of Vacancy requirements. Exercising this option will, if hired into the position for which applied, eliminate employee's name from the layoff list.

Employees will have the option to continue health insurance programs at their own expense to the extent the insurance company allows.

Layoff status shall automatically terminate 12 months after the effective date of such layoff.

**Recall**

Employees shall be recalled as openings become available within their pre-layoff classification or a lower classification within the same category for which they are qualified. New employees normally will not be hired into classifications from which employees are laid off and for which they remain qualified and eligible for recall. District reserves the right to recall out of order seniority if special skills are deemed necessary to effective District operations.

Employees will be notified of the open position by certified mail, return receipt, sent to the last address given by the employee to the business office. The employee will have five calendar days from the receipt of such notice to notify District of his/her intention to return on the date specified by District. Employees failing to accept the position within time specified shall be considered to have waived the right to recall and to resign from District in good standing.

**EMERGENCY, DISASTER AND INCLEMENT WEATHER CONDITIONS**

**Delayed Opening or Cancellation of the School Day**

Emergency conditions may occur during the night or prior to the beginning of the school day. If such circumstances indicate hazardous road conditions for the school busses, the district administration will usually make one of two decisions.

1. Cancel the whole school day including transportation.
2. Delay the opening of school and bus service for one or two hours.

If road conditions do not improve at that time, the remainder of the school day may also be cancelled. There is a link to FlashAlert on the District’s website. You can also visit [www.flashalertportland.net](http://www.flashalertportland.net) to view the most current closure information. This is the first place where changes are made; it is also where news stations get their information about our schools. Please also listen to the radio and television stations for special announcements. The Emergency Phone Tree will also be put into effect.

School delays and District closure hours will not be paid. (BOLI rule) Classified staff may use personal leave or vacation time, if available. Essential personnel (Facilities Manager and/or Building Secretaries) may work those hours if it is safe to do so. The District has the option of having student contact make-up days.

News stations receiving school closure information:

<b>Station</b>	<b>Channel/Frequency</b>	<b>News Release Zone</b>	<b>Website</b>
KATU	2	Portland	<a href="http://katu.com/weather/closings">katu.com/weather/closings</a>
KOIN	6	Portland	<a href="http://koinlocal6.com">koinlocal6.com</a>
KGW	8	Portland	<a href="http://kgw.com">kgw.com</a>
KPTV	12	Portland	<a href="http://kptv.com/closings">kptv.com/closings</a>
KEX	AM 1190	Portland	<a href="http://1190kex.com">1190kex.com</a>
KFXX	AM 910	Portland	
KPOJ	AM 620	Portland	<a href="http://620kpoj.com">620kpoj.com</a>
KXL AM	AM 750	Portland	
KKRZ (Z100)	FM 100.3	Portland	
KINK	FM 101.9	Portland	<a href="http://kink.fm/School-Closures">kink.fm/School-Closures</a>

Please DO NOT call the school during such times except in extreme emergencies. Such a large volume of calls floods the telephone lines making it impossible for the school to use the telephone for school emergencies. It also can exceed our capacity to answer phone calls.

**Lockdown, Fire, and Earthquake Drills**

Lockdown, fire and earthquake drills are conducted under the direction of the principal. Safety drills will be routinely held to ensure that all staff and students know procedures for evacuating the school in case of emergency.

**ALL STAFF ARE DIRECTED TO EXIT THE BUILDING DURING A DRILL.**

Every student needs to know the location of escape routes. Students are to move quickly (safely) and quietly to the exit and out to the designated area. Students are to walk. Teachers will ensure that doors and windows are closed and lights have been turned off before leaving the classroom. In order to ensure that all students are accounted for, role will be taken by each teacher. At the end of the drill, students and teachers will be waved back into the building.

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**SECTION IV: SUPERVISION AND EVALUATION****EVALUATION PROCESS**

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The goal of District's evaluation process is to improve the quality of employee performance and to ensure the alignment of District expectations as defined in the employee's job description, position goals and/or departmental objectives for the year with the day-to-day responsibilities of the employee. Supervisors will conduct an appropriate written evaluation of performance for each employee using the following guidelines:

1. Trial Service employees will be evaluated during the first 90 days of employment.
2. Regular full and part-time employees will be evaluated at least once annually.
3. Regular full and part-time employees who are on a Plan of Assistance or have been disciplined for performance related reasons, shall be evaluated annually.

All evaluations are to occur during the fiscal calendar year, but no later than June 15 of each year. The following criteria shall be used:

1. Evaluation shall be in writing.
2. Written evaluation shall be discussed jointly between employee and supervisor.
3. Employee shall be provided a copy of the completed evaluation.
4. Employee may make a written statement relating to any evaluation, or any part therein, which shall be placed in the employee's personnel file.
5. The signed evaluation shall be placed in the employee's personnel file.

Employees will be given written notice of a pending meeting if a supervisor intends to discuss examples of unsatisfactory or substandard performance.

District may elect to implement a written Plan of Assistance for a classified employee when performance is deemed to be unsatisfactory. A plan of assistance will identify the deficiencies, set goals and clear expectations for improved performance and set forth a timeline for improvement of performance. If performance is not improved, demotion or dismissal may result.



## EVALUATION VALUES AND CORE STANDARDS

### WORKPLACE EXPECTATIONS

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Note: These workplace expectations must be met for continued employment. This document is not intended to be an all-inclusive list.

#### **Attendance and Punctuality**

The employee will exhibit regular and punctual attendance at work and work activities, and will be timely in meeting deadlines, attending meetings, and following schedules.

#### **Attire and Appearance**

The employee will report to work dressed and groomed in an appropriate and professional manner for the job assignment and work setting.

#### **Confidentiality**

The employee will maintain the integrity of confidential information related to a student, family, colleague or district patron. The employee will use or relay personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

#### **Following Policies and Directives**

The employee will follow all district or supervisor policies, rules, regulations, memos, bulletins, announcement, applicable position descriptions and reasonable requests by proper authority.

#### **Personal Conduct**

The employee will not engage in conduct detrimental to the district or its personnel.

### CORE STANDARDS AND INDICATORS

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The core standards form the basis of supervising and evaluating the performance of classified staff in the Falls City School District. Each standard is accompanied by indicators meant to define and delineate the standard.

#### **Attendance/Punctuality**

Regularly in attendance and consistently on time; provides supervisor sufficient notice if absent. Is the employee on the job when scheduled?

#### **Attire/Appearance**

Consider appropriateness of grooming and attire that reflects a neat appearance and safety appropriate to the position.

#### **Relationships with Others**

Positive attitude in meetings the needs of customers (i.e. parents, students, staff, vendors, community members, etc.); communicates in an appropriate manner; friendly and helpful; handles sensitive issues appropriately. Are customers treated with respect?

**Communication**

Exchanges information appropriately; tactful and considerate; good listening; speaks and writes in a clear and understandable manner; effectively deals with problems with parents, students, co-workers and supervisors. Consider the appropriateness, timeliness, professionalism and clarity of communications. Is good judgment used when choosing (or not) to communicate? Communicates with supervisor when necessary? Do communications nurture positive work relations?

**Quality of Work**

Does thorough, accurate, neat and professional work; produces a high quality product; has high standards and work ethic; makes minimal errors. Consider the accuracy, thoroughness, consistency and neatness of work. Is the work approached systematically? Is appropriate attention given to detail?

**Dependability/Reliability**

Is dependable and trustworthy; an independent worker who requires minimal supervision; consistently follows through with job responsibilities in a timely fashion. Makes sound decisions and judgment calls. Maintains equipment/district property properly. Consider the extent to which the employee can be depended on to do the job. Consider to what extend supervision is required.

**Initiative**

Recognizes opportunities to take action appropriately; a self-starter; has new ideas and makes suggestions for positive change; willing to take on new challenges. Consider if suggestions are made frequently; is the employee a self-starter; are acquired skills shared with others?

**Flexibility/Adaptability**

Makes adjustment and changes easily to work assignments and unforeseen circumstances; readily accepts new or changing conditions; works effectively in a variety of situations; works well under stressful conditions. Are changes readily accepted and adjusted to?

**Work Knowledge and Skill**

Understands all aspects of the job; possesses knowledge and skills necessary to perform job; pays attention to details; understands technical job processes; knows and used departmental standards. Consider knowledge and understanding of the job. Are the correct methods or techniques used? Is the knowledge routinely applied on the job?

**Business Judgment/Organization**

Considers management of time; organizes tasks efficiently and effectively; delegates appropriately; consistently meets deadlines; sets priorities. Consider the volume of work done under everyday conditions. Is the work normally completed in the time allowed and are time and materials used wisely? Are available resources utilized?

**Safety**

Keeps a clean and orderly work area. Adheres to safe work practices. Identifies and corrects unsafe conditions. Consider awareness of safe and sanitary practices and conditions in the work setting. Consider the degree to which the individual exhibits initiative, safety and liability awareness toward public, fellow employees, self and property.

**Team Work**

Works cooperatively with others; uses tact and diplomacy; develops good working relationships; promotes good staff morale; puts team needs above individual needs; works positively in solving problems. Consider relationships within the work environment. Are efforts made to build positive work relationships?

**Self-Improvement/Professional Development**

Enhances job performance by participating in learning opportunities; open to suggestions and makes changes as necessary; self-reflects; interested in work and in increasing knowledge and improving skills. Consider whether the staff member is open to change and learning new ways of doing things; is appropriate attention given when suggestions for improvement are made; is the employee striving for self-improvement?

**LEVELS OF PERFORMANCE**

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These four levels of performance assist the employee and supervisor in gauging performance progress.

**Exceeds Expectations**

Consistently surpasses standards as evident through their work performance.

**Meets Expectations**

Clearly understands the concepts of the standards and consistently demonstrates their understanding as evident through their work performance. The terms “regularly”, “often” and “is evident” are words that describe a staff member’s performance at the meets expectations level.

**Progressing**

Indicates that the employee continues to learn and develop the skills necessary for his/her position.

**Development Needed**

Indicates that the employee does not have the knowledge, skills and/or ability necessary for their position and that he/she needs further instruction and/or mentoring. A narrative statement (evidence/example) must be provided for this rating

**DISCIPLINE/DISMISSAL**

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District has the responsibility to discipline its employees including but not limited to non-renewal, removal, transfer, or discharge, for cause deemed sufficient.

When an employee has violated a rule or engaged in conduct meriting disciplinary action, District may impose discipline on the employee in which it deems proper. Normally, the penalty will be imposed after an investigation of the charges by the supervisor(s) and the penalty shall be reasonably related to the seriousness of the offense, the past record of the employee, and will generally be in line with the treatment afforded other employees.

No employee shall be dismissed without reasonable due process. An employee’s supervisor(s) shall notify an employee whose services are unsatisfactory by holding a conference with the employee and setting forth in writing the areas of concern needing improvements. The employee shall be given an opportunity to improve his/her performance and/or conduct to the expected norms set forth to him/her within a specified time period. If the improvements are not made, the administrative supervisor shall take dismissal action.

Nothing in the above is intended to limit the right of District to immediately suspend without pay, and subsequently dismiss, an employee who, in District’s judgment, is responsible for flagrant misconduct. If, after investigation, the decision is for dismissal, the termination date shall be the date of District’s final action. If the employee is cleared of all charges concerning flagrant misconduct, he/she shall be reinstated without loss of pay and benefits.

Employees are entitled to representation when a meeting is of an investigative nature and where the employee reasonably fears that discipline may result from the meeting.

Any classified employee who is demoted or dismissed is entitled to a hearing before the Superintendent if a written petition is filed with the Superintendent within 15 days of demotion or dismissal.

## **COMPLAINT RESOLUTION PROCESS**

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A complaint is a statement by a classified employee or group of employees that they have been subjected to a violation, misrepresentation, or inappropriate application of District policy and/or administrative regulation.

The following Complaint Resolution Process provides a reasonably expedient process for resolving complaints from District's classified employees. Every effort should be made to resolve complaints informally between the employee and that person's immediate supervisor within a reasonable time after the employee becomes aware of a problem.

When differences and/or complaints cannot be remedied at the informal levels, the employee may appeal to the Superintendent. These proceedings are treated as internal, personnel matters and as such are to be kept confidential.

### **Levels of Procedure**

#### **Informal** –

**Initial Step:** If the employee believes that he/she has been adversely affected as a result of misinterpretation of misapplication of District policy or administrative regulation, he/she shall, within ten (10) working days of the time he/she first had knowledge, or reasonably should have had knowledge, of such a problem discuss the matter with his/her immediate supervisor with the objective of resolving the matter informally. If that employee does not feel comfortable discussing the complaint with his/her supervisor, he/she may ask to have a representative of the Classified Council or other representative present.

#### **Formal** –

**Step 1:** If the problem has not been resolved informally, the employee may, within fifteen (15) working days of the Informal Process, submit the stated complaint in writing to his/her departmental Director who has the authority to resolve the concern. The written statement shall include the facts upon which the complaint is based, the provision of the Classified Employee Handbook involved, the adverse effect on the employee, and the remedy requested.

The designated director may meet with the employee's immediate supervisor, the employee, and any other persons deemed appropriate by the director, and shall respond to the employee(s) in writing within ten (10) days following receipt of the written concern.

**Step 2:** If the employee is not satisfied with the disposition of the stated complaint at Formal Level – Step 1, or if no decision has been rendered within fifteen (15) working days after the presentation of the complaint, he/she may within five (5) working days, refer the issue in written form to the Superintendent or designee for a decision.

The Superintendent or designee shall be presented with all the facts, documents, testimony, or other evidence pertinent to the stated complaint(s), and at his/her discretion, may arrange a hearing involving all or some of the parties of interest. The hearing shall be closed unless the parties agree otherwise.

The Superintendent shall respond to the employee in writing within ten (10) working days from the date of the hearing – the decision of which shall be deemed final unless provisions of ORS 332.544 are applicable.

**General Provisions**

1. There shall be no restraint, interference, discrimination, or reprisal exerted on any employee choosing to use, or to refrain from using this procedure for resolution of complaints and/or conflicts. The same shall apply to any witness or others who might be a party to, or contribute to the process.
2. Failure at any level of this procedure by the employee to move a complaint to the next level within the specified time limits shall constitute acceptance of the decision rendered at the last level of appeal.
3. Failure at any level of this procedure by District to communicate a decision in writing to the employee within the specified time limits shall be considered a denial of the complaint and it shall permit the employee to proceed to the next level.
4. The processing of complaints shall not unreasonably interfere with the employee's regular work responsibilities.
5. The employee shall have the right to representation at all formal levels.
6. The parties will, upon request provide any reasonable, factual information relating to the stated complaint.
7. All documents, communication, and records dealing with the processing of employee complaints shall be filed separately from the personnel file of the concerned employee.
8. The Superintendent may, if circumstances are judged to warrant further consideration and/or investigation, extend stated time limits at each level, but not more than five (5) days per level. **(Board Policy GBM)**

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**SECTION V: COMPENSATION AND BENEFITS****COMPENSATION AND FIXED BENEFITS**

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**Salary**

The Board shall establish salaries of classified employees each year upon review of the Superintendent's recommendations.

Employees shall be paid in twelve equal monthly installments on the last day of each month or on the preceding workday, if the last day falls on a Saturday, Sunday, or holiday.

Placement on the salary schedule for employees new to the agency shall not exceed Step 3 without the express approval of the Superintendent.

Once appropriately placed on the salary schedule, employees will be granted an increase of one step on the experience scale on July 1 of any year that the employee has:

1. Served in his/her current capacity for six months or more that fiscal year (placement before January 1), and
2. Received a satisfactory performance evaluation assuring that they are qualified and capable of doing required work.

Upon reaching the end of step 9, employees will be given a longevity stipend of 2.5% of their current base salary in their June paycheck. Employees will receive this longevity stipend based on their current base salary at years 9, 14, 19, 24, and 29. For employees that reach step 9 their salaries for the following year and each year after that will be based on a COLA equal to the national CPI each year but not less than 0% each year.

Salary Schedule will increase by the cost of living allowance (COLA), based on the national CPI average for the previous calendar year, using the Bureau of Labor and Statistics year in review. The COLA for employees on steps 1-9 shall not exceed 2.5%. The COLA for 9+ employees will not be less than 3% but not greater than 5%. The COLA for both groups will not be less than 0% each year.

No employee will be denied advancement on the salary scale because his/her supervisor has not performed an annual evaluation.

**PERS (Public Employees Retirement System)/OPSRP (Oregon Public Service Retirement Plan)**

District will comply with all current requirements related to membership in either PERS or OPSRP. The District pays employee portion of PERS or OPSRP as part of employee compensation. If new employees have specific questions related to eligibility, those questions should be referred to the Human Resources Department.

**FICA (Federal Insurance Contributions Act)**

The Social Security Financing Bill passed by Congress requires District to pay a set percentage times gross salary for FICA purposes for each employee for the fiscal year.

**Worker's Compensation**

District pays for worker's compensation insurance costs for all employees for job related injuries.

**Professional Development Compensation**

District will provide \$500 for the purpose of tuition reimbursement of college courses directly related to the employee's position. Reimbursement must be preapproved. Any one individual, on a first come first serve basis, can

use a maximum of \$250. After June 1, any funds that have not been expended for reimbursement of classes become available to employees who have already received this benefit. Any remaining funds revert back to District on June 30. Reimbursement contingent on a passing grade of C or better.

### **DIRECT DEPOSIT, PAYROLL DEDUCTION, & FLEXIBLE SPENDING ACCOUNT OPTIONS**

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1. Employees are eligible for **Direct Deposit** of their paychecks with up to two banking institutions of their choice. The first signup is a trial period to test the direct deposit with the employee still receiving a paycheck. The following month's paycheck will be directly deposited. All employees are required to have their paychecks electronically deposited.
2. Employees are eligible for **Payroll Deduction** when enrolling in an annuity plan of their choice from the list of eligible vendors (i.e., tax sheltered annuity and/or federally sponsored 403-B and 457 plans) to accommodate employee requests. Appropriate paperwork from the employee's chosen representative, along with written authorization, must be submitted on a timely basis. Responsibility for the amount of the annuity rests solely with the employee in accordance with state and federal rules. The employee may change the amount of the deduction two times per calendar year.
3. District provides employee access to a **Flexible Spending Account** within the meaning of Section 123(d) of the Internal Revenue Code, which excludes chosen benefits from gross income under Section 125(a). This option is at the employee's personal expense through payroll deduction. District bears the administrative cost of this program. In accordance with federal laws and regulations governing Flexible Spending Accounts, and employee's failure to fully utilize the designated benefits during the Plan Year causes forfeiture of the unused dollars.

### **INSURANCE**

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District makes certain insurance benefits available through District approved vendors to regular full-time and eligible part-time employees working 0.5 FTE or greater.

Full family medical insurance benefits, including dental, vision, and prescription drug coverage, are available to all regular employees. District dedicates a capped contribution toward the total cost of these benefits. If an HSA plan is chosen, a portion of the district cap is paid to the insurance plan(s) and the remaining portion of the cap may be placed in a HSA plan offered by the district. The amount paid toward the HSA and insurance cannot exceed the monthly benefit cap. An employee does not have to use the entire insurance benefit and may dictate the amount deposited into the HSA. Any current excess amount between the total insurance caps of the employee and the amount of premiums will be placed into a pool to be used for the classified insurance premiums if necessary. Funds will revert to the General fund at the conclusion of the fiscal year. The district will pay for STD, AD&D and LTD insurance and standard life insurance up to \$25,000.

Eligible part-time employees working 0.5 FTE or greater receive a prorated share of District provided medical insurance cap based upon the number of hours worked in relation to the number of hours worked by a full-time employee. The remaining share of the premium cost shall be deducted from the employee's monthly salary. The employee may choose to utilize the district contracted IRS Code Section 125 account for this deduction.

All eligible employees may apply for medical insurance on the first day of employment and must submit application within 30 days. Coverage starts for the employee and any eligible dependents on the first of the month following the date of hire. Information materials concerning all insurance benefits are available upon request from the Human Resources or District's current insurance carrier. Employees may contact the current insurance carrier individually for technical questions.

District's obligation for the insurance premium for medical, dental, vision, and prescription drug coverage is capped at the amount indicated in Appendix A, for each full-time employee. The employee shall be responsible for the additional cost for this coverage.

### **WORK AND TRAVEL EXPENSES**

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Except as otherwise provided under law, District will reimburse employees for all approved expenses. Employees must meet all criteria as specified in policy and procedure DLC and DLC-AR.

Reimbursement forms are available in the Human Resources Department and at District office. See Board Administrative Procedures DLC-AR for reimbursement guidelines.



**SECTION VI: LEAVE**

**HOLIDAYS**

The chart below illustrates the number of paid Holidays and “Agency Days” awarded to each regular full-time and part-time employee. Paid holidays are awarded to employees who work at least an average of four hours per day. The usual and customary days awarded are listed below.

Holiday	220 days +	190-219 Days	160-189 days	110-159 days
New Year's Day	X	X	X	
Memorial Day	X	X	X	X
July 4	X			
Labor Day	X	X	X	X
Veteran's Day	X	X	X	X
Thanksgiving	X	X	X	X
Christmas Day	X	X		
Total	7	6	5	4

Temporary employees, substitute employees, and employees on leaves of absence or on layoff are not eligible to receive holiday pay.

**VACATION**

Twelve-month employees who work fewer than eight hours per day will accrue paid vacation time or a prorated portion thereof in accordance with the guidelines established below. Part-time employees who are not contracted for a 12-month work year calendar are not eligible for vacation time.

1. A person employed with the district in June, vacation hours will be front loaded and earned based upon length of service according to the following schedule. A new employee hired on or after July 1, vacation hours accrue on a monthly basis and earned based upon length of service according to the following schedule:

Year 0-4 Accrual Rate	80 hours
Year 5-9 Accrual Rate	120 hours
Year 10+ Accrual Rate	160 hours

2. Employees may not take vacation time until it is earned. Newly hired employees will accrue vacation hours upon the initial month of starting work and may take vacation time as soon as it is earned.
3. Vacation accrual for part-time/full-time employees is prorated. Part-time employees working fewer than 20 hours per week, temporary and substitute employees do not receive paid vacation time.
4. A “scheduled workday” means any supervisor-approved day of employment. Vacation will be accrued for any month in which the employee has either worked or been on paid leave for a minimum of 10 days.
5. All vacation days must be approved in advance. Employees are expected to give at least two weeks’ notice of the requested vacation dates(s). Management reserves the right to designate when some or all vacation time must be taken. Supervisors are responsible for ensuring adequate staffing levels and should attempt, when feasible, to resolve vacation scheduling conflicts based on length of service. However, employees who want to change their plans after the vacation schedule has been set lose their seniority consideration.

6. Employees will take vacation time in one-hour increments, and normally may take a maximum of two weeks consecutively.
7. Employees on leaves of absence, other than a military leave of absence, are required to use all accrued vacation hours as part of the leave.
8. Employees are responsible for monitoring their current leave status. Employees may accumulate up to a maximum of 160 hours per fiscal year (ending June 30) and will forfeit any hours accumulated more than 160 hours on June 30 without remuneration. Exceptions may be made with Superintendent approval.
9. Holiday time that occurs while on vacation time will not be charged against vacation accrual. No allowance will be made for sickness or other compensable type of absence during a scheduled vacation.
10. Employees who experience a change in work year status, which renders them eligible for the vacation benefit, will have the original start work month utilized as the anniversary date and all years of service as a District employee counted toward length of service for calculation of earned vacation accrual.
11. Employees who are separated from District shall be entitled upon the date of such separation to cash compensation for unused vacation credit earned through the last completed month of service to a maximum of 160 hours. Those credits will be paid on the employee's final payroll check at the employee's regular rate of pay at the time of separation.
12. A break in service rendered by an employee's resignation causes vacation benefits to begin over if reemployed at a later date.

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 SICK LEAVE AND SICK TIME
 

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Full and part-time employees, are awarded sick leave/sick time hours to be used for absence from duty due to the employee's illness or injury

1. Sick leave/sick time may be applied to cover any absence caused by illness or injury to the employee or his/her immediate family as defined in the Family Medical Leave Policy GCBDA or for any reason outlined in Oregon Sick Time law (Senate Bill 454) and Sick Time Policy GCBDD/GDBDD.
2. The Superintendent shall be responsible for control or abuse of the sick leave/sick time privilege, any employee obtaining sick leave/sick time benefits by fraud, deceit, or falsified statement shall be subject to disciplinary action.
3. When the reason for sick leave/sick time is consistent with FMLA/OFLA leave, the sick leave/sick time and the FMLA/OFLA leave may run concurrently.
4. When the reason for sick leave/sick time is consistent with ORS 332.507 and Senate Bill 454 sick leave/sick time may run concurrently.
5. Sick leave/sick time may be used for reasons that are consistent with the Family Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA) including the employee's or family member's mental or physical illness, injury or health condition; need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; need for preventive care; parental leave (FMLA and OFLA), sick child leave and bereavement leave (OFLA only). Sick leave/sick time may also be used in the event of a public health emergency and to address situations involving domestic violence, harassment that is considered criminal under Oregon state law, sexual assault or stalking.
6. For the purposes of sick leave/sick time a family member is defined as set forth in OFLA: spouse, same-gender registered domestic partner, child of the employee (biological, adopted, foster or step child, a legal ward or child of the employee standing in loco parentis), parent (biological, custodial, noncustodial, adoptive, step, foster or individual who was in loco parentis to the employee when the employee was a child), grandparent, grandchild, parent-in-law or parents of registered domestic partner.
7. Accrued sick leave/sick time have no pay out value upon termination.

**Sick leave**

- Hours are awarded (front loaded) on the first day of each fiscal year.
- Sick leave hours not taken shall accumulate for an unlimited number of days. ORS 332.507 (4)
- Sick leave hours may be utilized on an increment basis rounded to the nearest quarter hour. Sick leave is actually earned on a monthly basis.
- Employees will earn eight (8) hours each month for a full-time employee. (ORS 332.507 (2))
- Part-time employees will receive a prorated portion of eight hours each month.
- New employees will be awarded sick leave hours on a prorated basis according to actual time worked from date of hire through June 30.
- Sick leave hours shall not accrue during a leave of absence without pay.

**Sick time:**

- Sick time hours may be utilized on an increment basis rounded to the nearest quarter hour.
- Full time and part-time employees working 4.5 hours or more per day are front loaded 40 hours of sick time at the beginning of the fiscal year. Employees who are not employed for a full year will be front loaded a prorated amount based on actual workdays for the year. Substitutes, temporary employees, and other-part time employees working less than 4.5 hours per day shall accrue at the rate of at least one hours of paid sick time for every 30 hours or 1-1/3 hours for every 40 hours the employee works.
- An employee may carry up to 40 hours of unused sick time from one year to the subsequent year, however an employee is limited to using no more than 40 hours of sick time in a fiscal year. (OAR 839-007-0000 et. seq.)

- Sick time hours will be tracked separately from sick leave hours. Per SB 454, sick time is not transferable and is not used for the purpose of determining retirement benefits under the Public Employee Retirement System (PERS).
- Sick time shall follow Policy GCBDD/GDBDD

An employee who is absent from the job in excess of five (5) consecutive days or exhibits patterns of chronic or excessive absences may be required to furnish written verification of illness from a physician, naturopathic physician or practitioner that the illness or injury prevents the employee from working. (ORS 332.507 (3) Notwithstanding said "written verification" patterns of chronic or excessive absenteeism may lead to disciplinary action up to and including termination.

An employee who leaves the employ of District, or who goes on unpaid leave and who has used more sick leave/sick time than he/she has earned will have the amount in excess of that earned deducted from his/her final paycheck. If the value of the unearned sick leave/sick time used exceeds the amount of the final paycheck, the employee or former employee shall be required to reimburse the District for the unearned benefit.

### **Sick Leave Transfer**

An employee is eligible to transfer seventy-five (75) days (600 hours) sick leave accumulated in an Oregon K-12 school district. The transfer of sick leave from another Oregon school district to the District shall not be effective until the employee has completed thirty (30) working days with District. ORS 332.507 (4)

If an employee was employed by the Oregon Department of Education and accepts a position at the District they may transfer any accrued but unused sick leave to the District and may use the transferred sick leave in accordance with the Districts policy. ORS.326.113 (1).

For purposes of determining retirement benefits (PERS), a local governing body is required to permit a school employee to transfer an unlimited number of days of unused, accumulated sick leave from another Oregon district employer. (ORS 332.507 (5)

### **Sick Leave Bank**

The purpose of the sick leave bank shall be to extend to members of the bank an additional sick leave beyond their accumulated days should an illness or injury cause an employee to exhaust his/her accumulated sick leave days.

Classified staff who wish to contribute a maximum of two (2) days of his/her sick leave to a common bank may do so. The option to donate to the bank for the following work year will be made available annually and included on the classified notice of assignment document. Yearly contributions shall be limited to the number of days needed to bring the bank to a maximum of two times the number of classified staff. Such contributions are irrevocable. Only classified staff who have contributed days to the bank may apply for days from the bank for that school year.

After a classified staff has exhausted their sick leave, and has certification from a doctor that an illness or injury is of a serious nature and prevents the teacher from performing assigned duties, and medical treatment cannot be delayed until the next vacation period or the following summer, they may apply for sick leave from the bank.

A committee of two (2) representatives from the administration and two (2) representatives from the Executive Council will review the request. The request will be in writing and address the reasons for requesting the sick leave. The committee will grant or deny by majority, the request and respond in writing. The maximum time a staff member can draw would be ten (10) days during any one (1) school year after one (1) year of employment with the district; twenty (20) days after two (2) years; thirty (30) days after three (3) years or more. In subsequent years that staff member may contribute two (2) days of their regular medical leave to again be eligible to draw from the bank. Benefits may be accessed intermittently, but are limited to a lifetime maximum aggregate of sixty (60) days.

At the discretion of the committee, illness of an immediate family member as defined in Policy GCBDA may qualify for time from the Sick Leave Bank.

The District shall maintain the records of the Sick Leave Bank. (Accumulated leave in the bank, and sick leave used by classified staff from the bank.)

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**PERSONAL/EMERGENCY LEAVE**

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Full-time employees and part-time employees are awarded personal/emergency leave hours with pay to attend to emergency and/or personal matters.

Personal/emergency hours are awarded on July 1 of each fiscal year on the following basis:

1. Full-time employees are awarded 16 personal/emergency hours.
2. Part-time employees are awarded personal/emergency hours on a prorated basis according to actual hours scheduled for that fiscal year.
3. New employees are awarded personal/emergency hours on a prorated basis according to actual time worked through June 30.

Personal/emergency leave may be used because of an emergency situation or to attend to a personal matter:

1. Unused leave cannot accrue from year to year. Nor can such hours accrue during an unpaid leave of absence.
2. Leave shall be taken in minimum units of one quarter of one hour.
3. Leave shall not be used for vacation or recreational purposes to extend a vacation or holiday period unless the Superintendent grants permission.
4. Requests must be submitted through the portal ASAP and to the employee's immediate supervisor as soon as possible as to when the need becomes known.
5. Employees are required to give their immediate supervisor advance notice of personal leave days. For emergency leave employees are required to be in contact with their supervisor as soon as is practical.
6. Administration will grant the request unless there are extenuating circumstances that have an undue impact on services to constituents and/or fellow employees, e.g., coverage of reception area, major in-service session requiring support, inclement weather condition requiring maintenance support, etc. If the request is denied, the employee will have the right of appeal to the Superintendent, if applicable.

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**BEREAVEMENT LEAVE**

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Full-time and part-time employees may be granted, upon request, up to five (5) days of paid bereavement leave per occurrence, including travel time, in the event of death of a member of the family as defined in **Policy GCBDA**. Bereavement leave will not exceed a total of 10 days in one year.

## JURY DUTY/LEGAL PROCEEDINGS

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Full-time and part-time employees called for jury duty or subpoenaed, as a witness in matters in which they are not personally involved shall be paid regular wages by District.

Time necessary for appearances shall be granted:

1. In any legal proceeding connected with the employee's employment,
2. With a school system when directed to appear by District,
3. To serve on a jury,
4. To appear before a court or other legal body as a disinterested witness in response to a subpoena, or
5. By the direction of other proper authority.

Compensation paid to the employee for such services shall be submitted to District, except for reimbursement for mileage and other expenses.

The usual and customary payroll procedure is for the employee to sign/endorse/submit checks received for jury duty to District's Payroll Clerk; therefore, the employee's wages remain intact and unchanged.

The provisions of this section do not apply when the employee is a complainant in any case against District.

## FAMILY/MEDICAL LEAVES

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District will comply with all state and federal leave provisions, including the respective Family and Medical Leave Acts.

Employees who want to take leave ordinarily must provide District at least 30 days' notice of the need for leave, if the need for leave is foreseeable. If the employee's need is not foreseeable, the employee should give as much notice as is practicable.

In addition, employees who need leave because of a serious health condition of a spouse, son, daughter, parent, grandparent, or grandchild of the employee may be required to provide medical certification of the serious health condition. When leave is needed to care for an immediate family member or for the employee's own illness and is for planned medical treatment the employee must try to schedule treatment in order to prevent disruptions to District's operations. District also may require a second or third opinion (at District's expense), periodic re-certifications of the serious health condition, and, when the leave is a result of the employee's own serious health condition, a "Fitness for Duty Report" to return to work. District may deny leave to employees who do not provide proper advance leave notice or medical certification. **(Board Policy GCBDA)**

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**PROFESSIONAL DEVELOPMENT LEAVE**

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At the request of the employee, Professional Development Leave with pay may be allowed one time per year for attendance at one workshop and/or conference for the purpose of furthering the employee's professional development, provided that:

1. The workshop/conference is relevant to the employee's current professional responsibilities as defined in the job description and/or professional goals and is approved by the immediate supervisor and director.
2. The activity appears to have sufficient potential value to District services to warrant such leave.
3. Written request is given to the appropriate supervisor at least five (5) working days prior to such leave and said request is approved. If leave is out of state and thus requires Board approval, the request must be submitted 10 days before the next regular Board meeting. If out of state leave is approved, the attending employee(s) is required to make a written or oral report to the Board of Directors at the next regularly scheduled board meeting or at a time convenient by the employee and Board, and
4. In District's judgment, agency operations would not be hampered by the absence.

If granted permission to attend work related conferences and/or workshops, reimbursement of approved expenses may include, but not be limited to, mileage, meals, lodging, and registration fees.

District recognizes the importance for classified personnel to keep abreast of new developments in their career field and to continue to develop increased job skills. The employee's immediate supervisor may require that the employee attend specific workshops/in-services. Such opportunities are viewed as desirable enhancements to the probability of continued, effective job performance. Employees will be reimbursed for approved expenses when training and/or attendance at workshops is required.

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**EDUCATIONAL LEAVE**

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Employees with at least four (4) years of continuous service may apply for an unpaid leave of absence for up to one (1) year for the purpose of approved study or travel.

Requests for such leave shall be made in writing through the immediate supervisor to the Superintendent who will recommend approval or disapproval to the Board. The Superintendent will notify the applicant of the approval or denial of the request for educational leave of absence and the basis for the decision.

Upon completing educational leave, employees shall return to their original positions, or if such position is not available, to another position for which the employee is qualified.

An employee on such leave shall maintain, but not add to, seniority and sick leave. Subject to the approval of the insurance carrier(s), an employee on unpaid leave shall have the option of remaining an active participant in the insurance programs by directly paying the premium(s) in advance on a monthly basis.

Failure to return at the specified time, or otherwise comply with the terms, under which the leave was granted, will result in automatic termination.



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**MILITARY LEAVE**

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Regular employees requesting leave for the purpose of military training, service, or examination, shall be granted unpaid leave as specified in the Veteran's Reemployment Rights Law. Employees requesting leave because of training, temporary active or active duty must confer with the Human Resources to ensure appropriate application of Federal statutes.

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**OTHER LEAVE**

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**Short – Term**

Prior to requesting the unpaid leave a staff member must use all of their personal leave time. An employee shall have the right to request up to three (3) days of leave for personal reasons without pay per fiscal year. Such time shall be in addition to any other paid time off which shall have been utilized prior to the request.

Requests must be submitted to the appropriate supervisor at least twenty-four (24) hours prior to utilization of leave, if possible. Leave requires supervisor authorized prior to utilization.

This leave is non-accumulative and must be utilized in full-day increments.

**Extended**

The Superintendent, or designee may grant a leave of absence without pay up to one (1) year to full-time and part-time employees who would not qualify for leave under any other provision. Such leaves shall not be granted for the purposes of other employment.

Requests must be cleared in advance by the Superintendent. Requests must include the date on which the leave will commence and terminate. Requests shall be written and, where possible, be submitted not later than ninety (90) days prior to the date the leave is to become effective. Each request will be considered on an individual basis on its own merits.

During any unpaid leave, the employee shall maintain, but not add to, seniority and sick leave. Subject to the approval of the insurance carrier(s), an employee on unpaid leave shall have the option of remaining an active participant in the insurance programs by directly paying the premium(s) in advance on a monthly basis. If the employee has worked more than half of his/her scheduled work hours during the month in which leave is taken, the employee will not be required to contribute towards premium costs beyond what is usual and customary to the employee's plan for that month. If the employee works less than half the scheduled workdays during a month for which leave is taken, all absent hours become the employee's responsibility for insurance premium costs.

An employee on leave of absence for any reason, whether granted by District under the above provision or by some other legally required leave of absence, will be reassigned to his/her previous position, if available, or the first comparable available position within the same job classification. Failure to return at the specified time, or otherwise comply with the terms, under which the leave was granted, will result in automatic termination.

If an employee has a health or disability leave, District may request a physical examination of the employee by a medical doctor at District's expense to determine qualification. If the employee is still qualified after the requested examination, the employee will be reassigned to his/her previous position, if available. If the original position is not available, the first comparable available position within the same job classification or a classification for which he/she is qualified will be offered.

**APENDIX A**

<b>Classified Salary Schedule 21/22</b>	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 9+
Administrative Assistant	\$18.62	\$19.08	\$19.56	\$20.05	\$20.55	\$21.07	\$21.59	\$22.14	\$22.68	\$23.76
After School Assistant - FACES Leader	\$13.25	\$13.58	\$13.92	\$14.27	\$14.63	\$14.99	\$15.37	\$15.75	\$16.14	\$16.62
After School Assistant - Student	\$12.75	\$12.75	\$12.75	\$12.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Education Assistant Behavior Specialist	\$15.50	\$15.89	\$16.28	\$16.69	\$17.11	\$17.53	\$17.98	\$18.43	\$18.89	\$20.66
Custodian	\$13.25	\$13.58	\$13.92	\$14.27	\$14.63	\$14.99	\$15.37	\$15.75	\$16.14	\$16.62
Educational Assistant	\$13.36	\$13.69	\$14.03	\$14.39	\$14.75	\$15.11	\$15.50	\$15.88	\$16.29	\$17.06
Educational Assistant Preschool	\$14.72	\$15.09	\$15.47	\$15.86	\$16.25	\$16.65	\$17.09	\$17.50	\$17.95	\$18.79
Educational Assistant Special Ed	\$13.63	\$13.97	\$14.33	\$14.68	\$15.05	\$15.43	\$15.82	\$16.20	\$16.61	\$17.41
ES Secretary	\$14.18	\$14.53	\$14.91	\$15.27	\$15.65	\$16.04	\$16.45	\$16.85	\$17.27	\$18.09
Unused	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FACES Site Coordinator	\$16.37	\$16.77	\$17.19	\$17.62	\$18.06	\$18.52	\$18.98	\$19.45	\$19.95	\$20.88
Facilities Manager	\$21.65	\$22.20	\$22.73	\$23.32	\$23.90	\$24.50	\$25.12	\$25.74	\$26.38	\$27.65
Food Service Assistant	\$13.25	\$13.58	\$13.92	\$14.27	\$14.63	\$14.99	\$15.37	\$15.75	\$16.14	\$16.62
Food Service - Unused	\$14.18	\$14.53	\$14.91	\$15.27	\$15.65	\$16.04	\$16.45	\$16.85	\$17.27	\$18.09
Food Service Manager	\$16.77	\$17.19	\$17.62	\$18.06	\$18.51	\$18.98	\$19.45	\$19.94	\$20.43	\$21.41
Grant Writer	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00
HS Secretary	\$15.27	\$15.65	\$16.04	\$16.45	\$16.85	\$17.27	\$17.71	\$18.15	\$18.61	\$19.50
Librarian	\$19.63	\$20.13	\$20.63	\$21.14	\$21.67	\$22.22	\$22.75	\$23.34	\$23.92	\$25.06
Speech Pathologist Assistant	\$16.84	\$17.26	\$17.70	\$18.14	\$18.59	\$19.06	\$19.53	\$20.02	\$20.52	\$21.51
Health Assistant	\$15.07	\$15.45	\$15.83	\$16.23	\$16.63	\$17.05	\$17.48	\$17.91	\$18.36	\$18.91
Tutor	\$14.28	\$14.28	\$14.28	\$14.28	\$14.84	\$15.21	\$15.59	\$15.98	\$16.38	\$16.87
Custodial Student Workers	\$12.75	\$13.05	\$13.35	\$13.65	\$13.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

\*Step 9: Longevity Stipend = 2.5% of current salary paid in June at year 9, 14, 19, 24, 29

**Insurance Schedule**

Cap of \$1303 for 2018-2019  
 Cap of \$1381 for 2019-2020  
 Cap of \$1416 for 2020-2021  
 Cap of \$1459 for 2021-2022

\_\_\_\_\_  
 Superintendent Signature

\_\_\_\_\_  
 Date