

Professional Support Staff Manual

Bismarck Public Schools

August 2010

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SUPERINTENDENT'S LETTER TO PROFESSIONAL SUPPORT STAFF

To: All Professional Support Staff

Re: Personnel Policies

In order to advance the objectives of our school district and look out for the interests of our employees, Bismarck Public Schools has developed a policy manual for professional support employees. The manual will help you understand what is expected of you and what you can expect from the school district.

This manual is to be used as a guide and reference. It has been reviewed by legal counsel and approved by central administration and the School Board. Employees should not, however, interpret any policy as being an amendment, change, or enlargement of their contract with the district.

Any policy is only as good as its implementation. The supervisor is the key to that implementation. The supervisor is responsible for and in direct contact with each group of employees. Employees and their supervisors must translate the ideas and principles in this manual into action.

Please familiarize yourself with the contents of this manual to ensure that all personnel policies are administered fairly and effectively.

FUNCTIONS OF THIS MANUAL

This Personnel Policy Manual is an outline of the basic personnel policies, practices, and procedures in the Bismarck School District. It contains general statements of school district policy and it should not be read as including the fine details of each policy, nor as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases, nor is it to be interpreted to alter, amend, or extend any of the terms of any written contract of employment existing between the employee and the district. The school district may add to the policies in the manual or revoke or modify them from time to time. Management will try to keep the manual current, but there may be times when policy will change before this material can be revised and published. A complete up-to-date set of these policies is available for review in the Superintendent's office or the office of the Human Resources Manager.

1. The Human Resources Manager shall be responsible for custody and distribution of the copies of the Personnel Policy Manual. Each central office and building administrator will be issued a copy of the manual.
2. Because of the importance of personnel policies and practices in the conduct of school district business, central administration and the School Board will continually review and recommend changes in the school district's personnel policies, its employee benefit programs, and its salary administration programs. Input from employees concerning policies will always be welcome and encouraged.
3. Any employee may recommend a change in policy to the Human Resources Manager. Likewise, matters of importance not covered by the manual should be brought to the attention of the Human Resources Manager in order that new policy may be formulated if necessary.

INTRODUCTION

As a service for professional support staff the Bismarck Public School District publishes the Personnel Handbook. It can be a useful reference for providing information and answering questions relating to personnel concerns and the operation of the Bismarck Public School District.

The letters, which appear in capitalization following some headings, indicate the reference code for policies and procedures contained in the policy manual adopted by the Bismarck Public School Board. Policy manuals are available at the central office of each school building and at the Human Resources Office located at Hughes Educational Center, 806 N Washington Street, Bismarck, North Dakota.

The policies described here are not conditions of employment, and the language is not intended to create a contract between the Bismarck Public School District and its employees.

EMPLOYMENT

EQUAL EMPLOYMENT ([GAAA/JAA](#))

It shall be the policy of the Bismarck Public School District not to discriminate against any individual with respect to his/her compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, national origin, age, handicap, marriage, disability or by reason of receiving any public assistance.

ALCOHOL AND DRUG ABUSE BY EMPLOYEES ([GAL](#)) & ([GAL-R](#))

The misuse of alcohol and other drugs by one employee may endanger the safety and well being of all other employees and all students. Employees need to understand the danger inherent in making unwise choices about chemical use. The school district supports a strict enforcement of the drug and alcohol policy which includes prohibition of the use, possession, distribution, dispensing or manufacture of alcohol or any illegal drug on school district property or in a school district vehicle.

DRUG FREE WORKPLACE ([GAM](#))

The Bismarck School District intends to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in any building belonging to or used by the Bismarck School District or on the grounds of any such building or on any property or in any vehicle belonging to the Bismarck School District or at any school-related activity.

TOBACCO FREE ([KGC](#))

The Bismarck Public School Board is dedicated to providing a healthy environment for staff, students and citizens. Because the use of tobacco is a highly addictive habit usually begun in the adolescent and teen years, the most effective means toward achieving a tobacco-free generation by the end of this century will be prevention of tobacco use by youth through education, positive adult role models and aggressive action to limit and confine available tobacco areas.

Smoking and the use of tobacco products are prohibited in all district buildings and school property, including district-owned vehicles. This also includes buildings and property rented by the school district.

SUBSTANCE ABUSE ([GBRIG](#))

The Bismarck Public School District recognizes chemical dependency as a treatable illness. The purpose of this policy is to assure that any employee having this illness will receive the same careful consideration and offer of treatment presently extended to employees with other types of illnesses.

Employees with the illness of chemical dependency shall qualify for the same employee benefits which are provided for other medically certified illnesses with established employee benefit plans and programs. A realistic acceptance of this illness should encourage employees to take advantage of available treatment when needed.

The Bismarck Public School District is concerned about the effects which harmful chemical involvement has on the employee's job performance and personal health. For the purpose of this policy, harmful involvement occurs when an employee's consumption of mood altering chemicals interferes with the employee's performance.

STAFF INVOLVEMENT IN DECISION MAKING ([GAC](#))

The Bismarck School Board believes that the Superintendent should reach its major policy decisions with meaningful participation by the staff in a process which culminates in a recommendation to the Board. This participation is to be interpreted as contributing to the establishment of policy rather than as setting it, which is a right ultimately reserved to the members of the Board.

Further, the Bismarck School Board believes that major decisions of the administration regarding the overall school program, including curriculum, instruction, and budget, should also be reached with meaningful participation by the staff in the decision-making process. Staff participation in the decision-making process is to be interpreted as nonbinding recommendations to decisions by the administration pursuant to the authority delegated by the Board.

The Board believes that participation by staff in the decision-making process should be conducted in a spirit of cooperation.

The Superintendent will assure that each administrator establishes a written process by which meaningful participation by the staff is sought during the decision-making process on major decisions.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Professional Support Staff will be reimbursed for continuing education and fees for filing with certification agency or licensing board under the following conditions:

- A. The position requires an individual to have a specific licensure, certification, etc. This would include School Psychologists, Social Workers, Nurses, Occupational Therapists, Physical Therapists, and any other professional support staff positions required to have a license or certification.
- B. To be eligible for reimbursement, all course work or other continuing education must receive prior approval of the program manager or building principal.
- C. May be reimbursed for graduate courses or workshops, which meet the requirements of the professional licensing/certification board or agency.
- D. Reimbursement will be for the actual cost of the workshop or tuition and filing fees required by the respective board. The District's reimbursement cannot exceed the actual cost of credits or ceu's received.
- E. Reimbursement will be for courses and workshops taken after July 1, 1999.
- F. Individuals do not have to be enrolled in an advanced degree program to receive reimbursement.
- G. For each additional 15 graduate credits, 225 ceu's or a combination of the two taken after June 1, 1999, professional support staff employees will be paid one-time bonuses of \$1,800.

Contact the Human Resources Office for additional information.

PROMOTION (GAJ)

It is the policy of the School Board to consider competent and faithful employees within the district whenever they are qualified for the position. All openings for promotion and/or new positions will be posted in buildings throughout the district and qualified personnel will be given adequate opportunities to make application for positions.

PROFESSIONAL STAFF RECRUITING ~ POSTING OF VACANCIES (GBC)

It is the responsibility of the Superintendent, with the assistance of the administrative staff, to determine the personnel needs of the school system and the individual schools, to affect lateral transfers among schools, and to locate suitable candidates to recommend for employment.

PROFESSIONAL STAFF HIRING

Because the quality of the staff hired by the Board is the major component of an effective, productive educational program, the Board and the administration of the district will make every effort possible to attract and retain the best-qualified personnel.

To help attract the best-qualified personnel and give them credit for their prior work experience professional support staff experience and placement on the salary schedule will be handled as follows:

- a) Professional Support Staff new to a position with the Bismarck Public Schools will receive credit for each year of like professional experience according to the following schedule:

<u>Like Experience</u>	<u>Experience Factor</u>
2-3 years	88%
4-5 years	91%
6 or more years	94%

- b) Professional Support Staff moving from a position with lower points to a position with higher points (e.g. Psychologist to Lead Psychologist) will receive credit according to the following schedule:

<u>Like Experience</u>	<u>Experience Factor</u>
3-5 years	88%
6-8 years	91%
9 or more years	94%

- c) Professional Support Staff moving from one professional position to another within the district will not lose credit for years of professional experience even if the new position is assigned fewer Hay points.

The Board only upon the recommendation of the Superintendent will approve all professional staff members of the district. Should a person nominated by the Superintendent be rejected by the Board, it shall be the Superintendent's duty to make another nomination.

PROFESSIONAL PERSONNEL ASSIGNMENT AND TRANSFER ([GBE/GBM](#))

As new schools are constructed and enrollments fluctuate between schools and for other valid reasons, it will become necessary from time to time to transfer some teachers and other personnel within the district. Such transfers will usually be made with the concurrence of professional personnel. In some cases it may be necessary to implement such transfers without the concurrence of the person to be transferred. The final determination in all transfers will be at the discretion of the Superintendent of Schools.

WORK DAY ([GBRB-R](#))

Full-time professional support staff who work with students will follow the same schedule as full-time teachers in the Bismarck School District as discussed in board policy GBRB-R. The minimum workday for full-time professional staff who do not work with students is an eight (8) hour day, not including lunch. The actual hours of work may vary and extend as necessary to fulfill the requirements of the position.

PROFESSIONAL PERSONNEL MILITARY LEAVE ([GBRID](#))

Any employee of the Board who is a member of the National Guard, member of the Armed Forces Reserve of the United States, subject to call in the federal service by the President of the United States, or shall volunteer for such service, when ordered by proper authority to active non-civilian employment, shall be entitled to a leave of absence in accord with state and federal legislation.

CONFIDENTIALITY OF STUDENT RECORDS AND INFORMATION ([JR](#), [JR-R](#) & [JR-R2](#))

A permanent educational record is kept on all students enrolled in the Bismarck Public School District. This is a highly private record to be used only by the professional staff immediately concerned with the student's welfare. Employees of the Bismarck Public School District may not share any information from school district records except during private staff meetings where the information is necessary to the advancement of the education of a student.

All records when not in use shall be secured. Each principal is responsible for record maintenance and access within his or her building.

A breach of confidentiality will be handled under the North Dakota Century Code, Section 15-36-15, and Subsection 6.

COMPENSATION AND BENEFITS

The compensation systems for the Bismarck Public Schools are designed to offer salary and benefits that attract and retain highly qualified individuals to meet the needs of students and patrons of our community.

The type of position to which employees are assigned determines Professional Support Staff rate of pay. Professional Support Staff positions are categorized by a classification system, which offers a beginning rate and a maximum rate, reached in five steps. Salary and benefit schedules may be obtained from the employee's supervisor or from the Human Resources Office.

PAY DAY

All professional support staff employees are paid on a monthly basis. Professional support employees are generally paid on the twentieth of each month. A payday schedule is published each year in June. Direct deposit of pay checks is required. Pay subs are available online and can be accessed from the District's website under EzStub.

RETIREMENT CONTRIBUTIONS

All professional support staff certified by the Standard and Practices Board (SPB) who are employed twenty (20) weeks or more are required to become members of the North Dakota Teachers Fund for Retirement. The rate of contribution is determined by the North Dakota State Legislature.

Other professional support staff who are employed twenty (20) hours or more per week for at least five consecutive months and who are not SPB certified are required to become members of the North Dakota Public Employees Retirement System (PERS).

For further information, please contact the Human Resources office at 323-4072, NDTFFR at 328-9885 or PERS at 328-3900.

INSURANCES

Bismarck Public Schools provides a comprehensive program of insurance benefits. They are designed to help meet the needs of the employee and his/her family for protection against health care costs and death.

Specific costs for health care and insurance coverage are available at the Human Resources office. The School Board reserves the right to amend these and any other benefits at any time.

COBRA

The federal law, Consolidated Omnibus Budget Reconciliation Act, referred to as "COBRA," allows employees and dependents whose medical insurance would otherwise terminate, to continue the same medical coverage for a specific period of time under certain conditions. Depending on the circumstance employees and/or their dependents can continue medical coverage for up to 18, 29 or 36 months. Some of the qualifying events are termination of employment, reduction of hours, divorce, or dependent child is no longer eligible as a dependent under the health plan's eligibility rules.

Employees and dependents need to notify the Human Resources Office or Payroll Office when a qualifying event occurs. For additional information contact the Human Resources Office at 323-4072.

PROFESSIONAL PERSONNEL COMPENSATION GUIDES AND CONTRACTS (GBA)

Professional Support Staff may be held at the same salary for the following year by the decision of the Superintendent. Cause for doing so must be shown and must be bona fide, verifiable, and clearly stated to the employee in writing. Sufficient time should be given for improvement. The affected employee may appeal such determination to the School Board.

SABBATICAL LEAVE PROGRAM (GBRHAA-R)

The Sabbatical Leave Program in the Bismarck Public School District is provided to professional staff of the district in order to encourage them to advance their education and acquire and enhance skills. Rules relating to the program are included in the policy and on the application form. The application form is available upon request by calling the Human Resources Manager.

PROFESSIONAL PERSONNEL CONFERENCES AND VISITATIONS (GBRHB)

The Superintendent may authorize leave for visitations and attendance at state, regional, and national meetings, workshops and conferences with pay. Absence allowable for professional leave is a judgement made by the Superintendent and is subject to budget limitations for employing substitutes and reimbursement for travel, meals, and lodging.

PROFESSIONAL SUPPORT STAFF PERSONNEL LEAVES AND ABSENCES (GBRI)

Administrators and other professional non-certificated employees shall be covered by various leave policies. They include sick leave, vacation leave, personal leave, absence from work, sabbatical leave, leave of absence, and a short-term leave without pay. Leave due to a pregnancy shall be treated the same as any other medical condition for the purposes of sick leave.

- Professional Support Staff who work less than 12 months shall receive three days of personal leave per year with a maximum accumulation of five days. Personal leave is not deducted from sick leave.
- Professional Support Staff who work 12 months will receive vacation. Accrual schedule is listed in policy.
- Absence for the employee's own illness, disability, or death in the immediate family shall be charged against his/her cumulative sick leave. "Immediate family" shall be interpreted to include spouse, son, daughter, father, mother, brother or sister, grandparents, grandchildren, daughter-in-law, son-in-law, aunts or uncles of the employee and employee's spouse or any relative residing in the immediate family of the employee. The employee may, upon specific approval of the Superintendent, be absent for the purpose of attending the funeral of a close family friend. Time used in this manner will be deducted from accumulated sick leave.
- When any member of the immediate household as defined above is seriously ill, undergoing surgery, or involved in a critical accident, the employee may use sick leave to be with that person.
- The employee may find it necessary to be absent from work for such things as dental surgery, broken fillings, repair or replacement of glasses which qualify him/her for sick leave.
- A one-year leave of absence or a short-term leave without pay may be granted to professional support staff with the assurance of a position with the Bismarck Public School District. Rules covering the leaves are outlined in Policy GBRI.

PROFESSIONAL SUPPORT STAFF PERSONNEL EMERGENCY LEAVE

At the discretion of the superintendent or designee professional support staff may be granted 2 days of emergency leave per year. Emergency leave will be deducted from sick leave.

FAMILY AND MEDICAL LEAVE (GBRI-R)

In accordance with federal law, eligible employees can take up to 12 weeks of Family and Medical Leave during the calendar year for the birth or placement of a child for adoption or foster care; to care for an immediate family member (spouse, child, or parent) with a serious health condition; or to take medical leave when the employee is unable to work because of a serious health condition.

The leave may be unpaid, paid or a combination of paid and unpaid leave depending on the circumstances. For additional information on eligibility and steps for requesting leave contact the Human Resources office. In order to make the necessary arrangements to replace an employee during his/her absence, we request all employees contact the Human Resources office and their principal or manager as soon as possible.

SICK LEAVE BANK

The Bismarck Public School District will maintain a sick leave bank for participating employees whose applications are approved by the sick leave bank committee. The purpose of this sick leave bank shall be for unexpected catastrophic illness or injury of employees and/or their immediate household/family members.

- A. **CATASTROPHIC ILLNESS.** "Catastrophic" means serious, extreme, or life threatening. This term does not include conditions associated with a normal pregnancy.
- B. **HOUSEHOLD MEMBERS.** "Household members" means those persons who reside in the same home, who have reciprocal duties to and do provide financial support for one another. This term includes foster children and legal wards even if they do not live in the household. The term does not include persons sharing the same general house when living style is primarily that of a dormitory or commune.
- C. **PARTICIPATION.** Participation is a onetime offer. The offer to join the sick leave bank shall be available only to those employees signing their initial contract. A new employee will have 30 days from time of signing their initial contract to accept or reject membership to the sick leave bank committee.
- D. **CONTRIBUTION.** Each participating member shall invest one (1) sick leave day, which will be deducted from their accumulated sick leave. Whenever the sick leave bank drops below 360 days, each member will be assessed one (1) additional sick leave day, not to exceed two (2) sick leave days in any one contract period.
- E. **APPLICATION.** Any member having used his/her total accumulated sick and personal or vacation leave days may apply to the sick leave bank committee for consideration to draw on the sick leave bank days. Application must be in writing and accompanied by a medical doctor's certificate verifying the severity, nature, and projected duration of the illness. The written application should include relationship of the applicant to the individual with illness/injury and a description of the illness/injury. If illness/injury qualifies for disability coverage the individual must apply for the disability coverage. The application for disability should accompany the application to the sick leave bank committee.
- F. **COMMITTEE.** The sick leave bank committee shall consist of three members, all of which must be members of the sick leave bank. The committee shall review the applications, accept or reject the applications by written notice, determine the number of days granted to the applicant, provide reasonable assurance the bank is not abused, and prepare quarterly reports for the superintendent. The sick leave bank records and accounting shall be maintained by the district's business manager.

The sick leave bank committee members shall be volunteers from participants in the sick leave bank. The Human Resources Manager, in consultation with the BEA president, shall select the committee members from a list of volunteers. At least one member of the committee must be a current BEA member. The new member shall take office July 1 and serve a three-year term. Decisions of the Committee will be made by majority vote and all decisions are final. If a committee member applies to the Committee, that member must abstain from voting on the

application; the president of the Bismarck Education Association will serve on the Committee for the limited purpose of acting on such application.

- G. LIMITATIONS. The members of the sick leave bank, upon written approval by the sick leave bank committee, may be granted no more than twenty (20) days of sick leave per application. A member may apply four times per contract period and be granted no more than eighty (80) days of sick leave from the sick leave bank. Days may no longer be withdrawn from the sick leave bank once the employee is receiving employer related disability benefits.

EXPENSE REIMBURSEMENTS (DJD)

Personnel and district officials who incur expenses in carrying out their authorized duties will be reimbursed by the district upon submission of a properly filled out and approved voucher and such supporting receipts in accordance with state law.

When official travel by a personal vehicle has been authorized, mileage payment shall be made at the state allowance. To the extent budgeted for such purposes in the school budget, the approval of travel requests shall be vested in the Superintendent or designee.

STAFF DEVELOPMENT COMPENSATION

Professional support staff who are asked to deliver staff development for BPS employees outside of their job description and normal contract hours shall be compensated for their prep time and presentation time according to district guidelines.

Preparation time will be compensated at \$30 per hour, not to exceed two hours per one hour of presentation time up to a maximum of 8 hours.

Presentation time outside of contract hours will be compensated at \$50 per hour up to a maximum of \$400 per 8 hour day.

For additional information please contact the Human Resources Office prior to preparing for and delivering staff development.

EMPLOYEE ASSISTANCE

The St. Alexius Medical Center/Heartview Employee Assistance program provides employee assistance services to all eligible employees and their immediate family members. Eligible employee is defined as an individual working four hours or more per day for the school district.

The Employee Assistance Program (EAP) is a confidential assessment, counseling, and referral service staffed by trained professionals who can help employees and their family members evaluate problems and take positive action to resolve them. The Employee Assistance Program provides up to 8 counseling sessions per problem without cost to employees or their family. Employees can contact the EAP 24 hours a day, 7 days a week by calling 530-7195 or 1-800-327-7195.

GENERAL INFORMATION

VEHICLE INSURANCE

The district's liability insurance carrier protects all school system vehicles.

GENERAL LIABILITY INSURANCE

All persons who were, now are, or shall be employed by the school district are covered for any claims caused by a negligent act, any error, any omission or any breach of duty while acting in their capacity as such or any other matter claimed against them solely by reason of their being insured.

UNEMPLOYMENT INSURANCE

Professional support staff are entitled to unemployment insurance. Eligibility and benefit amounts are determined individually based on a percentage of yearly earnings, up to the allowable maximum. Unemployment insurance is not available for the summer months when nine or ten month personnel do not work.

SAFETY POLICY

The policy of the Bismarck Public Schools is to protect the safety and health of our employees. Injuries and property loss through accidents are needless, costly and preventable. The School District has provided for the elimination of accidents and health hazards by the establishment of a safety and health program, which is adapted to fundamental safety concepts and proven management performance. The reduction of accidents and claims is a goal of the administration.

Each employee has the responsibility for his/her own safety, as well as the safety of his/her fellow employees. It is only by each employee becoming familiar with the hazards of his/her job and doing what is necessary to insure their safety that the district can achieve the safe working conditions deserved by all its employees.

Employees with safety concerns or suggestions should contact their supervisor or the Safety Coordinator.

WORKERS COMPENSATION

Bismarck Public Schools furnishes workers compensation insurance coverage for all employees. Workers compensation insurance is intended to provide medical care and pay for lost time resulting from injuries on the job and those illnesses caused by the employee's work.

Employees must report any accident to their supervisor immediately. If the employee's supervisor is unavailable, the employee must contact the School District Safety Coordinator, 323-4086. Employees should also report a near miss or close call, which occurred to them or they witnessed. Reports must be made on all accidents, not just those resulting in an injury.

Employees who are reimbursed by Workers Compensation for days absent from work cannot have sick leave payments or any other district provided insurance exceed their regular earnings. When an employee has a loss time claim and receives workers compensation reimbursement, the employee must send a copy of the workers compensation check to payroll. Credit to the employee's sick leave account will be calculated by dividing the amount of the workers compensation check by the employee's hourly rate.

If an employee receives more than the regularly scheduled earnings, the district will deduct the overage in the next pay period.

As part of the North Dakota Workers Compensation Risk Management Plan, the Bismarck School District selected WorkLife and Career Care as its primary designated medical providers. Any employee who is injured on the job and requires medical attention must report to WorkLife at Mid Dakota Clinic or Career Care at Q&R Clinic. If an employee wants a medical provider not associated with WorkLife or Career Care, approval must be designated prior to the work-related injury. Contact the Risk Management Coordinator for approval.

RETURN TO WORK PROGRAM

The Bismarck School District has initiated a return to work program for all of its employees. Under this program, all employees injured in the course of their employment will be returned to some form of meaningful employment as quickly as possible.

Based on the injuries and restrictions set by the treating physician, a restricted or modified duty job is designed for the employee able to return to work. All employees will be given full consideration as may be required by their restriction. Under no circumstances will an employee be requested to perform any activity that exceeds those restrictions.

PURCHASING AUTHORITY (DJEA-R)

No employee of the school system shall obligate the school district for the cost of goods and services unless duly authorized. No purchases shall be made without properly signed purchase orders. Unauthorized purchases may become the financial responsibility of the purchaser.

SANITARY CLEANUP AND DISPOSAL (EBF)

Sanitary procedures should be used by all school employees when cleaning up body fluids, human secretions and excretions such as blood, vomit, etc., in order to reduce the possibility of transmitting disease in the schools.

COMPLAINT PROCEDURE (GAE-R)

The purpose of this procedure is to facilitate orderly communication and timely resolution of conflicts, and to encourage that such communication and resolution occur as near as possible to the source of the complaint in question.

Suggested steps to resolve the problem are:

1. Discuss the problem with the person you perceive to be involved and offer suggestions for settling the dispute, if the problem persists;
2. Discuss the problem with your immediate supervisor, if the problem persists;
3. Discuss problem with Assistant Superintendent, if the problem persists;
4. Discuss problem with Superintendent, if the problem persists;
5. Request placement on the agenda of the earliest possible School Board meeting.

JURY DUTY (GBRIA)

All employees of the Bismarck School District are subject to jury duty. When district personnel are required to serve on juries thus taking them away from their regularly assigned duties, their regular school salary will continue to be paid, but deduction of the amount earned as a juror will be made from regular district paychecks. The employee may wish to endorse the check for jury duty payment to the district rather than have deduction of the amount from the regular payroll check. The employee may elect either of the above.

POLITICAL ACTIVITIES (GAHB)

The Board affirms its wish that all personnel enjoy the full rights and privileges of residence and citizenship in this state and community, such as the right to run for public office. Employees who are elected to public office will be granted leave without pay for the period of absence during sessions of the elected body.

EVALUATION (GADE)

The purpose of staff evaluation is primarily improvement and growth in the employee's work and secondarily, to assist in the service recognition, promotion, non-renewal, discipline, and dismissal of employees. Through observations and appraisal of performance, administrators and supervisors are able to offer the guidance and assistance that permit an employee to examine his/her own practices and work toward greater effectiveness.

All professional support staff shall be evaluated, at least once annually, by the immediate supervisor.

SEXUAL HARASSMENT (GAEA)

Sexual harassment in the work place is illegal. It is the Bismarck School District's continuing policy to provide employees a work place free from any form of sexual harassment. Sexual harassment in any manner or form will not be tolerated by the district and is expressly prohibited.

Any concerns with possible sexual harassment should be reported to an individual's supervisor or the Human Resources Manager.

PERSONNEL RECORDS (GAK)

The district maintains a personnel file on each employee. The personnel file is located with and maintained by the employee's supervisor. The personnel file shall include name, position held, performance appraisals, records of any disciplinary actions taken against the employee, and information of a positive nature. Human Resources/Payroll also maintains a file on each employee, which includes the employee's application, letter of hire, acceptance letter, and information on salary and benefits.

Personnel files at both locations are available for review by members of the public during normal office hours. Employees can also review their files during office hours. An administrator must be present during the review of files.

PROCEDURES FOR INCLEMENT WEATHER (AFC) (AFC-R)

School Board policy authorizes the Superintendent to "close the schools in event of hazardous weather, epidemics, or other emergencies which threaten the safety or health of students or staff members."

If inclement weather (or other emergency) necessitates action to protect students or staff, the options available to the Superintendent will include, but not be limited to the following three options:

1. The Superintendent may close any or all schools in the district with no students or staff (except for a skeleton crew) requested to report.
2. The Superintendent may choose to have the schools open as usual, but direct that buses either run late (one or two hours) or not at all.
3. The Superintendent may choose to close schools for instructional purposes with no students required to attend with staff reporting as usual.

STAFF CONFLICT OF INTEREST (GAG)

The Bismarck School Board and administration not only prescribe that staff members of the Bismarck Public Schools adhere to all laws regarding conflict of interest, but also be alert to and avoid situations which have the appearance of a conflict of interest. The School Board discourages substantial and continuing school related business relationships between Board and staff.

NEPOTISM (GAG)

In order that there be no conflict of interest in the supervision and evaluation of employees, no employee will be placed in any position, except in a temporary situation caused by the absence of the regular supervisor, wherein direct administrative or supervisory authority is exercised by a close relative or by any other relative residing in the same household. No employee will be placed in any position wherein he/she would be involved in the hiring of a new employee if one of the candidates is a close relative. A close relative is defined as father, mother, sister, brother, spouse, son, daughter, or daughter-in-law, son-in-law, sister-in-law, or brother-in-law. No relative of an employee will be shown preference for employment in either a temporary or permanent position.

DISCLAIMER

This employee handbook has been drafted as a guideline for our employees. It shall not be construed to form a contract between the Bismarck School District and its employees. Rather, it describes the District's general philosophy concerning policies and procedures.

Please sign and detach this portion and return to your supervisor.

I have read and understand the information presented in the Bismarck Public Schools Professional Support Staff Personnel Handbook.

Print Name_____

Date_____

Signature_____