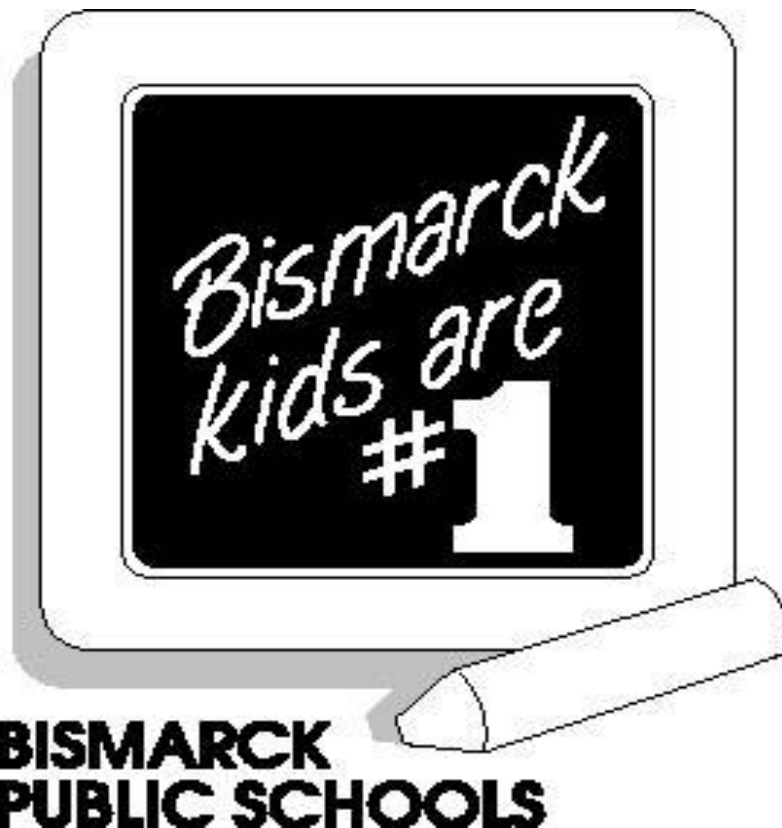


# SUPPORT STAFF MANUAL



**BISMARCK  
PUBLIC SCHOOLS**

Revised October 2011

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# **SUPERINTENDENT'S LETTER**

## **TO**

### **SUPPORT STAFF PERSONNEL**

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. It 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 to review in the Superintendent's office or the Human Resources Manager's office.

The District as a service to support staff employees publishes the Support Staff Manual. The manual can be a useful reference for providing information and answering questions relating to personnel concerns and operation of the district. To quickly and easily locate items of interest, please consult the Table of Contents

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 the Hughes Educational Center, 806 N. Washington, Bismarck, North Dakota.

The Human Resources Manager is responsible for the distribution of copies of the Support Staff manual. Each central office and building administrator will be issued a copy of the manual. Department heads and building administrators shall request a sufficient number of additional copies for distribution to each employee in their unit.

Because of the importance of personnel policies and practices in the conduct of school 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 is always welcome and encouraged.

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.

*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 School Board that the Bismarck School District does not discriminate on the basis of race, sex, color, national origin, religion, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations or implementing Title VI, Title IX, The Americans With Disabilities Act (ADA) or Section 504/ADA is directed to contact the Human Resources Manager, Bismarck Public Schools, 806 N Washington, Bismarck, North Dakota 58501.

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Bismarck Public School District shall be notified concerning the provisions of this policy.

## **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.

The term "controlled substance" means any drug listed in 21 U.S.C.S 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" which are not prescribed by a licensed physician.

Any employee violating this policy is subject to discipline which may result in termination. Employee assistance programs, as contained in Policy GBRIG – Substance Abuse and its procedures, may be used if the violation is related to chemical use and dependency. Other violations may result in more immediate action, including but not limited to the federal agencies from which funds are received.

Employees are required to notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The Superintendent will notify any federal agency indicated above of any conviction resulting from a violation occurring in the workplace.

This policy shall be distributed to each employee and to each new employee at the time of employment. Agreement to this policy shall become a condition of employment.

The Superintendent shall institute a drug-free awareness program and a procedure for notification of employees in accord with the Drug-Free Workplace Act of 1988 (Pub. L. 100-960, Title V, Subtitle D) and the regulations pertaining thereto.

## **ALCOHOL AND DRUG ABUSE BY EMPLOYEES (GAL)**

The school has a clear responsibility to maintain an atmosphere that will promote a quality learning environment. The misuse of alcohol and other drugs by one employee may endanger the safety and well being inherent in making unwise choices about chemical use. The school district has the responsibility to intervene when the school's learning environment or the employee's ability to perform assigned duties is threatened.

Therefore, the School Board of Bismarck School District #1 supports the strict enforcement of the following alcohol and drug policy:

1. The use, possession, distribution, dispensing or manufacture of alcohol or any illegal drug is prohibited on any real property or in any vehicle owned or leased by the Bismarck School District or at any school-related activity.
2. Violations will result in immediate action, which may include discharge, notification of the federal agencies from which funds are received, and notification of proper authorities for prosecution.
3. The District's employee assistance program (EAP) is available to help employees overcome problems that may jeopardize continued employment and health. The EAP provides information for counseling on alcohol and drug matters at any time without fear of reprisal and with assurance of the confidentiality of counseling.

With prior approval employees will be allowed to use sick leave, to the extent accumulated, for chemical addiction treatment if undertaken at a facility approved by the Division of Alcohol and Drug Abuse of the North Dakota Department of Human Services.

4. The District will attempt to provide a supportive school environment for students and staff who have been harmfully involved with drugs and alcohol, including those whose families are disrupted by chemical abuse.
5. The Bismarck School District shall cooperate with all federal, state and local efforts and programs that promote student and employee awareness and understanding of the dangers inherent in the use of alcohol, and controlled drugs. The district will provide information about drugs and alcohol counseling and rehabilitation programs that are available to students and staff.

This policy shall be distributed to each existing employee and to each new employee at the time of employment.

### **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 by limit and confine available tobacco areas.

Smoking and the use of tobacco products shall be prohibited in all district buildings and school property, including district-owned vehicles. This 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.

### **SUPPORT PERSONNEL EMPLOYMENT (GCD)**

The district will employ support personal who have such training and skills as may be required to successfully carry out the requirements of the position. Specific qualifications will be listed in regard to such positions. The administration will be responsible for recruitment and selection.

Support personnel are approved for employment by the Superintendent upon recommendation of assistant superintendents, directors, principals or immediate supervisors. No School Board action is necessary if positions are within budget limitations.

**SUPPORT PERSONNEL ASSIGNMENT/TRANSFERS (GCE/GEM)**

As support personnel staffing requirements fluctuate among schools and other work locations and for other valid reasons, it will become necessary from time to time to transfer some support personnel within the district. Such transfers will usually be made with the concurrence of the support personnel but 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.

**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 such positions.

**SUPPORT PERSONNEL SEPARATION (GCN)**

All support personnel are subject to suspension or termination by the Superintendent. However, before the Superintendent suspends or dismisses a support person, the employee will be given reasonable notice in writing of the proposed action, and the grounds shall be set out in sufficient detail to fairly enable the employee to show any error that may exist.

If, upon written notification, the employee desires to be heard and to contest the proposed action, the employee shall notify the Superintendent in writing within five work days after receiving the notification. A date and time for the hearing with the Superintendent or designee shall be set within ten workdays of the receipt of the request by the Superintendent.

**SAFETY ENFORCEMENT (GAMB)**

The Bismarck Public School District has adopted the progressive disciplinary process for employees who violate safety regulations whether federal, state or school district. Unless the employee’s supervisor feels there are extenuating circumstances, a violation of these rules and regulations will result in the following disciplinary actions:

First Offense	Verbal Warning
Second Offense	Written warning placed in personnel file
Third Offense	Three day suspension without pay
Fourth Offense	Employment termination

Using the progressive disciplinary process allows employees the opportunity to better understand the rules and take precautions to avoid a repeat violation and a second offense warning. For more serious violations of a safety rule, or for a violation that is knowingly committed, employment termination may be automatic.

Copies of all second, third, and serious violation warnings will be placed in the offending employee's personnel file and may be used as criteria when promotions or raises are considered. Employees may attach a statement in their file if they feel that an explanation or further information is necessary. They may also appeal to their supervisor for removal of an item from their file, with a further appeal to the Superintendent.

## **RESIGNATIONS**

Employees shall notify their supervisors of resignation plans at least two weeks prior to separation. A letter of resignation must be forwarded to the Human Resources office.

## **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.

## **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 program for the Bismarck Public Schools is designed to offer salary and benefits that attract and retain highly qualified individuals to meet the needs of our students and the patrons of our community.

Rate of pay is determined by the type of position to which the employee is assigned. Support staff employees are categorized by classification which offers a beginning rate and a maximum rate reached in five steps. A salary schedule may be obtained from the employee's supervisor or from the Human Resources office.

### **PAY DAY**

All support staff employees are paid every other Wednesday. A list of scheduled paydays is available at each school/work site. Direct Deposit is mandatory. You can access your pay stub information from EZ Stub on the Bismarck Public Schools website. For more information contact the Human Resources Office.

### **TIME CLOCKS AND TIME SHEETS**

Time clocks are located at each building. It is required that all support staff employees enter their work time at the beginning and the end of each work session. Time sheets will be printed and must be signed by the employee and supervisor.

### **RETIREMENT CONTRIBUTIONS**

All employees who are employed twenty (20) hours or more per week for at least five consecutive months are required to become members of the North Dakota Public Employees Retirement System (PERS). Employee Retirement Contribution is 5.00%. Employer Retirement Contribution is 6.26% effective January 1, 2012.

For further information, please contact the Human Resources Office or NDPERS at 328-3900.

### **OVERTIME**

Bismarck School District support staff employees are paid or given compensated time at the rate of one and one-half times their regular rate of pay for hours worked in excess of forty (40) hours during the work week. The work week starts at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday.

## **LEAVES**

All absences, leaves and vacations for support staff will be described on the Support Staff Benefit Plan prepared for each fiscal year. All supervisors will provide copies if requested by the employee.

### **VACATION LEAVE TIME**

#### **12 month employees**

A. Vacation leave time will be granted in accord with years of service as follows:

Years	Leave
0 through 6	1.50 days per month
7 through 10	1.75 days per month
11 through 17	2.00 days per month
18 or more	2.25 days per month

B. Leave will be granted only at such times as will least interfere with efficient operation of the schools. Supervisory permission as to time will be required.

C. Employees will be allowed to take only annual leave which has been earned.

D. Unused leave will be carried forward from one year to the next, not to exceed 20 days cumulative leave.

E. The leave year shall be from January 1 through December 31 each year.

E. A leave card will be prepared and approved before leave is taken. Leave cards will be posted to an annual leave record for each of the employees.

#### **Personal Leave**

Employees scheduled to work 9 or more months and 20 up to 40 hours per week will be granted two (2) days of personal leave per year. The maximum accumulation shall be five (5) days. The leave year shall be from January 1 through December 31 each year.

## **LEAVE OF ABSENCE FOR SUPPORT STAFF**

A one-year leave of absence without pay may be granted to support staff with the assurance of a position with the Bismarck Public School District the following year under the following conditions:

- A. A written request must be submitted to the Superintendent or designee by March 15 of the school year preceding the requested leave of absence. In the event of extenuating circumstances, the Superintendent may waive the deadline date.
- B. Experience will not accrue during the time of such leave but said support staff employee will retain all previous years of experience credited under the provisions of this agreement.
- C. Anyone granted a leave of absence must notify the district in person or provide written notice by certified mail to the school district of his/her intention to return or he/she is considered to have tendered his/her resignation. The notification must be received by the Human Resources Office prior to March 15 of the year of the leave.

### **Short-Term Leave Without Pay (One Year or Less)**

A short-term leave of absence without pay for one year or less may be granted by the Superintendent or designee upon submission and subsequent approval of a written request by the support staff employee to the immediate supervisor.

## **ABSENCE FROM WORK**

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, brothers or sisters-in-law, sons or daughters-in-law, fathers or mothers-in-law, uncles or aunts of the employee or any relative residing in the immediate household of the employee. The employee may, upon specific approval of the Superintendent or his/her supervisor, 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.

## **COMPENSATION FOR PAY OUTSIDE OF THE REGULAR SCHEDULE**

Employees required to work due to an emergency will be paid at one and one-half times their regular schedule

An emergency work schedule is defined as when an employee is required by a supervisor to work in an emergency other than during their regular work schedule. The one and one-half time payment will remain in effect from the time the employee begins the emergency work until their regular work schedule begins.

The employee's use of vacation, sick leave, personal leave and/or holiday during the work week will not prevent the payment of emergency overtime pay when authorized by a supervisor.

## **EMPLOYEE ASSISTANCE**

The St. Alexius Medical Center 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 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.

## **FAMILY AND MEDICAL LEAVE**

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 their absence, we request all employees contact the Human Resources office and their principal or supervisor as soon as possible.

## **SICK LEAVE - GCRH**

- A. One day of sick leave will be granted for each month during which the support person works full time.
- B. Part-time support personnel who work at least half-time receive leave days commensurate to the percentage of their normal work schedule.
- C. Unused sick leave shall be cumulative indefinitely.

Compensation for unused sick leave will be granted to all full-time support staff employees upon retirement from the school district. The severance payment will be based on \$20.00 per day for each day of unused sick leave not to exceed \$3000.00.

## **SICK LEAVE BANK**

The Bismarck School District will maintain a Sick Leave Bank for participating employees whose applications are approved by the sick leave bank committee. The purpose of the Sick Leave Bank is to cover unexpected catastrophic illness or injury to participants in the Sick Leave Bank, their spouses, and children.

### **A. CATASTROPHIC ILLNESS**

“Catastrophic” means extreme, or life threatening. This term does not include conditions associated with a normal pregnancy.

### **B. PARTICIPATION**

The offer to join the Sick Leave Bank will be available only to employees signing their initial contract. A new employee will have thirty (30) days from the time of signing their initial contract to accept or reject membership in the Sick Leave Bank.

### **C. CONTRIBUTION**

Each participant will invest one (1) sick leave day, which will be deducted from the participant’s accumulated sick leave. If the participation level fails to reach 360 days, one (1) additional day will be assessed during the next contract period. Whenever the Sick Leave Bank drops below 360 days, each participant will be assessed one (1) additional sick leave day, not to exceed two (2) sick leave days in any single contract period.

### **D. APPLICATION**

Any participant having used all of the participant’s accumulated sick, personal and vacation leave days, and having taken five (5) days of unpaid leave, may apply to the committee for consideration to draw on the sick leave banked 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 who is ill or injured and a description of the illness/injury. If the illness or injury qualifies for disability coverage, the individual must apply for disability coverage; the District’s Human Resources Manager shall verify to the Committee that an application for disability has

been filed. If the application is approved by the Committee, the five (5) days of unpaid leave will be covered retroactively by the bank.

**E. COMMITTEE**

The sick leave bank committee shall consist of three (3) members, all of which must be participants in the Sick Leave Bank. The committee will review the applications, give written notice of acceptance or rejection, 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 will be maintained by the District's Business Manager.

One Committee member shall be elected by the participants of the Sick Leave Bank in May of each year. The 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.

**F. LIMITATIONS**

Participants in the Sick Leave Bank, upon written approval of the Committee, may be granted not more than twenty (20) days of sick leave per application. A participant may apply four (4) times in any single contract period and may be granted not more than eighty (80) days of sick leave from the Sick Leave Bank. Participants may not draw sick leave days from the bank once they receive employer-related disability benefits.

**MILITARY LEAVE**

Employees who are members of the National Guard or Armed Forces Reserve and are subject to call in the federal service by the President of the United States or volunteer for such service, when ordered by proper authority to active non civilian employment, will be entitled to a leave of absence in accord with state and federal legislation.

## **GENERAL INFORMATION**

### **VEHICLE INSURANCE**

All school vehicles are protected by the district's liability insurance carrier.

### **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 omissions or any breach of duty while acting in their capacity as such or any matter claimed against them solely by reason of their being insured.

### **UNEMPLOYMENT INSURANCE**

Support staff employees 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 are not working.**

### **SAFETY POLICY**

The policy of the Bismarck Public School 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 all 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 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 Risk Management 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 Risk Management Coordinator. Employees should also report a near miss or close call, which occurred to them or they witnessed. Reports must be 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 Work Life and Career Care as its primary designated medical providers. Any employee who is injured on the job and requires attention must report to Work Life at MidDakota Clinic at Gateway Mall or Occupational Health at Medcenter One on Expressway. If an employee wants a medical provider not associated with WorkLife or Occupational Health approval must be designated prior to the work-related injury. Contact the district Risk Management Coordinator for approval.

## **RETURN TO WORK PROGRAM**

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 restrictions. Under no circumstances will an employee be requested to perform any activity that exceeds those restrictions.

## **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 deductions of the amount earned as a juror will be made from regular district paychecks. The employees 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 (GAGB)**

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**

The purpose of staff evaluation is primarily improvement and growth in the employees work and secondly, 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 permits an employee to examine his/her own practices and work toward greater effectiveness.

The immediate supervisor shall evaluate all employees at least once annually.

### **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.

### **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. Payroll also maintains a file on each employee, which includes the employee's application, letter of hire, acceptance letter, and information of 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.

### **SUPPORT PERSONNEL HEALTH EXAMINATIONS (GCRA)**

All persons employed by the district for the purpose of preparing and/or serving school meals shall have on file with the district a current health certificate.

School bus drivers shall meet the health requirements established by the Superintendent and as contained in NDCC 15-34.2-14.

Driving records for each bus driver employed with the district shall be reviewed and filed annually with the Superintendent of School's designee.

### **PROCEDURES FOR INCLEMENT WEATHER**

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:

1. The Superintendent may close any or all schools in the district with no students or staff (except for skeleton crew) requested to report.

2. The Superintendent may choose to have 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.

If Option #1 is exercised, all staff who were scheduled to work in the affected schools will be paid their regular wages, unless the day must be "made-up." The skeleton staff will receive compensatory time.

If either Option #2 or #3 is selected, all staff will report and be paid 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.

### **SALARY APPEAL PROCESS FOR SUPPORT STAFF**

1. Any support staff, their supervisor, or any administrative staff may appeal the step classification of a staff member.
2. The request and reason for the change must be submitted in writing to the Human Resources Manager.
3. The request will be heard by the Personnel Committee within 30 calendar days. There will be no hearings conducted during the months of June, July, or August.
4. The committee or the Human Resources Manager may request the staff member in question to complete a new Job Analysis Questionnaire or supply other information as deemed necessary.
5. After the Personnel Committee has reached its decision, the Human Resources Manager will inform the staff member of its decision.
6. Should a staff person disagree with the decision, they may appeal after one year or whenever the Personnel Committee is normally scheduled to meet.
7. The staff member may file an appeal through the complaint process outlined in the Complaint Procedure GAE-R.

## **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 the problem with the Assistant Superintendent, if the problem persists.
4. Discuss the problem with the Superintendent, if the problem persists.
5. Request placement on the agenda of the earliest possible School Board meeting.

## BISMARCK PUBLIC SCHOOLS DIRECTORY

### Elementary Schools:

Centennial 2800 Ithica Dr	323-4290
Grimsrud 716 St. Benedict Dr.	323-4150
Highland Acres 1200 Prairie Dr.	323-4160
Robert Miller 1989 North 20 <sup>th</sup> St.	323-4170
Dorothy Moses 1312 S. Columbia Dr.	323-4180
Rita Murphy 611 North 31 <sup>st</sup> St.	323-4190
Jeannette Myhre 919 South 12 <sup>th</sup> St.	323-4200
Northridge 1727 North 3 <sup>rd</sup> St.	323-4210
Pioneer 1400 East Braman Ave.	323-4220
Prairie Rose 2200 Oahe Bend	323-4280
BECEP/Richholt 720 N 14 <sup>th</sup> St.	323-4400
Riverside 406 South Anderson St.	323-4230
Roosevelt 613 Avenue B West	323-4240
Saxvik 523 North 21 <sup>st</sup> St.	323-4250

Victor Solheim 325 Munich Dr.	323-4260
Sunrise 3800 Nickerson Ave.	323-4300
Will-Moore 400 Avenue E East	323-4270
<u>Middle Schools:</u>	
Horizon Middle School 500 Ash Coulee Dr.	323-4550
Simle Middle School 1215 North 19 <sup>th</sup> St.	323-4600
Wachter Middle School 1107 South 7 <sup>th</sup> St.	323-4650
<u>Senior High Schools:</u>	
Bismarck High School 800 North 8 <sup>th</sup> St.	323-4800
Century High School 1000 Century Ave.	323-4900
South Central High School 806 North Washington	323-4520
<u>Other:</u>	
Administrative Offices 806 North Washington	323-4000
Adult Learning Center 1200 College Dr.	323-4530
Facilities & Transportation 705 S 9 <sup>th</sup> St	323-4500
Bismarck Technical Center 1200 W College Dr.	224-5433
Bismarck Career Academy 1221 College Dr.	323-4340

## DISCLAIMER

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

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Please detach this portion and return the signed form to your supervisor.

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

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Print Name

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Date

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Signature