



**BEARCAT**

**CLASSIFIED**

**2020-21**

**HANDBOOK**





# INDEX

Employment Information	1
Communication and Responsibility	1
Breaks	1
Attendance/Absence	1
Outside Experience	1
Prior Employee/Re-Employed	1
Credit for Experience/Pay Adjustments	1
Promotional Opportunities and Transfers	1
Payroll Periods	2
Bus Route Pay	2
Optional and Mandatory Meetings/In-Service Sessions	2
Reporting of Hours	2
Overtime	2
Summer Hours	2
Classified Staff Hours	2
Paid Holidays	2
Employee Records	3
Substitutes/Absences	3
Substitute Policy	3
Jury Duty	3
Physical Examinations	3
Background Check	3
Classified Employee Expenses	3
Non-School Employment	3
Performance Management	4
Discrimination	4
Grievance Procedure	4
Definitions	4
Written Grievance	4
Day	4
Unresolved Grievance – Time Limits	4
Employee’s (Procedure for following the chain of commands)	4
Formal Process	5
Drug/Alcohol Policies	5
Tobacco-Free School Grounds	5
Drug-Free Workplace	5-6

Alcohol And Drug Abuse Policy Employee	6-7
Procedure If harmful Chemical Use Is Suspected	7
Activity Bus Drivers	7
Free Lunch	7
Free School Activities Pass	7
Cobra Law	8
Other Optional Benefits	8
Worker's Compensation	8
Leave	8
Emergency Leave	8
Sick Leave	9
Sick Leave Bank	9
Non-Emergency	10
Personal Leave	10
Vacation	10
Leave Requests	10
Public Employee Retirement	10
Medical Insurance	10
Exiting Employment	10
At-Will Employment	11
Salary Classifications And Suggested Salaries	11
Injury Report Form	12

### **EMPLOYMENT INFORMATION**

Your immediate supervisor is interested in your success. Please consult him/her concerning any questions you may have about your position, school policies and practices, or employment benefits. After discussing your concern with your immediate supervisor, your next course of action would be going to the superintendent for final clarification.

### **COMMUNICATION AND RESPONSIBILITY**

In order for concerns to be taken care of in a professional and timely manner all employees and supervisors need to utilize their chain of command as listed below.

- **Facilities Workers to Facility Director to Superintendent**
- **Bus Driver to Transportation Director to Superintendent**
- **Cafeteria Staff members to Head Cook to Superintendent**
- **Teacher Assistants to Teacher to Superintendent**
- **Administrative Assistant to Superintendent**

### **BREAKS**

A period of 15 minutes within 4 consecutive hours worked is allowed for rest, relaxation, coffee breaks, etc., within the school for full-time personnel. Break periods for all employees are to be taken only at times scheduled by your supervisor.

### **ATTENDANCE/ABSENCE**

Your daily attendance is important to the successful operation of the school district. If you expect to be absent for any reason, please arrange this in advance with your immediate supervisor as soon as possible prior to the start of the workday. Please advise your supervisor of the reason for your absence and when you expect to be able to return to work.

### **OUTSIDE EXPERIENCE**

All new employees will receive credit for outside experience at the discretion of the Superintendent, provided it is in a related field.

### **PRIOR EMPLOYEE/RE-EMPLOYED**

Any employee of the School District, who is re-employed, may receive credit for past experience provided there is job similarity. Any employee who changes positions within the district may be allowed full credit for the number of years employed providing there is job similarity.

### **CREDIT FOR EXPERIENCE/PAY ADJUSTMENTS**

An employee transferred to a position in a higher salary classification may receive, where practical and feasible, an immediate pay adjustment to the higher-grade classification. An employee transferred to a position, which is in a lower salary classification, will receive a pay adjustment to the new salary classification.

### **PROMOTIONAL OPPORTUNITIES AND TRANSFERS**

The superintendent will communicate position openings, within the district, to all employees by memoranda. Employees desiring consideration for any position openings should apply directly to the superintendent's office

### **PAYROLL PERIODS**

All classified employees will be paid on the 15<sup>th</sup> and 30<sup>th</sup> of the month, unless these days fall on a weekend or holiday, in which case payroll will fall on the Friday before.

The mid-month payroll will be based on the number of days worked times the average hours per day worked. Pay periods run from the 24<sup>th</sup> to the 8<sup>th</sup> of each month and the 9<sup>th</sup> to the 23<sup>rd</sup> of the month.

Bus/Activity driving is paid once or twice per month, based on driver's choice. It is the responsibility of the employee to turn in their pay sheets to the business manager on the morning prior to the 9<sup>th</sup> and 24<sup>th</sup>.

### **BUS ROUTE PAY**

Bus driving is paid at a flat rate. No hourly rate is paid in addition to the route rate. Bus driving is exempt from overtime. Activity Bus Driver and Route Bus Drivers shall receive an hourly or daily rate as set by the board (no benefits).

### **OPTIONAL AND MANDATORY MEETINGS/IN-SERVICE SESSIONS**

Classified employees may be allowed 2 days of paid professional development and more at the discretion of the superintendent. They shall be paid their hourly rate for professional development days.

### **REPORTING OF HOURS**

Employees are to punch in no more than 5 minutes before their shift begins and punch out at end of their shift. Discrepancy sheets are located in the lounge for missed punches, etc.:

Example: forgot to punch in/out, or if the employee is stopped for misc. work related issues after they have already punched out (please explain the issue on discrepancy sheet) Leave sheets must be filled out for time off and for the type of leave selected.

### **OVERTIME**

Hourly employees who work in excess of a 40-hour week shall be paid for overtime hours at a rate of 1.5 times their normal hourly rate. With the exception of emergency situations, overtime must be approved by the supervisor or superintendent prior to working the overtime.

### **SUMMER HOURS**

Employees working during the summer may work 4-10 hours/days Monday-Thursday. However, based on needs of the facility the facility supervisor has the right to adjust summer working hours by rotating coverage Monday-Friday.

### **CLASSIFIED STAFF HOURS**

During the school year classified staff are paid on days when school is in session and if they are required to work those days. However, they may take vacation, personal leave, or leave without pay during those days in order to achieve a 40hr pay week. An example of this would be when students are not in school during Veterans Day, the staff would not report or get paid for that day unless they chose to utilize vacation or personal leave. The supervisor may reserve the right require to classified staff to work when school is not in session, based on facility needs.

### **PAID HOLIDAYS**

Classified employees will receive the following paid holiday if they are working during the time of the following holidays: New Year's Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, and Christmas Day. Please note that an employee who is not working at the time of the holiday does not get paid for that holiday. Example: A cook, who does not work during the summer is not paid for the July 4<sup>th</sup> holiday. The hours paid for the holiday will be the hours normally worked around the time of that season.

**EMPLOYEE RECORDS**

Please notify the business office promptly of any change of name, address, telephone number, marital status, or number of dependents, so employees' records can be kept current.

**SUBSTITUTES/ABSENCES**

All classified employees shall report to their immediate supervisor as soon as it is known that they will not be able to report to work due to illness or for any other reason. The nature of the absence must be entered on the time sheet (example: vacation, sick, personal or no pay.) The supervisor shall contact and employ the substitute, should one be required

**SUBSTITUTE POLICY**

All substitutes shall be paid the base pay of the job classification for the duties they are performing. No fringe benefits shall be allowed unless the substitute is covering for a leave of absence extending longer than five (5) months. An increase in pay may be made after 84 hours of substitute employment.

No fringe benefits shall be allowed for persons hired in a temporary position expected to last less than five (5) months.

Any regular employee, employed for summer cleaning, maintenance, or other type of work, shall receive the same hourly rate as received during the school year provided employment is in a like position. If not, employee shall be paid on the appropriate grade level worked.

**JURY DUTY**

Jury duty is allowed with the employee guaranteed a full daily wage from the Glen Ullin School District. However, compensation received for jury duty for hours normally employed by the District shall be deducted from the School District payment or that compensation shall be refunded to the School District by the employee, except for expenses incurred (example: mileage/meals.)

**PHYSICAL EXAMINATIONS**

All district-required medical examinations are to be administered by designated health care professionals as directed by the superintendent. All applicants who must pass a medical examination prior to employment for each year as required (bus drivers) shall have the cost of the physical paid by the School District. Should physicals be taken at some other time, or by another health care professional the employee may be asked to pay the difference in cost.

**BACKGROUND CHECK**

The Glen Ullin School District requires new employees to be fingerprinted, also to take and pass a criminal history record check as per North Dakota Century Code 12-60-16.6.

**CLASSIFIED EMPLOYEE EXPENSES**

The District upon submission of a properly filed and approved voucher and such supporting receipts as required by the Business Manager, shall reimburse personnel who incur expenses in carrying out their authorized duties. When a personal vehicle is required to perform authorized duties, mileage payment shall be made at the state-established rate.

**NON-SCHOOL EMPLOYMENT**

Employees shall not at any time engage in any employment that would interfere with their effectiveness in performing their regular assigned duties. Employees shall not engage in any other employment or in any private business during the hours necessary to fulfill appropriate assigned duties.

## **PERFORMANCE MANAGEMENT**

Classified staff will receive evaluations twice per year as part of the district's performance management system. Supervisors will meet with the employee and address position expectations and employee progress. This should be viewed as an opportunity to grow professionally and to communicate any needed support to the supervisor. If performance concerns exist, the supervisor will work with the employee to identify steps for improvement. This could be in the form of a verbal conversation, a written warning, or a performance improvement plan. The superintendent has the final authority in determining whether unacceptable performance will result in termination of employment.

## **DISCRIMINATION**

The Glen Ullin School District does not discriminate in the admission, or employment in its education programs and activities on the basis of race, sex, age, religion, disability or national origin. Glen Ullin School follows all regulations under Title XI. For questions see the superintendent of Glen Ullin School, Title XI coordinator.

## **GRIEVANCE PROCEDURE**

The purpose of a grievance procedure is to provide a written step-by-step procedure that guarantees the right of the employees to administrative "due process," to assure fairness and equity. Employees are to feel free to use these procedures. Therefore, no employee or administrator shall discriminate against, coerce, or interfere with any employee, administrator, witness, or representative, for their involvement in the presentation or adjudication of any grievance (Title IX).

No action taken under this procedure shall in any way be construed as forfeiting the right to seek redress through the courts. Meetings held under this procedure shall generally be conducted on non-school time at a place which will afford a fair and reasonable opportunity for all person's present.

### **Definitions:**

**Grievance:** A grievance is a claim based upon an event or condition about which an employee feels dissatisfaction and must be directly related to the terms of the employee's job description that is approved and passed by the school board. This grievance must be directly related to the terms and conditions of employment.

**Written Grievance:** The written grievance shall give a clear and concise statement of the alleged grievance including the signature of the grievant, the facts upon which the grievance is based, the issues involved, follow the chain of command, and the relief being sought.

**Day:** A day as used herein shall be considered a workday and the time limits set shall be considered a maximum.

**Unresolved Grievance--Time Limits:** If a grievance is unresolved at the end of the school day, the time limits will be applied as if school were in session. (Monday through Friday excluding Legal School Holidays.)

Administrator or supervisor named in this policy (such as superintendent of schools) it is assumed that his/her designated or deputy may serve in his/her place.

### **Employee's (Procedure for following the chain of commands)**

It is usually desirable for an employee and his or her immediate supervisor to resolve problems through free and open communication. It is the intention of the School Board to encourage the resolution of grievances as near the point of origin as possible. Therefore, an employee with a grievance shall first discuss it with their immediate supervisor. When requested by the employee, a representative of the employee's choosing may assist in this resolution. However, should such informal process fail to satisfy the employee, then a grievance may be processed as follows:



**Formal Process**--The formal process begins with the employee who is filing the grievance preparing a written statement containing his/her name, address, name of immediate supervisor or principal, the condition, situation grieved and why, and the requested remedy. The written grievance must be signed and dated by the aggrieved. The employee may be represented and accompanied by a representative of his/her choosing at any step in this process. The employee filing the grievance must be present at each step in this procedure.

Step 1: An employee may present a grievance in writing at any time to his or her immediate supervisor provided that the term or condition of employment giving rise to the grievance still exists at the time the grievance is presented or did exist no more than fifteen (15) days prior to the time the grievance is presented. The supervisor shall make every effort to resolve the grievance and shall within ten (10) days of the filing of the grievance, render a written answer on the grievance.

Step 2: If no agreement is reached or the time limit elapses without answer as outlined in Step One, the aggrieved employee may present the written grievance to the Superintendent. This step must be initiated within four (4) days of the supervisor's written decision, or within fourteen (14) days of the filing of the grievance in the event the supervisor fails to provide a written answer. The Superintendent shall either refer the grievance to a designated representative or shall personally work with the aggrieved to seek an equitable solution within ten (10) days. A written response shall be made to the grievant within the same ten (10) days. Once this process has taken place, the superintendent takes the appropriate action and makes the final decision.

#### **DRUG/ALCOHOL POLICIES**

The following policies are conditions of employment as mandated by federal program regulations:

#### **TOBACCO - FREE SCHOOL GROUNDS**

There is no use of any form of tobacco or use of e-cigarettes on the school grounds or in a school bus allowed.

#### **DRUG-FREE WORKPLACE**

The Glen Ullin Public School District #48 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 Glen Ullin Public School District #48 or on the grounds of any such building or on any property or in any vehicle belonging to the Glen Ullin Public School District #48 or at any school-related activity.

Policy **DBFD** Positive Discipline and its procedures and/or the Employee Assistance Plan may be utilized if the violation is possession or use. Other violations will result in more immediate action, which may include discharge, notification of the federal agencies from which funds are received, and notification of proper authorities for prosecution.

Employees are required to notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 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 maintain documentation of employee receipt of this information.

The Glen Ullin Public School District #48 will review this policy and its implementation annually to ensure that disciplinary sanctions are consistently applied, to assess the effectiveness of the program for the prevention of alcohol and other drug use/abuse, and to determine whether the learning environment is safe, drug free, and conducive to learning. Minutes of the school board meeting at which this review takes place shall document the review.

#### **ALCOHOL AND DRUG ABUSE POLICY EMPLOYEE**

The school has a clear responsibility to maintain an atmosphere which will promote a quality learning environment. The misuse of alcohol and other drugs by one employee may endanger the safety and wellbeing of all other employees and all students. It is necessary that our employees be made aware of the danger inherent in making unwise choices about chemical use. Further it is the responsibility of the school to intervene when the school's learning environment or the employee's ability to perform assigned duties is threatened.

Therefore, the School Board of the Glen Ullin School District supports the strict enforcement of the following alcohol and drug policy:

The use, possession, distribution, dispensing or manufacture of alcohol or any illegal drug is prohibited in any building belonging to Glen Ullin School District (or on the grounds of any such building) or on any property or in any vehicle belonging to the district or at any school-related activity.

The district will form a Community Chemical Health Committee of school staff, students and parents, appointed by the Superintendent, to create and oversee long range programs to bring about student and employee awareness and understanding of the dangers inherent in the use of alcohol, tobacco, and controlled drugs and provide information about drugs and alcohol counseling and rehabilitation programs available to students and staff.

Glen Ullin Public School will utilize positive discipline procedures as outlined in Policy **DBFD** if the violation is possession or use. Other violations will result in more immediate action, which may include discharge, notification of the federal agencies from which funds are received, and notification of proper authorities for prosecution. Due process procedures will be followed in any such termination of employment.

The district will provide an employee assistance plan as a service to employees of the school in overcoming problems that may jeopardize continued employment and health. This service will provide information for counseling and treatment referral so that employees may seek and get counseling on alcohol and drug matters at any time without fear of reprisal and with assurance of the confidentiality of the counseling. Providing information for referral or treatment when needed should be a constructive and not a punitive action.

We recognize that chemical addiction is a treatable disease. Employees shall 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 Health. However, no employee shall be granted sick leave for inpatient treatment of alcoholism/chemical dependency more than twice.

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.

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 maintain documentation of employee receipt of this information.

A Biennial review of the Employee Drug Prevention Program by the School District will occur to: Determine the program's effectiveness and implement changes to the program if they are needed. Ensure that disciplinary actions are consistently enforced. Disciplinary sanctions will be imposed on any employee as outlined in Descriptor Code: DADF-R of School Board Policy.

### **PROCEDURE IF HARMFUL CHEMICAL USE IS SUSPECTED**

When behavior that may indicate misuse of alcohol or drugs is observed a "Record of Behavioral Data" will be completed by the supervisor. The supervisor will not attempt to make allegations or diagnose behavior beyond observed and reported behavior.

If accumulated information appears to indicate a high probability that the employee's job performance is endangered the supervisor will either conduct an interview with the employee or turn the information over to the superintendent who will conduct the interview. At the interview, the employee will be asked to comment on their use of alcohol or drugs.

A formal chemical dependency diagnostic interview (and treatment, if the report of the diagnostician indicates a need for treatment) may be made a condition of continued employment if the employee's job performance is adversely affected.

The school will make every effort to provide supportive assistance to those employees who return after completing a therapeutic regimen, realizing that behavior change in an unchanged environment is especially difficult.

### **ACTIVITY BUS DRIVERS**

- An hourly wage or wage as established by the School Board shall be paid from the time of departure until the bus has returned and is cleaned.
- On an extended activity trip or overnight stay, the driver will be paid a minimum of eight hours or actual driving time whichever is greater (or per current Co-op Agreement).
- Meal costs shall be reimbursed at the state rate. Receipts are to be attached to the travel time sheet or reimbursement claim form. Lodging costs shall be reimbursed at the state rate.
- Activity trip time sheets must be completed by the driver for the trip and submitted to the Business Manager.
- All activity trips must be properly chaperoned.
- If space permits, the spouse of the driver may accompany the driver to the activity.
- Drivers must attend defensive driving workshops.
- Drivers must attend any state, county, or local mandated in-services.
- All drivers transporting students, using school vehicles, must have a DOT medical examination and attend a defensive driving course.

### **FREE LUNCH**

Employees that are required to be on duty during lunch (during the school year) will receive a free lunch as served in the school food service program. All employees that are not required to be on duty during lunch hour are required to pay the regular adult lunch rate for lunches eaten.

### **FREE SCHOOL ACTIVITIES PASS**

All classified employees are entitled to an admission pass for school sponsored activities (Not including tournaments, etc.).

### **COBRA LAW**

Under the COBRA Law of 1985, employees or qualified beneficiaries who are participating in the School District health insurance program are eligible for continuing coverage at the employee's expense in the following cases:

- Voluntary or involuntary termination of the covered employee's employment for reasons other than "gross misconduct".
- Reduced hours of work for the covered employee;
- Covered employee becoming entitled to Medicare;
- Divorce or legal separation of a covered employee;
- Death of a covered employee; or
- Loss of status as a "dependent child" under plan rules.

### **OTHER OPTIONAL BENEFITS**

Employees may, through payroll deduction, pay for supplemental insurance (403 K Plan, Sanford Group Health Insurance, Avesis Vision Plan, and Aflac Insurance.) The District also has a Flexible Benefit Plan available to employees for sheltering medical or childcare expenses. Please contact the Business Manager for information.

### **WORKER'S COMPENSATION**

All accidents that happen during working hours should be reported to your supervisor immediately or not later than 12 hours after such occurrences so that you will be eligible to receive any benefits entitled under the ND Workers Compensation Act. An injury report form (found in the back section of this handbook) must be completed and submitted to your immediate supervisor as soon as an injury occurs.

The School District provides Workers Compensation Insurance for employees. The School District policy is as follows: Absence due to injury or disability sustained while performing duties shall be charged against the employee's sick leave days at the fractional rate necessary to make it equal a full workday's pay (no overtime). If Worker's Compensation is paid to the employee for time lost, while the employee received sick leave pay from the District, the employee shall return it to the School District.

### **LEAVE**

A day of leave is to be defined as the average regular hours (not overtime nor leave hours but does include vacation hours) worked per day based upon the previous fiscal year hours of work. All leave will be updated each month.

Leave time will not exceed the regular (not overtime) hours scheduled for work on the day the employee is absent. Route bus drivers and activity drivers are not eligible for leave.

### **EMERGENCY LEAVE**

Employees will be allowed 3 days annually, to be used in cases of death, serious illness, or injury to a member of an employee's or spouse's immediate family (father, mother, brother, sister, spouse, children, mother-in-law, father-in-law, brother-in-law, sister-in-law, stepparents, grandparents, or grandchildren). A day to be defined as follows: Average of regular hours (not overtime hours) per day for a quarter. If extended time beyond the 3 days is needed, the employee shall be required to take personal leave.

## **SICK LEAVE**

Sick leave will be earned as follows:

- 12 – Month, Full-time Employees receive 12 days per year accumulative to 80 days.
- 9 – Month Employees receive 10 days per year accumulative to 65 days.
- Half-time employees would receive sick leave according to hours worked (example: a 4-hour day equals 4 hours (1 day) of sick leave). Leave is calculated by the actual leave used (Example: If you use 2 hours for an appointment, 2 hours of leave will be taken from your leave bank).
- Newly hired employees receive 1 day per month of sick leave for the first year of employment and then go to the 9 and 12-month schedule.
- After 20 years of employment, employees who have reached their maximum cumulative sick days may receive 5 days at \$25.00 per day to equal \$125.00 at the end of the year for unused sick leave.

## **SICK LEAVE BANK**

The Glen Ullin School Classified Sick Leave Bank is a voluntary program.

- The Sick Leave Bank is designed to provide additional sick-day coverage to classified staff who incur extended medical illness.
- Any classified staff who has used all sick days, personal leave days, and all other forms of paid days may request use of the Sick Leave Bank.
- The request will be made to the superintendent and shall include:
- A primary health care provider's statement of medical need
- A specific number of days (A letter from the school may be sent to the employee's health care provider asking the provider to specify the number of days of medical leave which are needed. The letter will also indicate the statement of medical need will be used to allow more days for the Sick Leave Bank.)
- The request will be distributed to the classified staff and will include the following:
  - The name of the staff member making the request
  - The reason the staff member is requesting use of the Sick Leave Bank
- Information relating to which staff member donated days toward the Sick Leave Bank will be considered "Confidential" (unless otherwise specified by the open records law) and will not be released to the classified staff requesting additional days.
- Classified staff may contribute two days to the Bank per request to a maximum of two (2) days per year. The number of days that staff members contribute to the sick leave bank may be increased at the discretion of the School Board.
- All classified staff-donated days are placed in a Sick Leave Bank.

If additional days are needed in the Bank for the continuation of one classified staff member or to meet the needs of additional staff members, other requests to staff will be made to add days to the Sick Leave Bank.

All Sick Leave Bank days remaining in the bank following a request will be carried in the bank until those days are used from the Bank and/or additional sick bank days are requested.

### **NON-EMERGENCY MEDICAL LEAVE**

All classified employees will be allowed two and one half (2 1/2) days of their sick leave to be used for non-emergency medical needs of immediate family members. This leave is taken away from the sick leave balance. Family members are defined as a member of an employees or his/her spouse's immediate family (father, mother, brother, sister, spouse, children, mother-in-law, father-in-law, brother-in-law, sister-in-law, stepparents, grandparents, or grandchildren).

### **PERSONAL LEAVE**

All Classified employees will be granted 2 days per year of personal leave accumulative to 3 days. Please note that personal leave will be based upon availability of substitutes of personnel to complete the needed work. Application for leave must be filed with the superintendent at least 48 hours in advance of contemplated leave. The superintendent may waive the 48-hour provision in emergency situations.

### **VACATION**

The Glen Ullin School provides, to 12-month full-time employees, (2 weeks) ten days of vacation after the first year of employment. After 10 years, full-time would receive (3 weeks) 15 days of vacation, and after 15 years of employment, add 1 day per year up to a maximum of (4 weeks) 20 days of vacation. Every year, employees can request to bank 5 days of vacation to a maximum of 240 hours; and/or be paid out 5 days of vacation if unable to use the time off. After 15 years of employment employees can bank half of their vacation days accumulating up to 240 hours with any time earned above 240 hours to be paid out at a regular pay every year. Full-time, year-round employees must work 1800 hours. Vacations shall be approved by the Superintendent at a time convenient to the School District. All vacations should try to be scheduled at least three weeks in advance.

Approved at June 9, 2015, Board Meeting.

### **LEAVE REQUESTS**

All requests for sick leave, emergency leave, vacation leave shall be made to the superintendent or authorized supervisor. All vacations will be scheduled at least three weeks in advance. No more than two classified employees may take leave at the same time, unless approved by the superintendent.

### **PUBLIC EMPLOYEE RETIREMENT**

All classified persons employed after July 1, 1991, must become a member of the North Dakota Public Employee Retirement System, provided they are 18 years of age, employed for at least twenty (20) hours per week, five (5) months each year, and the position is permanent in nature (that is, regularly funded and not of limited duration). The employee shall have 7% deducted from their gross wage, and Glen Ullin School District shall contribute 8.26% each month of employment.

All classified employees not meeting the above requirements may elect to participate in NDPERS and have the full 15.26% deducted from their salary each month of employment.

### **MEDICAL INSURANCE**

A single medical health insurance policy from NDPERS Sanford will be offered to full-time employees. A full-time employee is considered to work 1400 hours or more in a school year.

### **EXITING EMPLOYMENT**

Before receiving their final paycheck, employees must turn in all keys, district owned property and complete any final tasks as required by the supervisor.

**AT-WILL EMPLOYMENT**

An employment having no specified term may be terminated at the will of either party on notice to the other, except when otherwise provided by this title. N.D.C.C. § 34-03-01

**SALARY CLASSIFICATIONS AND SUGGESTED SALARIES**

Final determination, as to classification and salary, will be determined by the School Board or Superintendent.

<b>POSITION TITLE</b>	<b>SALARY CLASSIFICATION</b>	<b>SUGGESTED STARTING SALARY</b>
Student Help	I	Minimum Wage
Dishwasher Custodian Assistant Maintenance Assistant	II	\$9.00/hr.
Teacher Aide Part-time Secretary Assistant Cook	III	\$10.00/hr.
OT or PT Aide Special Education Aide Licensed Paraprofessional	IV	\$10.00/hr.
Head Cook Administrative Secretary	V	\$13.00/hr.
Head Custodian	VI	\$15.00/hr.

Updated approved 08/08/18

**INJURY REPORT FORM**

Glen Ullin Public School District employees are required to complete this injury report form immediately upon receiving any injury during the course of employment. It must be turned into the immediate supervisor prior to receiving approval for a Workman's Compensation Claim.

Name Injured Employee:

Address:

Date of Accident: (month - day - year)

Hour of Day:

Where Accident Occurred: (Be Specific)

Name of Person Witnessing Accident:

Describe in Detail How Accident Happened:

---

---

State Exact Part of Body Injured and Nature of Injury:

(Date of the Report)

(Signature of Employee)

**SUPERVISOR'S APPROVAL:**

APPROVED \_\_\_\_\_ REJECTED \_\_\_\_\_

IF REJECTED STATE REASON:

---

(Date)

(SIGNATURE OF SUPERVISOR)

Revised the Classified Handbook: November 18, 2020