

# **Lidgerwood Public School District #28**

## **Ancillary Staff Handbook**

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**Lidgerwood Public School District # 28**  
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### **School Philosophy:**

It is the general belief of the Lidgerwood School Board, school staff, parents and students that the school plant and its facilities should be utilized to the fullest, in a collective effort, to continually offer quality education to the residents of the Lidgerwood community, and to constantly work toward the upgrading of its educational offerings in accordance with the accepted educational practices of the times. In addition to the general school philosophy, a number of educational objectives have been formulated, and great efforts will be made to fulfill them.

### **General Information:**

The Lidgerwood School Board and Administration welcome you as a member of the Lidgerwood Public School Staff. It is the Board's desire that your employment in this system be an enjoyable, rewarding experience. How well you succeed, will depend largely upon you as an individual contributing member of the school system. People in general are fair, cooperative, and for the most part friendly.

The policies in this ancillary staff handbook are part of Board Policy, and may be subject to change by the Board. Any change in the law or policy by the Department of Public Instruction, State and Federal Labor Laws, and School Board Policies, Etc., will supersede the policies in this ancillary staff handbook if not in compliance.

### **Minimum Wage:**

\$ 7.25 / hour as of July 24<sup>th</sup>, 2009.

### **Employment Welfare:**

**All salary and benefits for ancillary staff personnel are determined by the School Board. The Board is under no legal obligation to negotiate with non-certified ancillary personnel regarding salaries, benefits, or terms of employment.**

#### **1. Employment Terms:**

Ancillary staff personnel are employed annually on a permanent basis as determined by the Board, and shall be given notice in a written "Work Status" notice. Pay shall be received on the 20<sup>th</sup> of each month, on a per hour work basis. Time sheets documenting the hours worked will be turned into the business manager. Overtime is generally not permitted. If overtime is needed, the hours will have to be approved by the administration prior to payment being made.

Employees are expected to be at work on time and to meet the guidelines specified in their employment "Work Status" notice. Employees are asked to notify the office if they need to leave their work station. Employees also need to be checked out on their time cards.

#### **2. Payroll Deductions:**

A. **Federal Income Tax:** This tax is deducted in equal installments in accordance with the Federal Income Tax Guidelines.

B. **Social Security:** This deduction is made from each paycheck at the existing rate. the District matches equally.

C. **State Tax:** This tax is deducted in equal installments in accordance with the State Income Tax Guidelines.

**3. Workmen’s Compensation:**

Lidgerwood School employees are covered by this insurance when actively performing their duties. It is most important that employees report immediately any injury to the Superintendent that warrants a claim. Injuries that occur going to and from work are covered by this insurance.

**4. Liability Insurance:**

The Board carries a comprehensive general liability insurance policy which covers the school district employees for liability actions. The coverage is defined in the annual school insurance packet which is kept in the office safe.

**5. Vacations:**

Only twelve ( 12 ) month employees are eligible for vacation time after one ( 1 ) year of employment in the District with the exception of the School Secretary who’s vacation is prorated after one year of employment with the district. The breakdown is as follows for **full - time staff**:

Full-time is determined by those employees working over a twelve ( 12 ) month period prorated for the hours worked each week. The only exception is the school secretary who works 210 days / year at a full time capacity. The school secretary vacation is prorated by the number of days served per year and years of employment.

- A. After One ( 1 ) year of employment . 5 days ( 1 week )
- B. After Two ( 2 ) years of employment. 10 days ( 2 weeks )
- C. After Ten ( 10 ) years of employment. 15 days ( 3 weeks )

These days do not include weekends, or paid holidays.

Compensation and time off for vacation is commensurate with the amount of time the employee works during a normal work day as specified in his / her “ Work Status “ form.

Vacation days cannot be accumulated. They are recorded within the school year, starting July 1<sup>st</sup>, and ending June 30<sup>th</sup>.

All vacations need to be scheduled with the Superintendent prior to the employee taking the vacation. Flexibility in the taking of the vacation days will be granted upon approval by the Superintendent. The needs of the District will be the determining factor upon approval of any scheduled vacations.

**6. Leaves of Absence:**

A. **Sick Leave:** Fifteen ( 15 ) days per year accumulative to eighty ( 80 ) days for a twelve month employee. Twelve ( 12 ) days per year accumulative to Seventy ( 70 ) total days for a nine month employee. Compensation and time off for sick leave is commensurate with the amount of time the employee works during a normal work day as specified in his / her “ Work Status “ notice.

Sick leave applies to the employee only, and not to the members of his / her family. The department head should be notified as soon as possible in all cases of reported sick leave.

Up to three ( 3 ) days of current accumulated sick leave may be utilized yearly as emergency and family care leave days. These days would be utilized for taking care of immediate household family members and / or mother and father. Emergency and family care leave days will be non - cumulative. After ( 5 ) five consecutive days, a doctor's certificate will be required.

**B. Emergency Leave:** Seven ( 7 ) days per year for a twelve month employee. Four ( 4 ) days per year for a nine month employee. Emergency Leave cannot be accumulated. Compensation commensurate with the amount of time the employee works during a normal work day as specified in his / her " Work Status " notice.

**Emergency Leave Confers:** Funerals, major illness of a family member, accidents, major disasters, or acts of God. The Superintendent will make the decision regarding any questions concerning emergency leave.

**C. Personal Leave:** Two ( 2 ) days of personal leave per year, non-accumulative, with compensation commensurate with the amount of time the employee works during a normal work day specified in his / her " Work Status " notice. Advance notice of at least two ( 2 ) days must be given to the department head prior to taking personal leave. Only one employee may be allowed personal leave on any given day from each department. The Superintendent will be notified of any requests for personal leave.

**D. Part Time Staff:** Employees who work twenty hours or less in a normal work week are identified as " Part Time Personnel ". Part-time personnel who have been employed for ½ a school year, will receive ½ of the benefits described above in reference to vacations ( twelve month part-time employees ), sick leave, emergency leave, and personal leave, commensurate with the amount of time the employee works during a normal work day specified in his / her " Work Status " notice.

**E. Benefits:** All ancillary staff personnel are eligible for our retirement plan benefit ( PER's ) which may be provided by the School District. PER's requires ( 20 ) hrs./week for ( 20 ) weeks of employment for the year. Lidgerwood School employees will not have to pay admission to school activities at Lidgerwood/Wyndmere - Coop Activities. Other benefits, if any, shall be determined by the Board.

## **7. Inventory:**

All department heads are responsible for maintaining an annual inventory of all equipment assigned to his / her area of responsibility. A written inventory of consumable supplies should also be kept on hand whenever possible. Every department head should know basically what supplies he / she has on hand. School equipment should not be removed from the school without approval from the department heads and the Superintendent. A log of the items removed must be kept on file by the department heads as to who is responsible for the items which are removed from the school premises.

## **8. Outside Employment:**

No school employee shall hold outside employment which, in the judgment of the Board, is detrimental to his / her position in the Lidgerwood School system; no shall any full-time employee be employed by another agency during his / her regular scheduled working hours. Circumstances that may need clarification, should be reported to the Superintendent and the School Board upon written request of the employee. Any flexibility needed due to staffing shortages, shall be determined by the School Board.

## **9. Employee Absence:**

When an employee anticipates being absent from his / her job, they should notify the department head ( s ) as far in advance as possible so that arrangements for a substitute can be made. The department head ( s ) will be responsible for arranging a substitute for an employee who is absent. The department head ( s ) will need to notify the Business Manager regarding any hours that need to be recorded and approved for payment.

## **10. Chain - of - Command:**

If you have a concern or grievance, you must contact your department head ( s ) first, the Superintendent second, and lastly, if your concern is still not resolved, a written request must be made to the Superintendent requesting a hearing before the School Board. The Superintendent and School Board will be given at least five ( 5 ) working days notice, prior to being approved for the Board Agenda. All school employees are expected to communicate with the administration regarding any concerns or potential problems that may occur.

## **11. Resignation Procedure:**

All ancillary personnel will receive an annual “ Work Status “ notice. Ancillary personnel need to return their “ Work Status “ notice on or before the due date listed therein to the superintendent’s office. The return of the “ Work Status “ notice informs the District of your intent to be re-employed for the upcoming school year.

If an employee rejects and does not return the “ Work Status “ notice, written communication in the form of a resignation letter needs to be given to the Superintendent. This information will be given to the Board for action to be recorded in the official Board Minutes. The Board at any time may terminate employment upon due process procedure.

## **12. Physical Exams / Certification: ( Compulsory Retirement Clause Removed )**

Any employee who does not pass a physical exam which is required by law to perform his / her duties may be in danger of having their employment terminated, if the situation is not resolved to meet State regulations. ( e.g. Bus Driver Physicals )

Any certification or training requirements mandated by the State, Department of Transportation, Etc., must also be met by the employee.

Department heads are required to monitor and notify their subordinates regarding the State regulations pertaining to physical exams, needed certification and, special training or classes needed. The Superintendent will notify the department heads of any new regulations required from the State.

## **13. Community Relationship:**

All school employees are asked to set aside a reasonable amount of their time to participate in the activities of the Lidgerwood Community. The salaries paid, for the most part, come from the community of Lidgerwood; in turn, we ask that you keep your investments here in Lidgerwood, and patronize the local firms as much as possible.

#### **14. Gossiping:**

Discussing school problems in public is discouraged entirely in that it seldom solves any problems, rather, it adds to them. If you have a concern, please carry it through the “Chain - of - Command “ outlined in this handbook. Please keep your discussions in house and work with your other school employees.

Gossiping about students or fellow employees is in very poor taste, and may result in a slander law suit against you. Please maintain a positive ( team work ) approach to communicating with one another.

#### **15. School Closings:**

Notices of school closings due to extreme weather conditions or for any other reasons, will be broadcast over the following radio and TV stations from 6:45 a.m. to 8:30 a.m. : ( KFGO - AM ) 790, ( WDAY - AM ) 970, ( KMBW -AM ) 1450. TV Stations; ( Channel 11, Channel 4, Channel 6 )

Department heads will be placed on a “ School Phone Tree “ to help facilitate the communication process when handling school closings.

#### **16. Moral / Ethical Standards of Conduct:**

All school employees need to maintain moral standards that reflect the level of professionalism that is expected when working in a school setting. Please refrain from becoming involved in any circumstance where these standards may come into question by our patrons, and therefore, may become a source of criticism to you and our school. All staff are to refrain from using profane language.

##### **A. Dress Code:**

All school personnel are to dress in a manner that is acceptable in our “ Dress Code “ as addressed in the Student Handbooks. Food service personnel must also comply with the safety and food handling regulations. ( e.g. Wearing hair nets in the kitchen area )

Office personnel should dress professionally in a manner that properly represents the school. School personnel who continue to be in violation of these standards may be subject to disciplinary action and a reprimand. ( See Dress Code: Page 13, Student Handbook )

#### **17. Student Discipline / Rapport:**

All school personnel may be involved at some time in dealing with student discipline and student rapport. Ancillary staff have the responsibility to deal with student discipline in their areas of responsibility. Please address the students in question, and report any disciplinary concerns to the appropriate administration. This includes any disrespect or disobedience on the part of the students. In general, if you give respect, you will receive respect.

**Ancillary personnel are to refrain from using corporal punishment or excessive force with students. Let the appropriate administration handle any disciplinary action in this area of concern.**

School employees are asked not to fraternize with the students in a way that can result in the students viewing an employee on their level, and thus, pave the way for the students to lose respect of a school employee. Be courteous and friendly to students, but remain aloof in any personal relationships with the students.

Please make sure the students address you as Mr., Mrs., or Ms., and ask the students to address you by your last names. This also pertains to addressing other staff personnel.

Students are not to use profane language at school or at school functions. Please address students as needed, and report these instances to the proper administration.

#### **18. Job Descriptions / Employee Evaluations:**

Department heads are asked to evaluate their subordinates annually in relationship to his / her job description. Department heads will be evaluated by the superintendent or other appropriate school administration. The Board will evaluate the school Business Manager in cooperation with the school administration. All evaluations need to be submitted to the superintendent's office to be kept on file.

Job descriptions are ongoing and will be addressed in a manner that best serves the interests of the school district. These job descriptions will be kept on file in the superintendent's office upon completion, and are subject to administrative review and Board approval.

#### **19. Sexual Harassment:**

Sexual harassment is recognized as a form of sex discrimination and thus, a violation of the laws which prohibit sex discrimination under the Equal Employment Opportunity Commission ( EEOC ) guidelines which our school district follows. Any conduct that falls into this area, will be investigated and disciplined according to the " Sexual Harassment Policy " of the School District. All staff are asked to familiarize themselves with this policy, that is also outline in the Student Handbooks.

#### **20. Drug / Alcohol / Tobacco:**

Illegal drugs, alcohol, tobacco products, etc., are prohibited on the school grounds, buses, and school activities.

The District has a " Drug / Alcohol / Tobacco " policy which defines the sanctions and disciplinary actions which can happen if a violation occurs. These policies are also outlined in our Student Handbooks.

Please familiarize yourself with these policies.

Employees needing treatment or counseling for any drug or alcohol problems, will be responsible for any and all costs which are implemented when providing counseling and treatment.

Bus drivers are also subject to the laws of the State and the Department of Transportation ( DOT ) in reference to drug testing, alcohol testing, etc.. Employees who are found in violation of these laws will be subject to disciplinary action outline in the ( DOT ) regulations and School District Policy.

#### **21. Required Orientation / Training:**

All ancillary staff are required to attend any orientation or training workshops which are required to successfully meet State and Federal regulations. The Superintendent and department heads will keep subordinate personnel informed of these required workshops and orientation. ( e.g. Annual County Bus Driver Workshop )



**22. Background Checks:**

All school district employees hired after August 1<sup>st</sup>, 2007 are required to have a finger print - background check. The district will pick up the costs associated with the finger printing fees and background check upon employment with the district.

**23. Non - Discrimination Policy:**

The Lidgerwood School District provides equal opportunities for all employees, free from limitations based upon race, color, sex, handicapping conditions, nationality, or religion affiliation. Please familiarize yourselves with these policies described District Policy and in the Student Handbooks.

**24. Closing Remarks:**

This ancillary staff handbook is a guideline to help employees maintain a successful service record at the Lidgerwood Public School. Please use this handbook as a reference source to help you become a positive team member of the Lidgerwood Public School.

The School Board reserves the right to change any of the language and policies referenced in this Ancillary Staff Handbook. ( e.g. State and Federal Mandates )



