



**2020-2021 Support Staff
Handbook
Westhope Public School
*“Home of the Sioux”***

INDEX

Functions of this Manual	2
Introduction	2
Employment	3
Confidentiality	3
Drug-and Alcohol-Free Workplace	3
Drug and Alcohol Testing for Employees	3
Employee Relations with Vendors	4
Nondiscrimination and Anti-Harassment	4
Physical Examinations	4
Political Activities	4
Promotion	5
Recruitment, Hiring & Background Checks for New Staff	5
Staff Conflict of Interest	5
Staff Involvement in Decision Making	5
Transfers and Reassignment	6
Tobacco Free Schools	6
Compensation and Benefits	6
Absence from Work	7
COBRA	7
Insurances	7
Overtime Pay	7
Retirement Contributions	8
Leaves and Absences	8
Chemical Dependency Leave	8
Family and Medical Leave	8
Jury Duty	9
Military Leave	9
Administrative Leave and Suspension	9
General Information	10
Bullying	10
Emergency Closing	11
Evaluation	12
General Liability Insurance	12
Incident Report	12
Occupational Safety	12
Public Access to Personnel Records	12
Responsible Use of Technology	13

Return to Work Program	13
Safety Program	14
Sanitary Cleanup and Disposal.....	14
Significant Contagious Diseases	14
Staff Dress Code	15
Staff Power-Differentiated Fraternization	15
Staff-Student Relations (Non-Fraternization).....	15
Student Conduct, Discipline, & Corporal Punishment Prohibition	15
Unemployment Insurance.....	16
Vehicle Insurance	16
Violent and Threatening Behavior.....	16
Weapons Prohibition on District Property	17
Wellness.....	17
Whistleblower Protection: Prohibition against Retaliation	17
Workers Compensation and Occupational Safety.....	18

FUNCTIONS OF THIS MANUAL

This Policy Manual is an outline of the basic personnel policies, practices, and procedures in the Westhope Public 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 agreement 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. While management will make every effort to keep the manual current, there may be times when policy will change before this material is revised and re-published. A complete up-to-date set of policies is available for review online at: www.westhopeschool.com/school-board.html

1. The Business Manager shall be responsible for custody and providing the manual on the district website. Employees will be required to review the manual at least once per school year.
2. Because of the importance of personnel policies and practices in the conduct of school district business, administration and the School Board will continually review and recommend changes in the school district's personnel policies, its employee benefit programs, and its salary administration programs. Input from employees concerning policies will always be welcome and encouraged.
3. Any employee may recommend a change in policy to the Business Manager. Likewise, matters of importance not covered by the manual should be brought to the attention of the Business Manager in order that new policy may be formulated if necessary.
4. All Support Staff will receive an annual work agreement with hourly pay, benefits, and other important information clearly outlined for the terms of their employment.

INTRODUCTION

As a service for staff, the Westhope Public School District publishes the Personnel Handbook. It can be a useful reference for providing information and answering questions relating to personnel concerns and the operation of the Westhope Public School District. The manual provides a brief overview of the policy, please reference the specific policy for more information.

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 Westhope Public School Board. Policy manuals are available online on the Westhope Public School website.

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

EMPLOYMENT

CONFIDENTIALITY (DEBA-AR)

District employees must follow confidentiality requirements under The Family Education Rights and Privacy Act (FERPA) and Individuals with Disabilities Education Act (IDEA). Information considered harmful, an invasion of privacy, or that is personally identifiable information can only be released by the building administrator within the parameters of the law. The release of all directory information must be approved by administration.

DRUG- AND ALCOHOL-FREE WORKPLACE (DEAA)

The District maintains a drug-and alcohol-free workplace and enforces the Drug-Free Workplace Act. The District prohibits employees from:

1. Unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance or alcohol on district property and grounds, in any vehicle belonging to the District, and at any school-related activity;
2. Knowingly or intentionally aiding or abetting in any of the above activities.

As a condition of employment, each employee shall agree to abide by this policy and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Violation of this policy may result in mandatory participation in the employee assistance program, disciplinary action, including termination and the notification of law enforcement.

All information received by the district as a result of this policy is confidential.

DRUG AND ALCOHOL TESTING FOR EMPLOYEES (DBBA)

Staff who drive district vehicles and transport students are covered by the requirements of the Omnibus Transportation Employee Testing Act. All covered employees are prohibited from using controlled substances and are subject to pre-duty, on-duty, and post-accident alcohol use restrictions contained in federal law.

Employees who violate this policy will be removed from safety sensitive positions and may be terminated from their position with the Westhope Public School District.

EMPLOYEE RELATIONS WITH VENDORS (DEBE)

Employees are prohibited from endorsing a product on behalf of the District and all purchases must be authorized by the school board or board policy.

Employees cannot make personal purchases through the District except by permission of the Business Manager.

NONDISCRIMINATION AND ANTI-HARASSMENT (AAC, AAC-BR)

The District is committed to maintain a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student and/or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age or other status protected by law.

It is a violation of this policy for any district student or employee to harass or discriminate against another district student or employee based on any status protected by law. The District will not tolerate harassment or discrimination of a district student, or employee by a third party.

Complaints and questions should be referred to administration or the Business Manager.

PHYSICAL EXAMINATIONS (DBBB)

At the post-offer stage of the employment process, the District may require certain categories of final candidates as delineated below and in regulations to submit to a physical, or in the case of commercial bus drivers, furnish valid proof of medical fitness for duty. If the District requires a physical exam, a final job offer shall be contingent on the results of the exam, with the employment decision being made in a nondiscriminatory manner.

Food Service employees must have on file with the District a current health certificate stating the individual doesn't have any communicable diseases and signed by a licensed physician. Contact the Business Manager for additional information.

Bus Drivers will need to meet all of the health requirements established by law and provide the Business Manager with a copy of their driving record annually.

POLITICAL ACTIVITIES (ABBDA)

The District recognizes that district employees, students, volunteers, and Board members have certain civic rights (e.g., the right to be an active member of a political party of choice; the right to seek, campaign for, and serve in public office; the right to vote). However, in accordance with law, the District prohibits the use of school property, school time and school service for political purposes

except as authorized by law and Board approval. Use of the school delivery system for political purposes is also prohibited. Employees shall not use on-duty hours for political purposes and shall observe state law prohibiting political activities by public employees. No District employee or volunteer shall exploit students for political purposes.

PROMOTION (DEB)

It is the policy of the Westhope Public 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 on the district website and Business Manager Office and qualified personnel will be given adequate opportunities to make application for such positions. Existing employees are not eligible for Veteran's Preference when applying for internal positions.

RECRUITMENT, HIRING AND BACKGROUND CHECKS FOR NEW CLASSIFIED PERSONNEL (DBAA)

The District is committed to hiring individuals who will best meet the needs of the District to ensure student and staff safety, and in compliance with state and federal law. All classified employees are hired on an hourly rate and not on a contract. The employment of a classified employee shall be at-will.

The District uses a competitive personnel system, after conducting the qualifications screening, which meets the requirements of the Veteran Preference law (NDCC 37-19.1.02). Job offers will be based on the administrators screening process which will include a screening to determine if the applicant meets the minimum qualification, a review of the education, work experience, work history background, fit with position and the district, and a criminal history records check.

STAFF CONFLICT OF INTEREST (DEBB)

Staff must adhere to all state and federal laws regarding conflict of interest. In addition, they need to be alert to and avoid situations which have the appearance of a conflict of interest.

STAFF INVOLVEMENT IN DECISION MAKING (DGH)

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

Further, the Westhope School Board believes that major decisions of the administration regarding the

overall school program, including curriculum, instruction, and budget, should also be reached with meaningful participation by the staff in the decision-making process. Staff participation in the decision-making process is to be interpreted as non-binding recommendations to decisions by the administration pursuant to the authority delegated by the Westhope Public School Board.

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

TRANSFERS AND REASSIGNMENT (DEC)

Staff interested in transferring to an open position in the District for which they are qualified shall use the district application system. Qualified applicants will be given consideration for vacancies.

Reassignment may occur due to an instruction or district need. The Superintendent or designee has authority to make transfer decisions as outlined in policy.

TOBACCO FREE SCHOOLS (ABBA)

The Westhope 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 will be prevention of tobacco use by youth through education, positive adult role models and aggressive action to limit and confine available tobacco areas.

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

COMPENSATION AND BENEFITS

The type of position to which employees are assigned determines the Support Staff rate of pay. Support Staff positions are categorized by a classification system, which offers a beginning rate and a maximum rate. Benefits are determined by the number of hours per week and the number of weeks per year assigned to a position. Salary and benefit schedules may be obtained from the employee's supervisor or the Business Manager's Office.

ABSENCE FROM WORK (DD)

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, sister, grandparents, grandchildren, sons or daughters-in-law, uncles or aunts of the employee and employee's spouse or any relative residing in the immediate family of the employee. The employee may, upon specific approval of the Superintendent, be absent for the purpose of attending the funeral of a close family friend. Time used in this manner will be deducted from accumulated sick leave.

When any member of the immediate household as defined above, is seriously ill, undergoing surgery, or involved in a critical accident, the employee may use sick leave to be with that person.

The employee may find it necessary to be absent from work for such things as dental surgery, broken fillings, repair or replacement of glasses which qualify him/her for sick leave.

COBRA (DKBE)

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. Additional information and cost is on the district website.

INSURANCES

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

Specific details for health care costs and other insurances are available at the Business Manager's Office.

OVERTIME PAY (NON-EXEMPT EMPLOYEES) (DCB & DCB-AR)

Non-exempt employees, who exceed 40 hours of work time in a work week, will be compensated at the rate of time and one half. Paid leave, such as holiday, sick or vacation pay, does apply toward work time.

The workweek begins on 12:00 a.m. on Sunday morning and ends at 11:59 p.m. on Saturday night.

The District does not pay overtime based on the hours worked in a single day. Supervisors and employees have the ability to flex an employee's 40 hours within the work week.

The principal or appropriate supervisor shall determine whether it is necessary for nonexempt employees to work overtime hours. Nonexempt employees shall be required to perform all overtime hours assigned to them by their supervisor. Overtime is to be preapproved except in cases of emergency, in which case it must be approved the next work day. Unapproved overtime shall be compensated, but employees may be disciplined for not following the guidelines above.

RETIREMENT CONTRIBUTIONS

Support Staff are members of the North Dakota Public Employees Retirement System. The rate of contribution is determined by the North Dakota State Legislature.

Non-certified staff currently contribute 7% of salary and the District contributes 8.26% of salary. For more information, contact either the Business Manager's Office or the NDPERS at 328-3900.

LEAVES AND ABSENCES (DD)

Support staff employees are covered by various leave policies. They include sick leave, vacation leave, personal leave, absence from work, leave of absence and leave without pay. The type and amount of leave depends on the specific position.

CHEMICAL DEPENDENCY LEAVE (DDAC)

The District encourages and may mandate employees afflicted by alcoholism and/or a chemical dependency to seek rehabilitative assistance. Sick leave will be granted in accordance with the District's sick leave policy. An employee's return to work will also be handled in accordance with this policy.

FAMILY AND MEDICAL LEAVE (DDAA)

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 combinations of paid and unpaid leave depending on the circumstances. For additional information on eligibility and steps for requesting leave, contact the Human Resources office. In order to make the necessary arrangements to replace an employee during

his/her absence, we request all employees contact the Human Resources office and their principal/administrator as soon as possible.

Employees can make the request for Family and Medical Leave using the online request form which can be found on the

Link to [FMLA Fact Sheet](#).

JURY DUTY (DDEA)

All employees of the Westhope 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 excluding reimbursement for expenses accrued while serving as a juror. However, if an employee is on authorized personal or vacation leave while performing jury duty, the employee may retain the fee paid by the court and the employee's pay may not be reduced.

MILITARY LEAVE (DDBD)

Any employee of Westhope Public Schools who is a member of the National Guard, member of the Armed Forces Reserve of the United States, subject to call in the federal service by the President of the United States, or shall volunteer for such service, when ordered by proper authority to active non-civilian employment, shall be entitled to a leave of absence in accord with state and federal legislation. For additional information refer to current state law (NDCC 37-01-25 and NDCC 37-01-25.1) and federal law (38 U.S.C.43).

ADMINISTRATIVE LEAVE AND SUSPENSION (DED)

The Superintendent has the authority to place a support staff employee on administrative leave when an employee is under district and/or law enforcement investigation, and the Superintendent identifies a need to temporarily remove the employee from his/her duties and/or job placement to protect district students, property, school operations and/or other employees.

Administrative leave shall be with pay, and the employee shall not be required to take any applicable paid leave benefits as part of the administrative leave. The leave will be until the investigation is complete and it is determined the employee's potential threat has passed.

Disciplinary suspension for support staff should occur only after the district has verified the misconduct has occurred. Disciplinary suspensions should be unpaid, and support staff suspended for disciplinary reasons should not be entitled to back pay.

Support staff employees may be suspended during a period when termination for cause is being pursued. If the support staff employee is suspended without pay and later reinstated, the employee shall be entitled to back wages and accrual of any benefits that would have accumulated during the period of suspension.

GENERAL INFORMATION

BULLYING (ACEA) Please refer to district website for full policy.

Bullying is defined as conduct prescribed in NDCC 15.1-19-17.

1. Bullying means:

- a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored event and which:
 - i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - ii. Places the student in actual and reasonable fear of harm;
 - iii. Places the student in actual and reasonable fear of damage to property of the student; or
 - iv. Substantially disrupts the orderly operation of the public school; or
- b. Conduct that is received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - ii. Places the student in actual and reasonable fear of harm;
 - iii. Places the student in actual and reasonable fear of damage to property of the student; or
 - iv. Substantially disrupts the orderly operation of the public school.

Conduct includes the use of technology or other electronic media. (e.g. cyberbullying)

Any school staff member with knowledge or suspicion of violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the

Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President.

Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, he/she should report it to law enforcement.

The district will take appropriate disciplinary action if it determines a staff member has violated this policy. Action could include, but not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's agreement), suspension, or a recommendation for termination/discharge in accordance with any applicable law.

The district will provide the staff with professional development activities on bullying prevention.

EMERGENCY CLOSING (ACAA & ACAA-AR)

The Superintendent may "close the schools in event of hazardous weather, epidemics, or other emergencies which threaten the safety or health of students or staff members." The decision to close schools due to inclement weather or the inability for busses to run will be made by 6:30 a.m.

The Superintendent has three options when determining a school closure:

1. Close any or all schools in the district with no students or staff required to report, except for a skeleton crew.
2. Choose to have schools open as usual, but direct that buses either run late (1 or 2 hours) Or not at all. and or dispatch early if needed.
3. Choose to close schools for instructional purposes with no students required to attend and staff reporting as usual.

If Option#1 is exercised 9 and 12 month support staff scheduled to work in the affected schools will be expected to work on make-up days. These employees will be paid for days actually worked. If either Option #2 or #3 is selected, all staff may report and be paid as usual depending on weather conditions.

Notification

The procedures for notifying school personnel of a school closing are:

- An email is sent to all staff
- An email is sent to all news media
- The homepage on the district website is updated
- Update is placed on Facebook/Twitter
- An Instant Alert is made to staff and parents

EVALUATION

The fundamental purposes of evaluations are both quality assurances and professional development. The evaluation of staff performance is an important means of promoting excellence in education in the Westhope Public Schools.

All support staff employees will be evaluated at least once per year.

GENERAL LIABILITY INSURANCE

Individuals who were, are now, or shall become employed by the school district are covered by liability insurance maintained by the school district for those claims caused by a negligent act or omission of an employee while acting within the scope of duties of the employee.

INCIDENT REPORT

Reports need to be made within 24 hours of the incident.

OCCUPATIONAL SAFETY (DEAF)

The District has an occupational safety program which includes:

- An orientation program for new employees that provides an overview of duties, potential hazards and safeguards, district safety rules, location of fire extinguishers and other safety equipment, and emergency procedures.
- Issuance of personal protective safety equipment to employees as necessary. Employees required to wear safety equipment shall be instructed that failure to comply may cause the District to impose disciplinary consequences in accordance with policy and law.
- In-service safety training on appropriate topics.
- An occupational risk assessment program for identifying and projecting occupational risks.
- Installation of safety features on district equipment and in district facilities.

An employee injured or involved in an accident on the job shall report the injury/accident as soon as practical to his/her immediate supervisor and no later than 24 hours unless there is good cause for a delay in reporting. Failure to notify a supervisor about an injury/accident may result in disciplinary action in accordance with policy and law and may, according to law, result in denial of worker's compensation benefits.

PUBLIC ACCESS TO PERSONNEL RECORDS (iii)

Personnel records shall be maintained in three areas. The Business Manager will maintain those

records required for payroll purposes and for record keeping under the Fair Labor Standards Act and other laws. All other personnel records will be maintained in the Human Resource Office and in the principal's office of the building in which the employee is primarily employed. Public access shall be during normal business hours. Personnel files in locations described above shall be available for review by members of the public as outlined in the policy.

Records of medical treatment or use of employee assistance programs are not a part of the personnel records and shall not be released without the written consent of the employee.

RESPONSIBLE USE OF TECHNOLOGY (ACDA & DEAD)

The use of electronic resources, technologies, and the internet, whether district owned or personal, on district owned/rented/contracted property is a privilege not a right. All use must be in support of education and consistent with the educational goals, objectives, and priorities of the District. Staff has no reasonable expectation of privacy when using district technology or using technology on district property or at district affiliated events. All use may be monitored to maintain the integrity of the system and to ensure proper and responsible use. Teachers, professional support staff, support staff and administrators will exercise supervision of student use and educate students on responsible use.

Employees are solely responsible and will be personally liable, legally, financially, or otherwise, for his or her own misuse of the district's systems/networks, district technology, and/or district internet. Misuse may also result in disciplinary action, including reducing or revoking technology use privileges and restitution for costs associated with repair of equipment/software associated with improper use and/or termination.

Employees are prohibited from using electronic devices in an area where others have a reasonable expectation of privacy such as a lavatory or locker room.

All employees are prohibited from conducting district business through the use of electronic devices while driving.

Staff members are encouraged to secure any available communication device in the event of an emergency that threatens the safety of students, staff or other individuals.

RETURN TO WORK PROGRAM

Westhope Public Schools has a return to work program for all of its employees. A Return-To-Work (RTW) program is intended to help employees get back to work as soon as they are able, following an injury or illness. Based on the injuries and restrictions set by the treating physician, a modified

. job duty is designed for the employee able to return to work. This may include, but is not limited to:

- Returning to your same position
- Returning to your same position, with restrictions
- Returning to another position within WPS, possibly at another location

Under no circumstances will an employee be requested to perform any activity that exceeds those restrictions set by their treating physician. WPS is committed to assisting you in returning to work as **quickly** and **safely** as possible after a workplace injury occurs.

SAFETY PROGRAM (ID)

The Westhope Public School District safety program is to protect the safety and health of our employees. Injuries and property loss through accidents are needless, costly and preventable. The Westhope Public School District works to eliminate 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 fellow employees. It is only by each employee becoming familiar with the hazards of his/her job and doing what is necessary to insure their safety that the district can achieve the safe working conditions deserved by all its employees.

Employees with safety concerns or suggestions should contact their supervisor or the Business Manager.

SANITARY CLEANUP AND DISPOSAL (ACBB-E)

School personnel should practice hygienic procedures when disposing of all human secretions and excretions since they may contain infectious agents capable of spreading disease and since carriers of infectious or contagious diseases are often unknown.

SIGNIFICANT CONTAGIOUS DISEASES (ACBB)

No one will be denied employment with the District solely because they have or they are perceived to have a significant contagious disease. The District prohibits harassment and/or discrimination against an individual diagnosed as having a significant contagious disease. Complaints alleging harassment/discrimination based on a significant contagious disease shall be handled in accordance with the District's Harassment and Discrimination Grievance Procedure.

All information concerning an affected person's condition that is given to an employee or official of the District shall remain confidential. No employee of the District may inform anyone of an affected individual's infection. No employee may release information to the public either confirming or denying the presence within the District of a person who has contracted a significant contagious disease. An employee violating these prohibitions shall be subject to disciplinary consequences in accordance with policy, law, and when applicable, the negotiated agreement.

Employees will be receive appropriate training that addresses significant contagious disease prevention. The training will include the proper use of universal precautions.

STAFF DRESS CODE (DEAC)

As role models, staff should always be conscious of how their dress and grooming affects students. All staff shall wear attire appropriate to their profession and the occasion, and which provides protection and safety as necessary.

STAFF POWER-DIFFERENTIATED FRATERNIZATION (DEBI)

It is the policy of WPS to ensure that the work environment is free from intimate, romantic, or dating relationships between supervisors and their subordinates or between employees involved in a power-differentiated work relationship. The district is concerned these relationships can lead to concerns with sexual harassment and may negatively impact the moral and operations of the district.

If employees are involved in these types of relationships they need to report them to Administration or the Business Manager. The district will work with the individuals involved in the personal relationship to modify the working relationship or assignments.

STAFF-STUDENT RELATIONS (NON-FRATERNIZATION) (DEBD)

Employees, volunteers, and students are expected to treat one another with respect and professionalism. Support staff must exercise good judgement and maintain professional boundaries when interacting with students at all times, on and off school property.

Any behavior of a harassing or sexual nature towards students is strictly prohibited. Individuals aware of any prohibited behaviors are expected to report such actions to an administrator or the Superintendent.

STUDENT CONDUCT, DISCIPLINE, AND CORPORAL PUNISHMENT PROHIBITION (FE)

Students are expected to conduct themselves in a manner fitting their age level and maturity, and in a

manner that will not impede on the orderly conduct of the district. Students are expected to be reasonably prepared for all their classes and to comply with student conduct standards and prohibitions contained in district policies and regulations.

Consequences for misconduct will be fair and developmentally appropriate in light of the circumstances. Disciplinary measures will be as positive as possible, involving the student in defining acceptable behavior.

Reasonable physical force may occasionally be necessary to guard the safety and well-being of students or employees or to deliver a student to an administrator's office; however, the use of corporal punishment, defined as the willful infliction of physical pain on students, is not allowed.

UNEMPLOYMENT INSURANCE

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 month personnel are not working.*

VEHICLE INSURANCE

All school system vehicles are protected by the district's liability insurance carrier. Employees who transport students in school vehicles are required to participate in the district's random drug testing program.

VIOLENT and THREATENING BEHAVIOR (ACE)

A true threat is a statement made orally, in writing, or using another medium that would be perceived by a reasonable person to be a serious expression of intent to harm, commit assault, or damage school property.

An employee who has knowledge of a threat must report it to the building principal or Superintendent. Failure to report a known threat may result in disciplinary consequences up to and including termination of employment, in accordance with policy, and law.

The District prohibits all acts of violence and aggression, including, but not limited to, possession of a weapon or dangerous instrument, physical assault, vandalism of district property, stalking, gang affiliation and/or activity, or terroristic acts. Violators of this policy shall be subject to disciplinary consequences, determined by the seriousness of the act, including but not limited to, discharge and exclusion from school premises. **In** addition, the District may take legal action against the perpetrator.

Employees may also be subject to the filing of criminal charges and/or referred to counseling services for treatment.

WEAPONS PROHIBITION ON DISTRICT PROPERTY (DEAG)

Employees, district contractors and/or their employees, and district volunteers shall not possess a dangerous weapon or firearm on district property or at school-sponsored events, including those individuals who may otherwise be permitted by law to carry such weapons.

Employees in violation of this policy will be subject to discipline up to and including dismissal in accordance with any applicable law. A referral to law enforcement may be made by appropriate school officials.

WELLNESS (ABCC)

The District works to promote the following nutrition goals through the curriculum and other promotional methods:

1. Provide a health education curriculum that is aligned with state standards and requirements and is aimed at influencing students' knowledge, attitudes, and eating habits.
2. Provide overall school environment that encourages students to make healthy food choices.
3. Identify and implement methods to educate family members about district nutrient standards and goals and involve them in program development and implementation.

The District has a wellness committee which will help develop a list of activities to help the District and each individual school achieve their wellness goals. The wellness committee will also help with the monitoring and enforcement of building-level compliance of the wellness policy.

WHISTLEBLOWER PROTECTION: PROHIBITION AGAINST RETALIATION (ACF)

District employees will not be asked nor should they violate federal, state, or district policy through practice, policy, act or omission. Under this policy, District employees are protected from reprisal, retaliation, or discrimination (including, but not limited to: discharge, threats, or penalizing compensation, work conditions, locations, or privileges or employment) if they:

1. In good faith, made or intends to make a report that the school board, school employee or an entity/person with who the school district has business relationship has violated federal, state, or local law/administrative rules or district policy through practice, policy, act, or omission.
2. Participates in a Westhope Public School District-related investigation, hearing, or inquiry; or

3. Refuses to carry out a directive that the employee believes is a violation of state or federal law, rule, or regulation or poses a substantial or specific danger to public health and safety, provided the employee has an objective basis for that belief and informs the employer that the directive is being refused for that reason.

The District will comply with the Federal False Claims Act (FCA) and expects all employees to follow the requirements of FCA. Employees who in good faith file a claim under FCA will not face any reprisal, retaliation, or discrimination due to filing a claim.

Anyone covered by the above protections who reasonably believes that this policy has been violated by a district employee, contractor, or other authorized district agent may file a grievance in accordance with the district's applicable complaint or grievance policy. In the absence of policy or if policy is not applicable given the nature of the grievance, the individual should report to the Superintendent who shall investigate. If a grievance under this policy concerns the Superintendent or a school board member, the complainant should report to the Board President or Board Vice President (if the report concerns the Board President) who shall investigate. If the grievance concerns the entire school board, it should be filed with the Bottineau County School Superintendent for investigation.

WORKERS COMPENSATION and OCCUPATIONAL SAFETY (DCABC & DEAF)

Westhope 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. The employee is also responsible for contacting the District Safety Coordinator immediately after an incident. Failure to do so could result in disciplinary action. 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 Work Force Safety and Insurance 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 payments, the employee must send a copy of the Work Force Safety and Insurance benefit summary to payroll. Payroll will deduct the amount earned from Workforce Safety and Insurance from the employee's next paycheck.

Westhope Public School
Support Staff
Wage Schedule Job Descriptors
Created: 2-7-2018

Description: SA

Student Workers
Temporary Workers
Kitchen Aide Substitute
Custodian Substitute
Work Year: Part-Time, Undefined

Description: SC

Kitchen Assistant Cook
Bus Monitor/Recess Monitor
Work Year: 9 Months

Description: SE

Instruction Aide:
-General Classroom
-Special Ed.
Summer Custodian:
-Current Employee
Work Year: Instruction Aide-9 Months, Summer Custodian-3 Months

Description: SH

Assistant Building Custodian
Work Year: 12 Months

Description: SI

Kitchen Manager
Work Year: 12 Months

Description: SJ

Office Manager/Administrative Assistant
Work Year: 12 Months

Description: SK

Head Building Custodian
Work Year: 12 Months

**Westhope Public Schools
20-21 Support Staff Wage Schedule**

Longevity % Range %	Starting Wage = \$ 10.55														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
SA	\$ 10.55	\$ 10.71	\$ 10.87	\$ 11.03	\$ 11.20	\$ 11.37	\$ 11.54	\$ 11.71	\$ 11.88	\$ 12.06	\$ 12.24	\$ 12.43	\$ 12.61	\$ 12.80	\$ 13.00
SB	\$ 11.08	\$ 11.24	\$ 11.41	\$ 11.58	\$ 11.76	\$ 11.93	\$ 12.11	\$ 12.29	\$ 12.48	\$ 12.67	\$ 12.86	\$ 13.05	\$ 13.24	\$ 13.44	\$ 13.64
SC	\$ 11.63	\$ 11.81	\$ 11.98	\$ 12.16	\$ 12.35	\$ 12.53	\$ 12.72	\$ 12.91	\$ 13.10	\$ 13.30	\$ 13.50	\$ 13.70	\$ 13.91	\$ 14.12	\$ 14.33
SD	\$ 12.21	\$ 12.40	\$ 12.58	\$ 12.77	\$ 12.96	\$ 13.16	\$ 13.35	\$ 13.55	\$ 13.76	\$ 13.96	\$ 14.17	\$ 14.39	\$ 14.60	\$ 14.82	\$ 15.04
SE	\$ 12.82	\$ 13.02	\$ 13.21	\$ 13.41	\$ 13.61	\$ 13.81	\$ 14.02	\$ 14.23	\$ 14.45	\$ 14.66	\$ 14.88	\$ 15.11	\$ 15.33	\$ 15.56	\$ 15.80
SF	\$ 13.46	\$ 13.67	\$ 13.87	\$ 14.08	\$ 14.29	\$ 14.51	\$ 14.72	\$ 14.94	\$ 15.17	\$ 15.40	\$ 15.63	\$ 15.86	\$ 16.10	\$ 16.34	\$ 16.59
SG	\$ 14.14	\$ 14.35	\$ 14.57	\$ 14.78	\$ 15.01	\$ 15.23	\$ 15.46	\$ 15.69	\$ 15.93	\$ 16.17	\$ 16.41	\$ 16.65	\$ 16.90	\$ 17.16	\$ 17.41
SH	\$ 14.84	\$ 15.07	\$ 15.29	\$ 15.52	\$ 15.76	\$ 15.99	\$ 16.23	\$ 16.48	\$ 16.72	\$ 16.97	\$ 17.23	\$ 17.49	\$ 17.75	\$ 18.02	\$ 18.29
SI	\$ 15.59	\$ 15.82	\$ 16.06	\$ 16.30	\$ 16.54	\$ 16.79	\$ 17.04	\$ 17.30	\$ 17.56	\$ 17.82	\$ 18.09	\$ 18.36	\$ 18.64	\$ 18.92	\$ 19.20
SJ	\$ 16.37	\$ 16.61	\$ 16.86	\$ 17.11	\$ 17.37	\$ 17.63	\$ 17.90	\$ 18.16	\$ 18.44	\$ 18.71	\$ 18.99	\$ 19.28	\$ 19.57	\$ 19.86	\$ 20.16
SK	\$ 17.18	\$ 17.44	\$ 17.70	\$ 17.97	\$ 18.24	\$ 18.51	\$ 18.79	\$ 19.07	\$ 19.36	\$ 19.65	\$ 19.94	\$ 20.24	\$ 20.55	\$ 20.85	\$ 21.17
SL	\$ 18.04	\$ 18.31	\$ 18.59	\$ 18.87	\$ 19.15	\$ 19.44	\$ 19.73	\$ 20.03	\$ 20.33	\$ 20.63	\$ 20.94	\$ 21.26	\$ 21.57	\$ 21.90	\$ 22.23
SM	\$ 18.95	\$ 19.23	\$ 19.52	\$ 19.81	\$ 20.11	\$ 20.41	\$ 20.72	\$ 21.03	\$ 21.34	\$ 21.66	\$ 21.99	\$ 22.32	\$ 22.65	\$ 22.99	\$ 23.34
SN	\$ 19.89	\$ 20.19	\$ 20.49	\$ 20.80	\$ 21.11	\$ 21.43	\$ 21.75	\$ 22.08	\$ 22.41	\$ 22.75	\$ 23.09	\$ 23.43	\$ 23.79	\$ 24.14	\$ 24.50
SO	\$ 20.89	\$ 21.20	\$ 21.52	\$ 21.84	\$ 22.17	\$ 22.50	\$ 22.84	\$ 23.18	\$ 23.53	\$ 23.88	\$ 24.24	\$ 24.61	\$ 24.97	\$ 25.35	\$ 25.73
SP	\$ 21.93	\$ 22.26	\$ 22.60	\$ 22.93	\$ 23.28	\$ 23.63	\$ 23.98	\$ 24.34	\$ 24.71	\$ 25.08	\$ 25.45	\$ 25.84	\$ 26.22	\$ 26.62	\$ 27.02
SQ	\$ 23.03	\$ 23.37	\$ 23.73	\$ 24.08	\$ 24.44	\$ 24.81	\$ 25.18	\$ 25.56	\$ 25.94	\$ 26.33	\$ 26.73	\$ 27.13	\$ 27.53	\$ 27.95	\$ 28.37
SR	\$ 24.18	\$ 24.54	\$ 24.91	\$ 25.29	\$ 25.66	\$ 26.05	\$ 26.44	\$ 26.84	\$ 27.24	\$ 27.65	\$ 28.06	\$ 28.48	\$ 28.91	\$ 29.34	\$ 29.78
SS	\$ 25.39	\$ 25.77	\$ 26.16	\$ 26.55	\$ 26.95	\$ 27.35	\$ 27.76	\$ 28.18	\$ 28.60	\$ 29.03	\$ 29.47	\$ 29.91	\$ 30.36	\$ 30.81	\$ 31.27
ST	\$ 26.66	\$ 27.06	\$ 27.47	\$ 27.88	\$ 28.30	\$ 28.72	\$ 29.15	\$ 29.59	\$ 30.03	\$ 30.48	\$ 30.94	\$ 31.40	\$ 31.87	\$ 32.35	\$ 32.84
SU	\$ 27.99	\$ 28.41	\$ 28.84	\$ 29.27	\$ 29.71	\$ 30.16	\$ 30.61	\$ 31.07	\$ 31.53	\$ 32.01	\$ 32.49	\$ 32.97	\$ 33.47	\$ 33.97	\$ 34.48

Width 23.18%

F. Unpaid Leave

Unpaid Leave may be allowed at the discretion of the Administrator for reasons not previously addressed in Article IV.

G. Leave in General

Computation of leave shall be in one-quarter (1/4) day units. Approved leave shall not result in loss of seniority. Leave situations not covered in Article IV shall be addressed by the Board with each individual case judged on its merits.

H. Sick Leave Bank

A sick leave bank shall be available to all certified and non-certified staff who are able to accumulate sick leave days. Employees who have exhausted their regular sick leave may apply in writing to the Sick Leave Bank Committee, which will consist of the Superintendent, a board member, a WEA member, a non-certified staff member, and another teacher.

The purpose of the bank shall be for unexpected catastrophic illness and/or injury. The "Bank" may not be used for maternity leave unless there is an unexpected catastrophic illness and/or injury.

The Sick Leave Bank will be implemented at the beginning of the 2013-2014 school year. Any current employee, certified or non-certified, can join the sick leave bank by notifying the business manager on the appropriate form during the first week of the school year. Contributions are voluntary, confidential, and non-refundable. Each year of the bank, certified may donate up to **two** days and non-certified staff may donate one day until a balance of 75 days is reached. New employees will be given the opportunity to join when they sign their first contract or first week of employment. If the sick leave bank is at its maximum, only a membership form needs to be submitted.

The offer to join the Sick Leave Bank is a one-time offer. All current employees (certified and non-certified) shall accept or reject the Sick Leave Bank offer at the beginning of the 2013-2014 school year. Thereafter the Sick Leave Bank shall be available to employees only upon their initial employment.

*Certified Staff Participants may contribute sick leave days only if they have a minimum of 15 days of accumulated sick leave and may donate only days in excess of those 15 days. Certified participants who have not met the minimum of 15 days may still enroll and draw from the Sick Leave Bank.

**Non-Certified Staff Participants may contribute to the Sick Leave Bank. None certified staff participants who do not feel they can contribute may still enroll and draw

from the Sick Leave Bank. To remain enrolled in the "bank" non-certified staff must contribute 1 day to the "Bank" after accumulating 10 days.

Use of the Sick Leave Bank must be accompanied by a doctor's statement except in extreme emergency situations. Determination for approval shall be a joint decision of the committee and made within two working days, if possible. Any participating member of the Sick Leave Bank may draw for a period not to exceed 25 school days.

The record of days in the Bank and each qualified member accumulated sick leave days will be kept on active file by the business manager.

INSURANCE BENEFITS

Full Time 12 Month Non-Certified Employees:

-Single policy or cash equivalent to be used for medical spending account.

Part Time 12 Month Non-Certified Employees:

-A percentage of a single policy or cash equivalent to be used for medical spending account. Example: 2/3 FTE employee would receive 66% of a single policy.

Full Time 9 Month Non-Certified Employees:

- Single policy or cash equivalent to be used for medical spending account.

Part Time 9 Month Non-Certified Employees:

-Can be purchased through the district at the employee's expense.

Paid Holidays for Non-Certified Staff:

12 Month Employees:

4th of July
Veterans Day
Thanksgiving
Christmas
New Years Day
Good Friday
Memorial Day
Labor Day

9 Month Employees:

Labor Day
Veterans Day
Good Friday

Vacation Benefits for 12 Month Non-Certified Staff:

- Yearly vacation cycle runs August 1 to July 31.
- All vacation days for a given year must be used by July 31 of the yearly cycle and can not be carried over to successive years.

- Unused vacation days can not be sold back to the district for cash value. "Use them or lose them".
- Request for vacation days must be filed with the Administrator or Business Manager at least 48 hours in advance of the leave.

1-15 Years Experience:

10 days of vacation are earned.

16+ Years of Experience or

More: 15 days of vacation are earned.