

Cascade School District



Classified Staff Handbook

MISSION:

Promoting Excellence for All Students Through:

- Engaging Curriculum with Rigor and Relevance
- High Quality Instruction
- 21st Century Technology
- Personal & Academic Pride

VISION:

Through collective efforts of our community and school, we strive to be an innovative educational system committed to excellence and focused on developing responsible citizens.

Our Core Purpose is built on the Core Values and Beliefs that open lines of communication are essential to understanding, independent and creative thinking, and problem solving for the success of all; that in order for our students to succeed, it is essential that we promote an environment in which students love to learn; that showing respect for others, being accountable for one's own actions and always maintaining integrity is essential to the success of all; and that is imperative to maintain a positive, compassionate and safe school environment.

GOALS:

- To deliver an academic program that inspires and motivates every student to value education for his/her lifetime.
- Customize and individualize our educational program to meet every student's strengths and needs.
- Incorporate technology into all aspects of our education program in a manner that best prepares our students for the 21st century.
- Strategically focus resources on student's achievement and identified wants and needs of the Cascade Community.
- Connect our curriculum and assessment data to common core standards.

Table of Contents

Introductory Statement	6
I. Employment Information	7
CLASSIFIED SUBSTITUTES	7
CONTRACTS AND COMPENSATION	7
Assignments, Reassignments, Transfers	7
CRIMINAL RECORD CHECKS/FINGERPRINTING	7
DISABILITY ACCOMMODATION	8
EMPLOYMENT CATEGORIES	8
EQUAL EDUCATION/EMPLOYMENT OPPORTUNITY POLICY	9
EVALUATION OF STAFF	9
IMMIGRATION LAW COMPLIANCE	10
JOB DESCRIPTIONS	10
JOB POSTINGS	10
OUTSIDE EMPLOYMENT	10
PERSONNEL RECORDS	11
PHYSICAL EXAMINATIONS AS A CONDITION OF EMPLOYMENT	11
PROBATIONARY/INTRODUCTORY PERIOD	12
RESIGNATIONS	12
TERMINATION	12
Payment of Wages Upon Termination	13
TIMEKEEPING	13
WORK DAY	13
Length of Workday	13
Lunch	13
Breaks	13
WORK SCHEDULES	14
Attendance and Punctuality	14
Fair Labor Standards Act	14
Overtime	14
II. Employee Salary & Benefits	15
CLASSIFIED STAFF PAY MATRIX	15
PAYDAYS	15
BENEFITS	16

Admission to District Extracurricular Activities	16
Employee Assistance Program	16
Flexible Spending Account (FSA)	16
Health Insurance	17
Retirement Programs	17
Workers' Compensation Insurance	17
III. Employee Leave	19
CLASSIFIED LEAVE REQUESTS	19
HOLIDAY LEAVE	19
JURY DUTY LEAVE	20
PROFESSIONAL LEAVE	20
MILITARY LEAVE	20
VACATION LEAVE	21
SICK LEAVE	21
Calculation of Sick Leave Credits	22
Lump Sum Payment Upon Termination	22
Family and Medical Leave Act (FMLA)	22
Service Member Family Leave	23
IV. General Information	24
CARE, USE, AND RETURN OF DISTRICT PROPERTY	24
Benches	24
Keys/Fobs	24
Staff Room	24
COMMUNICATIONS	25
Cell Phones	25
District Telephones & Voicemail	25
Email and Computer Usage	26
Infinite Campus Shoutpoint Messenger	27
Mail	27
Meetings	27
COMMUNITY USE OF BUILDING	27
Visitors in the Workplace	28
FINANCIAL MANAGEMENT & RESPONSIBILITIES	28
Business Travel Expenses	28
Credit Card Use Policy	28
Personal Reimbursements	29

Purchase Requisitions/Ordering	29
HEALTH AND SAFETY	29
Administering Medicines to Students	30
Asbestos Management	30
Breastfeeding in the Workplace	30
Child Abuse Reporting	31
Communicable Disease/Blood borne Pathogens/Infection Control Procedures	31
Life-Threatening Illnesses	31
HOURS OF OPERATION	32
Building Hours	32
District Office Hours	32
School Day Hours	32
INTERNET USAGE	32
MATERIALS DISTRIBUTION	33
Gifts and Solicitations	34
PARTICIPATION IN POLITICAL ACTIVITIES	34
PRIVATELY-OWNED PROPERTY	34
SECURITY AND COMPLIANCE	34
Classroom Security	35
Security Cameras	35
Security Inspections	35
VEHICLE RULES AND REGULATIONS	35
Use of District Vehicles	35
Use of Private Vehicles for District Business	35
Vehicle Registration	36
V. Ethics & Etiquette	37
COMPLAINTS/PROBLEM SOLVING	37
Uniform Complaint Procedure	37
CONDUCT ON SCHOOL PROPERTY	37
CONFIDENTIALITY/RIGHTS TO PRIVACY	38
Release of General Staff Information	38
CONFLICTS OF INTEREST	38
DISCIPLINE AND DISCHARGE	39
DRESS AND GROOMING	39
Casual Days	39
DRUG AND ALCOHOL USE/DRUG-FREE WORKPLACE	40

Tobacco-Free Environment	40
EMPLOYEE CONDUCT AND WORK RULES	41
ETIQUETTE	41
HARASSMENT	42
Sexual Harassment/Sexual Intimidations	43
PERSONAL RELATIONSHIPS IN THE WORKPLACE	43
POSSESSION OF A WEAPON IN A SCHOOL BUILDING	44
VI. Emergency Procedures & Information	45
EMERGENCY PROCEDURES AND DISASTER PLANS	45
EMERGENCY SCHOOL CLOSINGS	45
School Closure	45
Work Schedules and Responsibilities for School Closures	45
RESUSCITATION	46
EMPLOYEE ACKNOWLEDGEMENT FORM	47

Introductory Statement

This handbook is designed to acquaint you with Cascade School District 3 & B (referred to as “the District” throughout this document) and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the District to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Cascade School District continues to grow, the need may arise and the District reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or the District to end our relationship for any reason at any time.

The material covered within this classified staff handbook is intended as a method of communicating to employees regarding general District information, rules, and regulations and is not intended to either enlarge or diminish any Board policy or administrative regulation. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, or changes in state or federal law.

Any information contained in this classified staff handbook is subject to unilateral revision or elimination, from time to time, without notice. Employees will, of course, be notified of such changes to the handbook as they occur. No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with Cascade School District.

The following have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act and may be contacted at the Cascade Superintendent office for additional information and/or compliance issues:

Title VI (Social Security): Karsen Floerchinger
Title VII, Civil Rights or Discrimination Issues: Levi Collins
Title IX: Michael Wilson
Equal Employment Opportunities (EEO): Levi Collins
Americans with Disabilities Act: Levi Collins

We wish you every success here at Cascade School District. We believe that each employee contributes directly to Cascade School District's growth and success, and we hope you will take pride in being a member of our team. We hope that your experience here will be challenging, enjoyable, and rewarding.

I. Employment Information

CLASSIFIED SUBSTITUTES

Each department (custodial, kitchen, secretarial, bus drivers) supervisor will develop, oversee, and monitor an effective and efficient process for training and scheduling substitutes.

All prospective substitutes must:

1. Be formally approved by the Board of Trustees;
2. Have successfully completed a fingerprint background check;
3. Complete all required District, state, and federal forms with the Superintendent's office;
4. Have met all other requirements as necessary for all others hired in that department e.g. bus driver substitutes must have proper licensing, first aid and so on; and
5. Receive the appropriate training and orientation for that department before assuming the role of a substitute.

CONTRACTS AND COMPENSATION

(Board Policy #5140)

Under § 39-2-912, MCA, each classified employee will be employed under a written contract for a specified term. Each employee will be subjected to a six-month probationary period. Should the employee satisfy the probationary period, such employee shall have no expectation of continued employment beyond the current contract term. Contracts of employment may be renewed or non-renewed during the summer of each year at the District's sole discretion.

The District reserves the right to change employment conditions affecting an employee's duties, assignment, supervisor, or grade.

The Superintendent and the Board will determine salary and wages for classified personnel.

Assignments, Reassignments, Transfers

(Board Policy #5210)

All school personnel are subject to assignment, reassignment and/or transfer of position and duties by the Superintendent. The right of assignment, reassignment, and transfer remains with the District. Written notice of a reassignment or involuntary transfer will be given to the employee. Opportunity will be given for the employee to discuss the proposed transfer or reassignment with the Superintendent.

CRIMINAL RECORD CHECKS/FINGERPRINTING

(Board Policy #5122)

Any finalist recommended for hire to a paid or volunteer position with the District, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board. The results of the name-based check shall be presented to the Board concurrent with the recommendation for employment or appointment. Any subsequent offer of employment or appointment shall be contingent upon the results of the fingerprint criminal background check, which must be acceptable to the Board, in its sole discretion. Each prospective employee will be responsible for the payment of the background check. At the termination of employment, the employee may take the original fingerprints and results with them.

The following applicants for employment, as a condition for employment, shall be required, as a condition of any offer of employment, to authorize, in writing, a name-based and fingerprint criminal background investigation to determine if he or she has been convicted of certain criminal or drug offenses:

- a certified teacher seeking full- or part-time employment within the District;
- an educational support personnel employee seeking full- or part-time employment within the District;
- an employee of a person or firm holding a contract with the District, if the employee is assigned to the District;
- a volunteer assigned within the District who has REGULAR unsupervised access to students.
- substitute teachers

Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations.

DISABILITY ACCOMMODATION

The District is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

The District is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The District will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The District is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

EMPLOYMENT CATEGORIES

It is the intent of Cascade Schools to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the District.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the District's management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or probationary/introductory status and who are regularly scheduled to work the District's full-time schedule. Generally, they are eligible for the District's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PROBATIONARY/INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the District is appropriate. Employees who satisfactorily complete the introductory period (6 months from the date of hire) will be notified of their new employment classification.

PER DIEM employees are those who routinely work either a full-time or a part-time schedule and who accept additional compensation in lieu of participation in all but legally mandated benefit programs. The District offers this category in limited classifications and to limited numbers of employees. Individuals participating in this program must sign waivers of their rights to participate in the benefit programs applicable to regular employees. Service in this category cannot be credited in any way toward any benefit program, even if the employee is later assigned to a benefit-eligible category. A change to or from this category can be accomplished only with the written consent of the District.

CASUAL employees are those who have established an employment relationship with the District but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of the District's other benefit programs.

EQUAL EDUCATION/EMPLOYMENT OPPORTUNITY POLICY

As required by Title IX of the Education Amendments of 1971, Title VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, the District is committed to a program of equal opportunity for education, employment and participation in school activities without regard to race, color, religion, sex, marital status, age, disability or national origin. This right will be guaranteed to all students presently enrolled, students applying for admission and approved, employees, and applicants for employment at the District.

Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The District recognizes a responsibility to avoid discrimination in policies and practices regarding personnel and students. No discrimination, against any person with a disability, will knowingly be permitted in any program.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the District will be based on qualifications, years of experience, education and abilities. The District does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, or any other characteristic protected by law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Superintendent. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

EVALUATION OF STAFF

(Board Policy #5222)

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal day-to-day basis.

The District's evaluation program is designed to provide an opportunity for staff to set goals and objectives, to receive administrative and supervisory responses to them; to have formal and informal observations of job performance for assigned duties and responsibilities; to identify and correct weaknesses; to encourage and recognize strengths; to receive verbal and written comments and suggestions for improvement from supervisors; and to have clear opportunities to make improvement within specific timelines.

Probationary staff will be formally evaluated at the end of the six (6) month period to determine eligibility for recommendation for permanent hire. All permanent classified staff will be formally evaluated at least once and will be conducted in accordance with established Board policy and applicable District evaluation procedures and Montana Code Annotated.

IMMIGRATION LAW COMPLIANCE

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

JOB DESCRIPTIONS

The District makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), essential duties and responsibilities section, a qualifications section (including education and/or experience, necessary skills and abilities, and certifications required), a physical demands section, and a work environment section.

The District maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Superintendent will prepare job descriptions when new positions are created or current positions have and changes in duties and responsibilities. Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Superintendent if there are questions or concerns about a job description.

JOB POSTINGS

(Board Policy #5213)

The District provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although the District reserves its discretionary right to not post a particular opening. Vacancies may be advertised in-District only or they may be advertised in-District and through Job Service, local public advertising, and where appropriate, if time permits, through a broader regional and/or national basis. A vacancy need not be advertised as determined by the Superintendent.

OUTSIDE EMPLOYMENT

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with the District. All employees will be judged by the same performance standards and will be subject to the District's scheduling demands, regardless of any existing outside work requirements.

If the District determines that an employee's outside work interferes with performance or the ability to meet the requirements of the District as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the District.

Outside employment will present a conflict of interest if it has an adverse impact on the District.

PERSONNEL RECORDS

(Board Policy #5231)

An official personnel file is established for each person employed by the District. A personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints, and written disciplinary actions. It is the responsibility of each employee to notify the District of any changes in personnel data. Personal mailing addresses, telephone numbers, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, notify the administrative secretary.

All records containing medical-condition information, such as workers' compensation reports and release/permission to return to work forms, will be kept confidential, in a separate file from personnel records.

All personnel records are considered confidential and not open to public inspection. Access to personnel files is limited to use and inspection only by the following or as otherwise required by law:

1. The individual employee. An employee or designee may arrange with the administrative office to inspect the contents of his/her personnel file on any day the administrative office is open for business;
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member, when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The Superintendent and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Attorneys for the District or the District's designated representative on matters of District business.

The Superintendent may permit persons other than those specified above, to use and to inspect employee records when, in his/her opinion, the person requesting access has a legitimate official purpose. The Superintendent will determine, in each case, the appropriateness and extent of such access.

In accordance with federal law, the District is required to release information regarding the professional qualifications of aides/paraprofessionals to parents upon request, for any aide/paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

PHYSICAL EXAMINATIONS AS A CONDITION OF EMPLOYMENT

(Board Policy #5130)

To help ensure that employees are able to perform their duties safely, medical examinations will be a required condition of employment for custodial and kitchen staff and bus drivers.

The District participates in a Pre-Placement Physical Program for all custodial, maintenance and kitchen personnel. Subsequent to a conditional offer of employment but before commencement of work, the District requires an applicant to have a medical examination and to meet any other health requirements which may be imposed by the state. The District conditions an offer of employment on the results of such examination. The report shall certify the employee's ability to perform the job-related functions of the position for which the employee is being considered. Such examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions.

All bus drivers, whether full-time, regular part-time, or temporary part-time, are required by state law to have a satisfactory medical examination before employment.

PROBATIONARY/INTRODUCTORY PERIOD

(Board Policy #5140)

The probationary or introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The District uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the District may end the employment relationship at any time during the introductory period, with or without cause or advance notice.

All new employees work on an introductory basis for six (6) months after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. Each classified employee will be employed under a written contract for a specified term, of a beginning and ending date, within the meaning of § 39-2-912, MCA, after the employee has satisfied the requisite probationary period of six (6) months. Should the employee satisfy the probationary period, the employee shall have no expectation of continued employment beyond the current contract term.

The District reserves the right to change employment conditions affecting an employee's duties, assignment, supervisor, or grade.

The Board will determine salary and wages for classified personnel.

RESIGNATIONS

(Board Policy #5251)

Resignation is a voluntary act initiated by the employee to terminate employment with the District. All District employees are covered by a specific one-year employment contract. The Board has authorized the Superintendent to accept on its behalf resignations from any school District employee. The Superintendent shall provide written acceptance of the resignation, including the date of acceptance, to the employee, setting forth the effective date of the resignation.

Once the Superintendent has accepted the resignation, it may not be withdrawn by the employee. The resignation and its acceptance should be reported as information to the Board at the next regular or special meeting. Although advance notice is not required, the District requests at least two (2) weeks' written resignation notice from all employees.

TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- End of a specific term contract – non-renewal at end of yearly contract.
- Resignation – voluntary employment termination initiated by an employee.
- Discharge – involuntary employment termination initiated by the Board of Trustees
- Layoff – involuntary employment termination initiated by the District for non-disciplinary reasons.
- Retirement – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement for the organization.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued

and of the terms, conditions, and limitations of such continuance.

Payment of Wages Upon Termination

(Board Policy #5500)

When a District employee separates from employment wages owed will be paid on the next regular payday for the pay period in which the employee left employment or within fifteen (15) days, whichever occurs first.

In the case of an employee discharged for allegations of theft connected to the employee's work, the District may withhold the value of the theft, provided:

The employee agrees in writing to the withholding; or the District files a report of the theft with law enforcement within seven (7) business days of separation.

If no charges are filed within thirty (30) days of the filing of a report with law enforcement, the wages are due within a thirty-(30)-day period.

TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the District to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

WORK DAY

Length of Workday

The length of a classified work day is governed by the number of hours for which the employee is assigned in accordance to each individual contract.

Lunch

The work day is exclusive of lunch but inclusive of breaks unless otherwise and specifically provided for by the individual contract. The schedule will be established by the supervisor. Classified staff is permitted to leave the building and District grounds during the lunch break. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

Breaks

(Board Policy #5221)

Montana law no longer requires the provision of scheduled breaks. However, a daily morning and afternoon unpaid rest period of fifteen (15) minutes **MAY** be available to all full-time, classified employees. To the extent possible, hourly personnel may take one (1) fifteen-(15)-minute unpaid rest period for each four (4) hours that are worked in a day. Breaks will normally be taken approximately in mid-morning and mid-afternoon and should be scheduled in accordance with the flow of work and with the approval of the employee's supervisor. Employees

are expected to adhere to the break schedule established by the supervisor and should not be far from their work station. Deviation from the regularly scheduled break period requires prior supervisor approval.

If it is necessary to leave the building during the hours that school is in operation, an employee is required to check in/out with the main office. This will enable office personnel to respond appropriately in the event of a message or an emergency situation that may arise.

WORK SCHEDULES

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Attendance and Punctuality

To maintain a safe and productive environment, the District expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees, the District as a whole, and its students. Poor attendance and excessive tardiness are disruptive. When employees cannot avoid being late to work, they should notify their supervisor as soon as possible in advance of the anticipated tardiness.

Fair Labor Standards Act

(Board Policy #5221, #5336)

Regular working hours for all classified staff will be set by the supervisor, principal, or Superintendent. Classified staff are not to work before, beyond, or outside their established working hours and are not to work overtime without prior authorization from the supervisor. Any changes to a work schedule, including the taking of vacation leave and sick leave (when possible) is to be pre-approved by the supervisor. An appropriately completed and signed leave request form must be submitted to the supervisor well in advance of an anticipated leave. The supervisor will indicate his/her approval by signing the leave request and moving it onto the Superintendent.

All timesheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours. Overtime is defined as time worked over 40 hours in one week. Overtime hours cannot be taken within the same week that sick or vacation hours are taken. A week is defined as seven consecutive days covering Monday through Sunday.

Failure to comply will result in a written corrective statement to the employee stating the non-compliance with established procedures and the expected corrective measures. Continued non-compliance with directives or procedures may be cause for dismissal.

Overtime

(Board Policy #5336)

Classified employees who work more than forty (40) hours in a given workweek may receive overtime pay of one and one-half (1½) times the normal hourly rate, unless the District and the employee agree to the provision of compensation time at a rate of one and one-half (1½) times all hours worked in excess of forty (40) hours in any workweek.

The Superintendent must approve any overtime work of a classified employee.

Under Montana law and the Federal Fair Labor Standards Act, a classified employee may not volunteer to work without pay in an assignment similar to the employee's regular work.

A non-exempt employee who works overtime without authorization may be subject to disciplinary action.

II. Employee Salary & Benefits

CLASSIFIED STAFF PAY MATRIX

The classified staff pay matrix is set and approved by the Board of Trustees. The most current edition was approved in May 2023.



Classified Staff Pay Matrix

Revised May 2023

Dept.	Aide	Custodian	Bus Driver	Secretary	Admin Assistant	General Kitchen	Head Kitchen
Sub Pay	14.75	14.00	20.00	15.00	NA	13.50	NA
Hiring Pay 0-6 months	14.75	14.00	20.00	15.00	15.50	13.50	16.50
Base Pay	15.00	15.00	20.00	15.25	15.75	14.00	17.00
2	15.25	15.25	20.00	15.50	16.00	14.25	17.25
3	15.50	15.50	20.00	15.75	16.25	14.50	17.50
4	15.75	15.75	20.00	16.00	16.50	14.75	17.75
5	16.00	16.00	20.00	16.25	16.75	15.00	18.00
6	16.25	16.25	20.00	16.50	17.00	15.25	18.25
7	16.50	16.50	20.00	16.75	17.25	15.50	18.50
8	16.75	16.75	20.00	17.00	17.50	15.75	18.75
9	17.00	17.00	20.00	17.25	17.75	16.00	19.00
10	17.25	17.25	20.00	17.50	18.00	16.25	19.25
11	17.50	17.50	20.00	17.75	18.25	16.50	19.50
12	17.75	17.75	20.00	18.00	18.50	16.75	19.75
13	18.00	18.00	20.00	18.25	18.75	17.00	20.00
14	18.25	18.25	20.00	18.50	19.00	17.25	20.25
15	18.50	18.50	20.00	18.75	19.25	17.50	20.50
16	18.75	18.75	20.00	19.00	19.50	17.75	20.75
17	19.00	19.00	20.00	19.25	19.75	18.00	21.00
18	19.25	19.25	20.00	19.50	20.00	18.25	21.25
19	19.50	19.50	20.00	19.75	20.25	18.50	21.50
20	19.75	19.75	20.00	20.00	20.50	18.75	21.75

When the food service program is operating under the Summer Food Program, the food service workers shall receive an additional wage above their contracted hourly rate. The additional wages shall be in the total of \$1.50 for the Food Service Supervisor and \$0.50 for General Kitchen Assistants. This shall only be applicable in the summer months, after the conclusion of the current school year and before the commencement of the upcoming school year.

PAYDAYS

All employees are paid monthly on the first (1st) day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization

to the District. Employees will receive an itemized statement of wages when the direct deposit is made. Interested individuals should contact the district clerk.

The District does not provide pay advances on unearned wages to employees.

The District takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the district clerk so that corrections can be made as quickly as possible.

BENEFITS

Classified employees at the District are provided a wide range of benefits. A number of the programs (such as Montana Public Employees' Retirement System (PERS), Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Other programs and benefits for which classified personnel are eligible and may, where applicable, voluntarily authorize deductions from their paychecks include:

- Cafeteria or Flexible Benefit (FSA)
- Employee Assistance Program
- Leave such as Vacation, Jury Duty, Military, Sick
- 403(b) plans or tax-deferred annuities
- Health insurance
- Credit union payments
- Volunteer/charitable donations

Enrollment in any of the deduction programs must be made with the district clerk.

Admission to District Extracurricular Activities

Complimentary passes are provided to all school personnel attending school-sponsored extracurricular activities held on the District campus. The complimentary pass does not exempt a student of an employee from purchasing an Activity Card.

Employee Assistance Program

(Board Policy #5001)

The District believes it is in the interest of the employee, the employee's family and the District to provide an Employee Assistance Program (EAP) which deals with persistent problems. Individuals needing additional information about the District's EAP provider should speak with their principal or the Superintendent.

Flexible Spending Account (FSA)

The District provides a Flexible Spending Account (FSA) program, (also known as a Cafeteria Plan), that allows employees to have pre-tax dollars deducted from their salaries to pay for eligible out-of-pocket expenses. The pre-tax contributions made to the FSA can be used to pay for predictable unreimbursed health care expenses and dependent care expenses during the plan year. Through the FSA program, taxable income can be reduced without reducing real income so that the employee can keep more earned money.

Participation in the Health Care and/or Dependent Care FSA is optional and determined on an annual basis for the plan year. Employees must enroll for each plan year. The plan year runs from October 1 through September 30. The employee determines how much to contribute to the account, up to a specified maximum of \$3000 for Health Care and \$5000 for Dependent Care per year. Contributions are directed to the account through salary reduction on a pre-tax basis. This tax-free money is then available to the employee for reimbursement of out-of-pocket expenses. Since the amounts that remain in the account at the end of the plan year are forfeited, care should

be taken to not over-fund an account.

Details of the FSA program and examples of reimbursable and non-reimbursable expenses are available from the district clerk. Paper and electronic reimbursement forms are available through the business office.

Health Insurance

The District's health insurance plan provides employees and their dependents access to medical insurance benefits. Regular full-time employees are eligible to participate in the health insurance plan, including dental and vision, subject to all terms and conditions of the agreement between the District and the insurance carrier.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA). This gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Cascade Public Schools' health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Cascade Public Schools' group rates plus an administration fee. Blue Cross Blue Shield Health Coverage provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the District's health insurance plan. The notice contains important information about the employee's rights and obligations.

Details of the health insurance plan and information on the cost of coverage will be provided in advance of enrollment to eligible employees. Contact the district clerk for more information about health insurance benefits and the Health Savings Plan information.

Retirement Programs

All District employees shall participate in retirement programs under the Federal Social Security Act and the Public Employees' Retirement System (PERS) in accordance with state retirement regulations.

Those employees intending to retire, who are not contractually obligated to complete the school year, should notify the Superintendent as early as possible and no less than sixty (60) days before their retirement date.

The District will contribute to the PERS whenever a classified employee is employed for more than the equivalent of one hundred twenty (120) full days (960 hours) in any one (1) fiscal year. Part-time employees who are employed for less than 960 hours in a fiscal year may elect PERS coverage, at their option and in accordance with § 19-3-412, MCA.

To assist the District in its planning efforts, employees considering retirement are encouraged to notify the District as early as possible, preferably at the beginning of the school year in which the retirement will take place.

Workers' Compensation Insurance

(Board Policy #5337)

The District provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period, or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor **immediately** and fill out

a District Accident report available from the district clerk. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the District nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the District.

All employees of the District are covered by workers' compensation benefits. In the event of an industrial accident, an employee should:

1. Attend to first aid and/or medical treatment during an emergency;
2. Correct or report as needing correction a hazardous situation as soon as possible after an emergency situation is stabilized;
3. Report the injury or disabling condition, whether actual or possible, to the immediate supervisor, within forty-eight (48) hours, on the Employer's First Report of Occupational Injury or Disease; and
4. Call or visit the administrative office after medical treatment, if needed, to complete the necessary report of accident and injury on an Occupational Injury or Disease form.

III. Employee Leave

CLASSIFIED LEAVE REQUESTS

The District utilizes Frontline Absence Management and Time & Attendance to manage employee leave and attendance.

All staff has an individual Frontline Absence Management account. All staff is required to provide notice of leave in an adequate amount of time prior to leave date. The appropriate supervisor approves or denies the leave once requested, at the supervisor's discretion.

If the request is approved, the Frontline system will automatically place calls to available substitutes if needed.

Request for a substitute must be initiated by the staff member through Frontline. Requests at short notice, or in the case of illness, should also be notified by phone or text to the supervising principal and/or administrative assistant so leave can be approved and substitute placed as soon as possible.

Leave requests may be denied if the supervisor determines that an employee's absence will cause undue burdens on other personnel or the needs of the staff or school cannot be met.

Administrative leave will be submitted in advance through Frontline to the Superintendent for approval. Refer to administrative contracts for leave guidelines and procedures.

HOLIDAY LEAVE

(Board Policy #5333)

The District will grant holiday time off to all full-time classified employees on the holidays listed below:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas (December 25)
- 4th of July for those working the summer months

The District will grant paid holiday time off to all eligible employees. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

When an employee, as defined above, is required to work any of these holidays, another day shall be granted in lieu of such holiday, unless the employee elects to be paid for the holiday in addition to the employee's regular pay for all time worked on the holiday.

When one of the above holidays falls on Sunday, the following Monday will not be a holiday. When one of the above holidays falls on Saturday, the preceding Friday will not be a holiday. When a holiday occurs during a period in which vacation is being taken by an employee, the holiday will not be charged against the employee's annual leave.

JURY DUTY LEAVE

The District encourages employees to fulfill their civic responsibilities by serving jury duty when required. All employees qualify for paid jury duty leave. The District will continue to provide health insurance benefits for the full term of the jury duty. Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

Employees must show the jury duty summons to their supervisor as soon as possible so that arrangements can be made to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either the District or the employee may request an excuse from jury duty if, in the District's judgment, the employee's absence would create serious operational difficulties.

PROFESSIONAL LEAVE

Meetings and conferences devoted primarily or exclusively to organizational or business affairs of staff member training sessions for consultation committees, and like activities will not be considered as appropriate activities for the expenditure of District funds.

The Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance. Professional growth experiences may include, but are not limited to, college courses, workshops, individual research, travel, and other such activities.

All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on factors such as the availability of funds, consistency with District and school goals and job assignment. Requests require Superintendent approval and are to be made in writing no less than two (2) weeks prior to the meeting or conference.

All District bus drivers are required by the Office of Public Instruction to attend a minimum of ten (10) hours of training and professional development each year. The transportation supervisor will plan and schedule training that is pertinent to driver needs and timely topics of interest.

MILITARY LEAVE

(Board Policy #5322)

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Montana Military Service Employment Rights, the Superintendent shall grant military leave to employees for voluntary or involuntary service in the uniformed services of the United States, upon receipt of the required notice. Benefits shall be maintained for these employees as required by law and/or collective bargaining agreements. A service member who returns to the District for work following a period of active duty must be reinstated to the same or similar position and at the same rate of pay unless otherwise provided by law.

Time spent in active military service shall be counted in the same manner as regular employment for purposes of seniority or District service. The District will not discriminate in hiring, reemployment, promotion, or benefits based upon membership or service in the uniformed services. All requests for military leave will be submitted to the Superintendent, in writing, accompanied by copies of the proper documentation showing the necessity for the military leave request. When possible, all requests for military leave will be submitted at least one (1) full month in advance of the date military service is to begin.

Persons returning from military leave are asked to give the Superintendent notice of intent to return, in writing, at least one (1) full month in advance of the return date.

VACATION LEAVE

(Board Policy #5334)

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Regular full-time and part-time employees are eligible to earn and use vacation time as described in this policy:

The classified employee shall accrue annual vacation leave benefits in accordance with §§ 2-18-611, 2-18-612, 2-18-614 through 2-18-617 and 2-18-621, MCA.

The amount of paid vacation time employees receives each year increases with the length of their employment as shown in the following schedule:

RATE-EARNED SCHEDULE

<u>Years of Employment</u>	<u>Working Days Credit per Year</u>
1 day - 10 years	15
10 - 15 years	18
15 - 20 years	21
20 years on	24

Employees are not entitled to any vacation leave with pay until they have been continuously employed for a period of six (6) calendar months. (Refer to Policy 5334)

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.) Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. They can request use of vacation time after it is earned.

Paid vacation time can be used in minimum increments of one-half hour. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including school District needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, bonuses, or shift differentials. Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

SICK LEAVE

Classified employees will be granted sick leave benefits in accordance with § 2-18-618, MCA.

For classified nonexempt staff, "sick leave" is defined as a leave of absence, with pay, for a sickness suffered by an employee or an employee's immediate family. Sick leave may be used by an employee when they are unable to perform job duties because of:

- A physical or mental illness, injury, or disability;
- Maternity or pregnancy-related disability or treatment, including prenatal care, birth, or medical care for the employee or the employee's child;
- Parental leave for a permanent employee as provided in § 2-18-606, MCA;
- Quarantine resulting from exposure to a contagious disease;
- Examination or treatment by a licensed health care provider;

- Short-term attendance, in an agency's discretion to care for a person (who is not the employee or a member of the employee's immediate family) until other care can reasonably be obtained;
- Necessary care for a spouse, child or parent with a serious health condition, as defined in the Family and Medical Leave Act of 1993; or
- Death or funeral attendance of an immediate family member or, at an agency's discretion, another person.

Nothing in this policy guarantees approval of the granting of such leave in any instance. The District will judge each request in accordance with this policy. Abuse of sick leave is cause for disciplinary action up to and including termination.

Classified employees shall be granted sick leave benefits in accordance with § 2-18-618, MCA. For classified staff, "sick leave" means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. Classified staff may use sick leave for illness; injury; medical disability; maternity-related disability, including prenatal care, birth, miscarriage, abortion; quarantine resulting from exposure to contagious disease; medical, dental, or eye examination or treatment; necessary care of or attendance to an immediate family member or, at the District's discretion, another relative for the above reasons until other attendants can reasonably be obtained, and death or funeral attendance for an immediate family member. Leave without pay may be granted to employees upon the death of persons not included on this list.

Persons simultaneously employed in two (2) or more positions will accrue sick leave credits in each position according to the number of hours or the proration of the contract (in the case of certified) worked. Leave credits will be used only from the position in which the credits are earned and with the approval of the supervisor. Hours in a pay status paid at the regular rate will be used to calculate leave accrual. Sick leave credits will not accrue for those hours exceeding forty (40) hours in a workweek that are paid as overtime hours or are recorded as compensatory time hours. A full-time employee shall not earn less than or more than the full-time sick leave accrual rate provided classified employees.

When an employee who has not worked the qualifying period for use of sick leave takes an approved continuous leave of absence without pay exceeding fifteen (15) working days, the amount of time on leave of absence will not count toward completion of the qualifying period. The approved leave of absence exceeding fifteen (15) working days is not a break in service, and the employee will not lose any accrued sick leave credits or lose credit for time earned toward the qualifying period. An approved continuous leave of absence without pay of fifteen (15) working days or less will be counted as time earned toward the ninety-(90)-day qualifying period.

Calculation of Sick Leave Credits

Full-time classified employees shall earn sick leave credits at the rate of twelve (12) working days for each year of service. Sick leave credits shall be prorated for part-time employees who have worked the qualifying period. The payroll office will refine this data by keeping records per hour worked.

Lump Sum Payment Upon Termination
(Board Policy #5321)

When a classified employee terminates from the District, the employee is entitled to cash compensation for unused sick leave credit equal to one-fourth (1/4) of the compensation the employee would have received if the employee had used the credits, provided the employee has worked the qualifying period. The value of unused sick leave is computed based on the employee's salary rate at the time of termination.

Family and Medical Leave Act (FMLA)
(Board Policy #5328, #5328P)

Employees are eligible for benefits under FMLA.

Eligibility

Employees are eligible if they have worked for the District for at least one (1) year, and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months, and if there have been at least fifty (50) District employees within seventy-five (75) miles for each working day during twenty (20) or more workweeks in the current or preceding calendar year.

Length/Purpose of Leave

In accordance with the provisions of the Family Medical Leave Act of 1993 (FMLA), a leave of absence of up to twelve (12) weeks during a twelve-(12)-month period may be granted to an eligible employee for the following reasons: 1) birth of a child; 2) placement of a child for adoption or foster care; 3) a serious health condition which makes the employee unable to perform the functions of the job; 4) to care for the employee's spouse, child, or parent with a serious health condition; 5) because of a qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Contact the Superintendent for additional information regarding length of leave entitlements under state and federal law and provisions governing two family members eligible for FMLA and MFLA leave.

Service Member Family Leave

Subject to Section 103 of the FMLA of 1993, as amended, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of twenty-six (26) workweeks of leave during a twelve-(12)-month period to care for the service member. The leave described in this paragraph shall only be available during a single twelve-(12)-month period. (Refer to policy 5328 & 5328P)

IV. General Information

CARE, USE, AND RETURN OF DISTRICT PROPERTY

All staff members are encouraged to exercise continuous and vigilant care of all District-owned property. Such items as computer and video equipment, textbooks, athletic uniforms and gear, and musical instruments are priority items for theft and damage.

Incidents of theft or willful destruction of District property through vandalism or malicious mischief must be reported immediately to the principal.

Employees are responsible for all District property, materials, or written information issued to them or in their possession or control. Staff may check out certain District-owned equipment such as tables and folding chairs. Such equipment may not be used for personal financial gain. "Building Use and Equipment" forms are available in the office. There are no equipment-use fees. In the event of loss or damage, a fee will be assessed by the District according to the repair or replacement costs. All District property must be returned by employees on or before their last day of work. Where permitted by applicable laws, the District may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The District may also take all action deemed appropriate to recover or protect its property.

Each employee is responsible to see that students treat District property appropriately and with respect. Students are not allowed to sit on desktops, carve on furniture, or deface, damage, or destroy school property.

Benches

Hallways where benches have been provided must not be allowed to become cluttered with books and personal belongings left on or under the benches. Custodial staff has the authority to remove books and bags left on the benches to the lost and found areas or, for repeat offenders, to the principal's office.

Keys/Fobs

Necessary keys/fobs are issued to staff by the secretary. In order to protect property, students, and staff and to ensure the building is adequately secured when no authorized personnel are present, all school personnel are expected to follow these key/fob-control procedures:

1. The duplication of keys/fobs is prohibited.
2. Keys/fobs are not to be left unattended. Avoid having keys/fobs on desks, tables, in mailboxes, unattended coat pockets, etc.
3. Under no circumstances should keys/fobs be loaned to students or to individuals not employed by the District.
4. Lost or stolen keys/fobs must be reported to the secretary within 24 hours of discovery of the loss or theft so that measures may be taken to protect District property. Three days will be allowed for the finding or recovery of keys/fobs before any charges are assessed.
5. Upon reporting lost or stolen keys/fobs, presentation of broken or damaged key(s)/fob(s), and submission of assessed fees, replacement keys will be issued as soon as they can be made.
6. Charges for lost or stolen keys/fobs or the installation of new locks will be made to the staff member to whom the key(s)/fob(s) have been issued. Charges are determined by the locksmith providing the service.
7. All keys/fobs will be inventoried at the end of the school year by the secretary.
8. If additional keys/fobs are needed during the school year, a Request for Keys/Fobs form must be completed for the Superintendent to approve. Forms are available from the secretary.

Staff Room

A staff room is provided for staff use during lunch as may be appropriate. All staff are expected to "pitch in", as needed, to help keep this gathering area clean and orderly. The District will provide a refrigerator and microwave in each teacher work room for all school personnel to use. A concerted effort should be made to keep these appliances clean for fellow staff members.

Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk.

The staff room may occasionally be used for small student group work. Unsupervised students are not permitted in the staff room.

COMMUNICATIONS

Cell Phones

The Board recognizes that the use of cellular telephones and other electronic communication devices may be appropriate to help ensure the safety and security of District property, students, staff, and others while on District property or engaged in District-sponsored activities.

For certain District employees, cell phones are required as a tool to conduct school business to fulfill the job responsibilities. Eligibility requirements for wireless cellular service ensure that the use of a cell phone or Smartphone by an employee is for the benefit of the District, rather than the convenience of the employee. District employees are eligible to receive supplemental compensation if they are pre-approved by the Superintendent and the employee's Principal/Supervisor. In addition, the employee's job must require him or her to be readily accessible for frequent contact with the public or with District faculty staff or students, and there are limits to the employee's access to regular land line telephones that would satisfy the required business communication needs. Eligible employees must file a Cellular Device Reimbursement Contract with the district clerk.

Use of cellular telephones and other electronic communication devices in violation of Board policies, administrative regulations, and/or state/federal laws will result in discipline up to and including dismissal.

District employees are prohibited from using cell phones or other electronic communication devices while driving or otherwise operating District-owned motor vehicles, or while driving or otherwise operating personally-owned vehicles when transporting students on school-sponsored activities.

Emergency Use

Staff is encouraged to use any available cellular telephone in the event of an emergency that threatens the safety of students, staff or other individuals.

Use of Personal Cell Phones and Communication Devices

(Board Policy #5630)

In no event shall an employee's use of a cell phone interfere with the employee's job obligations and responsibilities. If such use is determined to have interfered with an employee's obligations and responsibilities, the employee may be disciplined in accordance with the terms of the collective bargaining agreement and Board policies.

District Telephones & Voicemail

Telephones are provided in each classroom for staff convenience. The primary function for classroom phones is to communicate within the building and Main Office. Long-distance calls for District business can be made from classroom and office phones; however, employees should make every attempt to access a toll-free business number. Employees will be required to enter their long-distance calling code in order to complete the call. Long distance phone calls for personal use are restricted. If it is absolutely necessary to place a personal long-distance phone call, staff members are responsible for all costs related to long-distance calls made for personal use. The district clerk monitors all billing statements. Staff are expected to pay the district clerk for their personal long-distance charges.

Employees are encouraged to study the accompanying manual for their phone and become familiar with the many features and capabilities of the telephone system. Depending on the phone provided, the system is capable of logging all incoming calls; setting up greetings; using a hold button while another call is made; intercom; redialing; speed dialing; conference calling; transferring; voice mail; and recording to name a few. **If it is necessary to record a telephone conversation, the individual being recorded must be informed that a recording is being made. It is a violation of privacy in communications to record a conversation without**

the knowledge of all parties to the conversation. The administrative secretary or the school secretary can provide instructions on how to record a phone call.

It is the responsibility of each staff member to check his/her voice mail routinely. The digital phone system has virtually unlimited storage capacity of voice messages; but a timely response to messages is a mark of true professionalism.

Email and Computer Usage

Computers, computer files, software, and the network and email system furnished to employees are the District's property intended for educational business and purposes only. As per federal law, all email correspondence (internal, outgoing, and incoming) must be archived on the District's system. To ensure compliance with this policy, computer and email usage may be monitored. Because of the unique nature of email/Internet, and because of the District's desire to protect its interest with regard to its electronic records, the following rules have been established to address email/Internet usage by all employees:

1. The District strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees. Therefore, the District prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale. The display or transmission of sexually explicit images, messages, and cartoons is not allowed. Because of the sensitive environment in a school setting, the District network should not be used to forward unsolicited offensive, graphic messages. Recipients of offensive messages should delete the message and inform the administration of repetitive mailings. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.
2. While occasional personal use is allowed, employees should have no expectation of privacy when using the e-mail or Internet system for any purpose.
 - a. Users of District email and Internet systems are responsible for their appropriate use. All illegal and improper uses of the email and Internet system, including but not limited to extreme network etiquette violations including mail that degrades or demeans other individuals, pornography, obscenity, harassment, solicitation, gambling, and violating copyright or intellectual property rights, are prohibited. Abuse of the e-mail or Internet systems, through excessive personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment.
 - b. All e-mail/internet records are considered District records and should be transmitted only to individuals who have a need to receive them. If the sender of an email or Internet message does not intend for the email or Internet message to be forwarded, the sender should clearly mark the message "Do Not Forward."
3. In order to keep District e-mail and Internet systems secure, users may not leave the terminal "signed on" when unattended and may not leave their password available in an obvious place near the terminal or share their password with anyone except the system administrator. The District reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees.
4. E-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, the District retains the right to access stored records in cases where there is reasonable cause to expect wrongdoing or misuse of the system and to review, store, and disclose all information sent over the District e-mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation, and to access District information in the employee's absence. Employee email/Internet messages may not necessarily reflect the views of the District.
5. District employees are prohibited from accessing another employee's email without the express consent of the employee. All District employees should be aware that email messages can be retrieved, even if they have been deleted, and that statements made in email communications can form the basis of various legal claims against the individual author or the District.

Email sent or received by the District or the District's employees may be considered a public record subject to public disclosure or inspection. All District e-mail and Internet communications may be monitored.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-educational matters.

The District purchases and licenses the use of various computer software for business and educational purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the District does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on the local area network or on multiple machines according to the software license agreement. The District prohibits the illegal duplication of software and its related documentation.

Internet users should be alert to viruses that can infiltrate the network through attachments to email messages. Users should never open messages from unsolicited or unknown senders and are advised to inform the administration of suspicious emails. (Additions in bold and underlined from Policy #5450: Employee Electronic Mail and Online Service Usage)

Infinite Campus Shoutpoint Messenger

The District has contracted with an automated notification system called "Infinite Campus Shoutpoint Messenger". Infinite Campus message system will provide a notification system for parents, students, faculty, staff, relatives, emergency contacts, board members, first responders and local safety officials. It will provide an unlimited number of alerts and notifications that can be sent out District wide, school wide, or to specific groups such as grade level, team, club, and field trip participation. Notices may be sent via email, landline phone, cell phones (voice or text messages).

Mail

Each staff member is provided a District mailbox in an area designated as the mailroom. Any mail that needs to be sent out or postage added is to be brought to the administrative office for delivery to the Post Office. The pre-paid, inked postage stamp is for District-related mailings only. The office has the ability to weigh and post boxes and larger articles up to five (5) pounds. Anything over five pounds should be left with the administrative office to take to the Post Office.

Meetings

Department meetings (transportation, custodial, kitchen, secretarial) will be scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, emails, or departmental or committee structure. Classified staff members will be notified in the event that a combined certified and classified, all personnel, meeting needs to be held.

COMMUNITY USE OF BUILDING

School facilities are available to the community for education, civic, cultural, and other uses consistent with the public interest, when such use does not interfere with a school program or school-sponsored activities. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

Student, school-related, and community related organizations shall be granted the use of school facilities at no cost. Out-of-District organizations granted the use of the facility shall pay fees and costs. Contact the Superintendent for more information.

The administration approves and schedules the various uses of the school facilities. A master calendar, housed on the school website, will be kept and updated weekly for scheduling dates to avoid conflicts. Requests for use of the school facility must be submitted in advance of the event to the Superintendent's office. Interested parties should submit a "Building Request" form available at the District office. (Board Policy #4330)

Visitors in the Workplace

To provide for the safety and security of students, employees and the facilities at the District, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures the security of equipment, protects confidential information, safeguards students and employee welfare, and avoids potential distractions and disturbances.

All visitors should enter the building at the Commons or north entrance. Authorized visitors will receive a Guest Pass and may be provided directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized and/or unidentified individual is observed on the District's premises, employees should immediately notify their supervisor or an administrator or intercede by directing the individual to the Attendance Office. If, in the judgment of the employee, the unauthorized individual poses a threat to students and employees, he or she is authorized to call law enforcement or 911 to report an intruder.

FINANCIAL MANAGEMENT & RESPONSIBILITIES

Business Travel Expenses

When employees are traveling for District related business, the District will cover the costs of the essential travel expenses. All business travel must be approved in advance by the Superintendent. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be paid for by the District. Employees are expected to limit expenses to reasonable amounts.

Employees will be required to fill out a requisition and check out a District credit card to use for essential travel expenses. With the approval of the Superintendent, the District may reimburse employees for reasonable business travel expenses incurred while on assignments if extenuating circumstances prevented the employee from using a District credit card. Upon return, employees are required to submit all receipts and travel expenditure documentation to the district clerk.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the District may not be used for personal use without prior approval.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

Employees should contact the district clerk for guidance and assistance on procedures related to travel arrangements, expenses or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Credit Card Use Policy

(Board Policy #7400)

The Board of Trustees permits the use of District credit cards by certain school officials and Board members to pay for actual and necessary expenses incurred in the performance of work-related duties for the District.

Credit cards may only be used for legitimate District business expenditures. The use of credit cards is not intended to circumvent the District's policy on purchasing. Users must take proper care of District credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must immediately be reported to the business office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss, or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate the intent

of this policy may result in credit card revocation and discipline of the employee.

Users must submit detailed documentation, including itemized receipts for commodities, services, travel, and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used. Failure to submit receipts within one week may result in card charges being paid by the employee and/or card revocation and employee discipline.

The district clerk monitors the use of each credit card every month and reports any serious problems and/or discrepancies directly to the Superintendent and the Board. Users should immediately report any serious problems to the district clerk or Superintendent.

Personal Reimbursements

(Board Policy #7335)

While it is recommended that all purchases of goods or services be made within established purchasing procedures, there may be an occasional need for an employee to make a purchase for the benefit of the District from personal funds. In that event, an employee will be reimbursed for a personal purchase under the following criteria:

1. It is clearly demonstrated that the purchase is of benefit to the District.
2. The purchase was made with the prior approval of an authorized administrator.
3. The item purchased was not available from resources within the District.
4. The claim for personal reimbursement is properly accounted for and documented with an invoice/receipt.

Purchase Requisitions/Ordering

(Board Policy #7320)

No purchase will be authorized unless covered by an approved purchase requisition. Forms are available in the administrative office and staff work room. All departments must have prior approval on all purchases. No obligation may be incurred by any staff member, unless that expenditure has been authorized in the budget or as may otherwise be permitted by Board action and/or Board policy. A final determination for department needs will be made by the District Superintendent.

HEALTH AND SAFETY

In order to assure the safety of staff and students, information and/or training, as necessary, is provided to assist all staff to recognize and respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage, and disposal of such materials.

All staff members are expected to conduct their work in compliance with first aid and infection control procedures established by the District and the following safety rules of the District:

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the District;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the safety requirements listed in operating manuals;
3. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade or interfere with any other form of accident prevention device or practice provided on any machine, tool, or piece of equipment which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others, thereby exposing them to a hazard without first notifying other employee(s) or seeing that proper safeguards/precautions have been taken;
5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved, unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or

- other workers shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
 10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards;
 11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose objects shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes, or other objects with which contact would be dangerous;
 12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately, or suitable means or methods shall be used to control the hazardous condition;
 13. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless.

To assist in providing a safe and healthful work environment for students, staff, parents, employees, and visitors, the District has established a workplace safety program. The Superintendent has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all. The District provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe conditions to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents, whether occurring in the building or on school grounds, that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Superintendent or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Administering Medicines to Students

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, MUST provide a written request to administer medication, signed by the parent, in its original container to the student office secretary. All medications will be kept in locked storage in the student office unless a student must carry medication on his/her person during the school day.

Asbestos Management

The Environmental Protection Agency developed regulations, published in the Asbestos-Containing Materials in School's Rule, 1987, that provide for a comprehensive framework for addressing asbestos problems in schools. All schools with friable and nonfriable asbestos are required to inspect these areas and develop an asbestos management plan. The resulting Inspection Report and Management Plan provides compliance with that requirement and forms a base for future asbestos-related activities. The District has conducted inspections as directed by law and has developed the required plan. This plan, which is updated every three years, is available for review during regular business hours in the maintenance supervisor's office.

Breastfeeding in the Workplace

(Board Policy #5325)

Recognizing that breastfeeding is a normal part of daily life for mothers and infants, and that Montana law authorizes mothers to breastfeed their infants where mothers and children are authorized to be, the District will support women who want to continue breastfeeding after returning from maternity leave. The District shall provide reasonable unpaid break time each day to an employee who needs to express milk for the employee's child. The District shall consider each case and make accommodations as possible. The District is not required to

provide break time if to do so would unduly disrupt the District's operations. Principals are encouraged to consider flexible schedules when accommodating employees' needs.

The District will make reasonable efforts to provide a room or other location, in close proximity to the work area, other than a toilet stall, where an employee can express the employee's breast milk. The available space will include the provision for lighting and electricity for the pump apparatus. If possible, supervisors will ensure that employees are aware of these workplace accommodations prior to maternity leave.

Child Abuse Reporting

(Board Policy #5232, 5232F)

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report to the Department of Family Services or local law enforcement agency. The building principal is also to be immediately informed. Staff member may be asked to complete written documentation of this report and submit to the building principal.

Failure to report suspected child abuse is a violation punishable by law and by District disciplinary action up to and including dismissal.

A staff member who, based on reasonable grounds, participates in the good-faith making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

Communicable Disease/Blood borne Pathogens/Infection Control Procedures

(Board Policy #5130)

The District provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with the Montana Code Annotated and the Administrative Rules of Montana. Infection control procedures, including provisions for handling and disposing of contaminated fluids, have also been established through Board policy and administrative regulations for staff and student protection.

All staff shall comply with measures adopted by the District and with all rules set by the Montana State Health Department and the county health department.

School personnel have a responsibility to report to the District when infected with a communicable disease unless otherwise stated by law.

Life-Threatening Illnesses

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The District supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, the District will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. The District will take reasonable precautions to protect such information from inappropriate disclosure. Administration and supervisors have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the principal, Superintendent, or Cascade Schools' Employee Assistance Program for information and referral to appropriate services and resources.

HOURS OF OPERATION

Building Hours

Staff members requiring access to the building outside of normal hours of operation, including weekends may do so by using the keys issued to them. Staff are asked to take special precautions that all lights are turned off, windows are closed and all doors are locked and secured when exiting the building in the evenings and on weekends.

District Office Hours

The District administrative office is open between the hours of 8:00 a.m.– 4:00 p.m. weekdays during the school year. The main office opens at 7:30 a.m. – 4:30 p.m. During summer months and other times during the school year when school is not in session, please make an appointment.

School Day Hours

The length of the school day is from 7:55 a.m. to 3:52 pm. Monday through Thursday. The work day includes lunch and assigned duties. Classified staff schedules are assigned according to the needs of the District.

After-School

All school personnel have the responsibility and authority to:

1. Question students who appear to be in the building after school unsupervised;
2. Ask the student's name;
3. Direct them to leave the building;
4. Escort them out of the building if necessary;
5. Report these incidents and the student names to the building principal when they occur.

INTERNET USAGE

Internet access to global electronic information resources on the World Wide Web is provided by the District to assist employees in obtaining work-related data and technology. All employees who use District provided computers and Internet must adhere to the District's Acceptable Use Policy (AUP). Copies of the AUP can be obtained at the office. It is signed by each employee and kept on file. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Cascade Schools and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the District. As such, the District reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by the District in violation of law or the District policies will result in

disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities

MATERIALS DISTRIBUTION

(Board Policy #4331)

Requests by individuals or groups to distribute pamphlets, booklets, flyers, brochures, and other similar materials to students or to take home are to be referred to the principal. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the District.

In an effort to ensure a productive and harmonious work environment, persons not employed by the District may not solicit or distribute literature in the workplace at any time for any purpose.

The District recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

Examples of impermissible forms of solicitation include:

- The collection of money, goods, or gifts for religious groups
- The collection of money, goods, or gifts for political groups
- The circulation of petitions
- The distribution of literature not approved by the District

If employees have a message of interest to the workplace, they may submit it to the Principal for approval. All approved messages will be posted by the Principal.

Classified staff should be aware that non-school-related organizations may request permission to display posters

in the area reserved for community posters or to have flyers distributed to students. Permission can only be granted by the building principals.

Posters and/or flyers must be student oriented and have the sponsoring organization's name prominently displayed. The District will not permit the posting or distribution of any material that would disrupt the educational process; violate the rights of others; invade the privacy of others; infringe on a copyright; be obscene, vulgar, or indecent; or promote the use of drugs, alcohol, tobacco, firearms, or certain products that create community concerns.

No commercial publication shall be posted or distributed unless the purpose is to further a school activity, such as graduation, class pictures, or class rings. No information from any candidates for non-student elective offices shall be posted in the school, except on Election Day, or distributed to the students.

If permission is granted to distribute materials, the organization must arrange to have copies delivered to the school. Distribution of the materials will be arranged by administration.

Any notices posted in the school building that seem to be in violation of this policy should be brought to the attention of the building principals.

Gifts and Solicitations

(Board Policy #5223)

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without a principal's approval.

The solicitation of staff by sales people, other staff, or agents during on-duty hours is prohibited without Superintendent approval. Any solicitation should be reported at once to the Superintendent

PARTICIPATION IN POLITICAL ACTIVITIES

(Board Policy #5224)

Staff members may exercise their right to participate fully in the affairs of public interest on a local, county, state, and national level, on the same basis as any citizen in public or private employment and within the law.

District personnel may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire, by vote, discussion, or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of District duties.

On all controversial issues, school personnel are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the District's official viewpoint.

No staff member may use District facilities, equipment, or supplies, including the District's computer network, in connection with his/her campaigning, nor may he/she use any time during the working day for campaign purposes.

PRIVATELY-OWNED PROPERTY

(Board Policy #8340)

The District shall not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to a school or District function unless the use or presence of such property has been specifically requested in writing by the administration.

SECURITY AND COMPLIANCE

Canine Inspections

A minimum of two canine inspections of the school building and campus are conducted each year at random, unannounced times. Canine sweeps are made of those areas generally occupied by students such as hallways, bathrooms, student lockers, gymnasiums, locker rooms, Commons, stages, and parking lots. School staff vehicles

may be subject to a canine inspection. At no time will a dog be allowed to be in a room or area where students are present. Students will be held in classrooms while an inspection is occurring. The controllers of the dogs are accompanied by at least one administrator who serves as a witness and keeps a record of what alerts the dogs. It is the responsibility of the school principal to follow up with any alerts with students, parents, and law authorities if necessary.

Classroom Security

When staff leave their classroom, locker room, or other work areas between classes or at the end of the day, staff are expected to shut all windows and secure all doors.

All staff is asked to refrain from keeping personal items of value in or about their desks. Purses and other valuables should never be left unsecured. The District will not be responsible for the loss of or damage to, personal property due to such causes as fire, theft, accident, or vandalism.

Security Cameras

Security cameras have been installed to record activity on all sides of the building, parking lots, at all main entrances and exits, the uppermost hallway, the playground, and the commons. Proper notice has been posted informing visitors and building occupants of the presence of video cameras. Security cameras cannot prevent an incident, but they are a legally accepted record of an incident.

Security cameras will be viewed and excerpts recorded for legal record when incidents which have taken place in view of a camera are reported to school personnel. Reports should first be made to the principal who will then determine if it is helpful to research the data from the security cameras and save the visual data.

Security Inspections

The District wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the District prohibits the possession, transfer, sale, or use of such materials on its premises. The District requires the cooperation of all employees in administering this policy.

Desks, closets, lockers, and other storage areas and devices may be provided for the convenience of employees, but remain the sole property of the District. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the District at any time, including canine inspections, either with or without prior notice.

VEHICLE RULES AND REGULATIONS

Use of District Vehicles

The use of a school vehicle for District business is preferred. A request form should be submitted to the administrative secretary and the vehicle will be assigned in the order of requests received. In the event there are multiple requests for the same time period, preference will be given to first, the greater number of passengers, and second, to the farthest distance to be traveled. A fleet charge card is provided with the vehicle for fueling. All receipts for fuel are to be kept and turned into the district clerk.

Use of Private Vehicles for District Business

The use of private vehicles for District business is strongly discouraged. Employees should use District-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles.

No staff members may use a private vehicle for District business without permission from the Superintendent. If it is not possible to use District-owned vehicles for school related activities, the staff member must provide a copy of his/her personal automobile insurance coverage to the administrative office before departing.

Drivers of private vehicles for District assigned business must carry a minimum of \$100,000 bodily injury and property damage on personal insurance coverage. Copies of insurance coverage are to be filed with the Superintendent's office. If it is determined that coverage is not adequate, the District reserves the right to deny

use of the personal vehicle.

Mileage will be paid by the District at the approved reimbursement rate. Mileage reimbursement forms are available in the office.

Vehicle Registration

Vehicles parked on school property are under the school's jurisdiction. All unauthorized or unidentified vehicles parked for more than 24 hours on campus will be towed at the owner's expense. Vehicle owners have full responsibility for the security of their vehicle and must make certain that it is locked.

V. Ethics & Etiquette

COMPLAINTS/PROBLEM SOLVING

(Board Policy #5240)

As circumstances allow, the District will attempt to provide the best working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question is answered quickly and accurately by District supervisors or administration.

The District will endeavor to promote fair and honest treatment of all employees. Administrators and employees are all expected to treat each other with mutual respect. Each employee has the right to express his or her views concerning policies or practices to the administration in a businesslike manner, without fear of retaliation. Employees are encouraged to offer positive and constructive criticism.

Each employee is expected to follow established rules of conduct, policies, and practices. Should an employee disagree with a policy or practice, the employee can express his or her disagreement through the District's grievance procedure. No employee shall be penalized, formally or informally, for voicing disagreement with the District in a reasonable, businesslike manner, or for using the grievance procedure. School personnel complaints contending a violation, misinterpretation, or inappropriate application of District personnel policies and/or administrative regulations should be directed to their supervisor or principal for informal discussion and resolution.

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff.

Uniform Complaint Procedure

The Board of Trustees has adopted a Uniform Complaint Procedure as a consistent way to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all valid complaints except those involving challenges to educational material and collective bargaining.

The District requests all individuals use this complaint procedure when it is believed the Board or its employees have violated an individual's rights as guaranteed under state or federal constitutional law or Board policy. An individual is first encouraged to discuss it with the person immediately involved in the complaint such as a classified staff member, a teacher, counselor, or principal with the objective of resolving the matter informally. It is hoped that any complaint can be resolved at this level rather than going first to a Board member or the Superintendent.

When a complaint cannot be resolved, a signed and dated written complaint can be filed with the principal. He or she will investigate, will attempt to resolve the issue and must respond, in writing, within thirty (30) calendar days. If a satisfactory resolution is not reached, either party may request, in writing, that the Superintendent review the principal's decision.

At this level the Superintendent will review the complaint and the principal's decision and must also respond within thirty (30) calendar days. The appeal process may involve meeting with both parties, conducting a separate investigation, or employing an outside investigator. If a satisfactory resolution is still not reached, an appeal to the Board may be submitted within fifteen (15) calendar days. Once a written appeal is received by the Board, the appeal must be placed on a regular or special Board meeting and be decided upon. A decision of the Board is final.

CONDUCT ON SCHOOL PROPERTY

(Board policy #4332)

In addition to prohibitions stated in other District policies, no person on school property shall:

1. Injure or threaten to injure another person;

2. Damage another's property or that of the District;
3. Violate any provision of the criminal law of the state of Montana or town or county ordinance;
4. Smoke or otherwise use tobacco or nicotine products;
5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess weapons at any time;
6. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
7. Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the Board; or
8. Willfully violate other District rules and regulations.

"School property" means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. District administrators will take appropriate action, as circumstances warrant.

CONFIDENTIALITY/RIGHTS TO PRIVACY

(Board Policy #5223)

Employees are expected to maintain high standards of honesty, integrity, and impartiality in the conduct of District business. Employees are expected to hold confidential all information deemed not to be for public consumption as determined by state law and Board policy. Employees also will respect the confidentiality of people served in the course of an employee's duties and use information gained in a responsible manner. The Board may discipline, up to and including discharge, any employee who discloses confidential and/or private information learned during the course of the employee's duties or learned as a result of the employee's participation in a closed (executive) session of the Board. Discretion should be used even within the school system's own network of communication.

The protection of confidential information is vital to the interests and the success of the students and staff of the District. Such confidential information includes, but is not limited to information about employees, students, and parents. Employees who improperly use or disclose confidential information will be subject to disciplinary action.

Release of General Staff Information

The District will not release a staff member's address and personal phone number. Such information may be disclosed if a staff member authorizes the District to do so.

The District may also disclose information about a former employee's job performance to a prospective employer, under the following conditions:

1. Disclosure of information is upon the request of the prospective employer;
2. Disclosure of information is upon the request of the former staff member;
3. The information is related to job performance;
4. The disclosure is presumed to be in good faith.

The District will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose, or is in violation of the staff member's civil rights.

CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the District wishes to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Superintendent for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the District's business dealings. For

the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. Personal gain may result not only in cases where an employee or relative has a significant ownership in a business with which the District does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business involving the District.

DISCIPLINE AND DISCHARGE

(Board Policy #5255)

Discipline and dismissal of staff will follow due process, administrative regulation, relevant provisions of negotiated agreements, and applicable law.

District employees who fail to fulfill their job responsibilities or follow the reasonable directions of their supervisors or who conduct themselves on or off the job in ways that affect their effectiveness on the job or in other such ways that the law determines to be good cause shall be subject to discipline. Behavior, conduct or action which may institute disciplinary action or dismissal may include, but is not limited to, reasonable job-related grounds based on a failure to satisfactorily perform job duties, disruption of the District's operation, or other legitimate business reason.

Discipline will be reasonably appropriate to the circumstance and will include but is not limited to a supervisor's right to reprimand an employee and the Superintendent's right to suspend with or without pay or to impose other appropriate disciplinary sanctions. In accordance with Montana law, only the Board may terminate an employee.

The Superintendent is authorized to suspend a staff member immediately.

Although employment with the District is based on mutual consent and both the employee and the District have the right to terminate employment, the District may use progressive discipline at its discretion.

DRESS AND GROOMING

The District dress code policy is designed to help us all provide a consistent professional appearance to students, community and fellow staff members. Our appearance reflects on ourselves and the school. The goal is to be sure that we maintain a positive and professional appearance during school hours or when representing the District.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Employees are expected to dress in business casual attire unless the day's tasks require otherwise.
- Employees must always present a clean, tasteful, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear.
- Clothing with offensive or inappropriate designs or stamps are not allowed.
- Clothing should not be too revealing.
- Clothing and grooming styles dictated by religion or ethnicity are exempt.

Casual Days

The following information is intended to serve as a guide to help define appropriate casual wear for all employees during designate Thursday casual days at the District. The primary objective is to have employees project a professional image while taking advantage of more casual, relaxed fashions and contributing to school spirit. It is encouraged that staff wear Badger or other university wear on these days. Casual dress offers a welcome alternative to the formality of typical professional attire.

However, not all casual clothing is appropriate for the school setting. Casual wear means clean, neat, professional clothing. It is never appropriate to wear stained, wrinkled, frayed, or revealing clothing to the school setting. If you are considering wearing something and you are not sure if it is acceptable, choose something else.

For some, traditional business attire may simply remain a more favored option on casual days. The choice will be yours.

DRUG AND ALCOHOL USE/DRUG-FREE WORKPLACE

(Board Policy #5226)

It is the District's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, the District supports a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988. Employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on District premises and while conducting school-related activities off District premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

To inform employees about important provisions of this policy, the District has established an Employee Assistance Program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy. They may also wish to discuss these matters with their supervisor or the Superintendent to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through the District's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from the use of the problem substance; abides by all Cascade Schools policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the District any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the District of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Superintendent without fear of reprisal.

Tobacco-Free Environment

(Board Policy #8225)

In order to protect the health of students, staff, and the general public, provide a healthy working environment, and promote good health for students, the use of all tobacco products is prohibited on all District property, in District-owned vehicles and in all public school buildings.

Use of tobacco products in a public school building or on public school property is prohibited, unless in a classroom or on other school property as part of a lecture, demonstration, or educational forum sanctioned by a school administrator or faculty member, concerning the risks associated with using tobacco products or in connection with Native American cultural activities.

Tobacco use is defined as the carrying or smoking of any kind of lighted pipe, cigar, cigarette, e-cigarette, smoking tobacco, smokeless tobacco, nicotine and any other tobacco innovation or any other smoking equipment or material or the chewing or sniffing of a tobacco product.

“Public school building or public school property” means:

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children, that is established and maintained under the laws of the state of Montana at public expense; and
- Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school vehicles.

EMPLOYEE CONDUCT AND WORK RULES

(Board Policy #5223)

To ensure orderly operations and provide the best possible work environment, the District expects employees to follow rules of conduct that will protect the interest and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal or possession of property
- Falsification of business travel expenses
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating District-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of District-owned or student-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Use of tobacco products on school property in direct violation of Montana law
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives, firearms, in the workplace
- Absence without notice or approval

Compliance with this policy of ethics and conduct is the responsibility of every District employee. Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

ETIQUETTE

(Board Policy #5223)

The District strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. All employees are encouraged to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting both students and another employee’s ability to be effective and successful.

The following etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the school environment. Please contact the principal if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

- Try to minimize unscheduled interruptions of other teachers while they are actively teaching. Do not enter a teacher’s classroom until you have been recognized at the door and invited to enter. Communicate by

email or phone whenever possible instead of walking unexpectedly into someone's office or classroom.

- Retrieve print jobs in a timely manner and be sure to collect all your pages; be prompt when using the manual feed on the printer. Keep the area around the copy machine and printers orderly and picked up.
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- Be conscious of how your voice travels through doorways and down hallways and try to lower the volume of your voice when talking on the phone or to others in open areas. Try to conduct conversations in areas where the noise will not be distracting to others.
- Refrain from using inappropriate language (swearing) that others may overhear.
- Clean up after yourself and do not leave behind waste or discarded papers.
- Avoid discussions of your personal life/issues in public conversations that can be easily overheard. Avoid discussions of confidential issues regarding students and parents that can be easily overheard. Students have a right to privacy and protection of their privacy from the adults in the system. Inappropriate disclosure of confidential information is a breach of professional etiquette.

Employees are expected to maintain high standards of honesty, integrity and impartiality in the conduct of District business.

In accordance with state law, an employee should not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment which creates a conflict of interest with the faithful and impartial discharge of the employee's District duties. A District employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict. Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.

Further, employees should hold confidential all information deemed to be not for public consumption as determined by state law and Board policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner. Discretion should be employed even within the school system's own network of communication.

HARASSMENT

(Board Policy #5010, #5012)

Harassment of school personnel is strictly prohibited on District property, including non-District property, while personnel are attending any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, in which students are under the control of the District or where personnel are engaged in District business.

Harassment includes, but is not limited to, harassment on the basis of race, color, religion, national origin, age, marital status, disability, and sexual harassment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. The staff member's submission to the conduct or communication is made a term or condition of employment;
2. The staff member's submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment;
3. The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance;
4. The conduct or communication has the effect of creating an intimidating, hostile, or offensive working

environment.

Other types of harassment may include, but not be limited to jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals and groups.

Personnel whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal.

Any personnel who are subject to, or knows of, such harassment is directed to notify their supervisor, the principal or Superintendent immediately. If the complaint is not satisfactorily settled, the staff member may file a complaint directly with the Montana Human Rights Commission or with the U.S. Department of Labor, Equal Employment Opportunity Commission. Such complaints may also be filed with the appropriate enforcement agency, in lieu of the District's complaint process, at any time, as provided by law.

There will be no retaliation by the District against any person who, in good faith, reports harassment.

Sexual Harassment/Sexual Intimidations
(Board Policy #5012, #1700)

The District is committed to providing a work and educational environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

The District shall do everything in its power to provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal law. The District has a policy regarding sexual harassment and does not condone or allow harassment in the educational or employment setting. Sexual harassment is defined as unwelcome sexual advances, requests for favors and other verbal and/or visual contact of sexual or gender-directed nature when:

1. Submission is made either explicitly or implicitly, a term or condition of an individual's employment or education;
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education;
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational environment.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Aggrieved persons who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication, that such conduct or communication is offensive and must stop. Employees who believe they may have been sexually harassed or intimidated should contact the Title IX coordinator or an administrator, who will assist them in filing a complaint. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

PERSONAL RELATIONSHIPS IN THE WORKPLACE

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. The District also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases, where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

POSSESSION OF A WEAPON IN A SCHOOL BUILDING

(Board Policy #3310)

The District will refer to law enforcement for immediate prosecution any person who possesses, carries, or stores a weapon in a school building, except as provided below, and the District may take disciplinary action as well in the case of a student. In addition, the District will refer for possible prosecution a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building.

For the purposes of this section only, "school building" means all buildings owned or leased by a local school District that are used for instruction or for student activities; "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; nun chucks; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building. This policy does not apply to on-duty law enforcement personnel.

VI. Emergency Procedures & Information

EMERGENCY PROCEDURES AND DISASTER PLANS

All staff will be provided with a copy of the District's emergency procedures plan detailing staff responsibilities in the event of such emergencies as natural disasters, fire, illness or injury of a student or staff member, and the authorized use of force on school property. Copies of the emergency procedures plan will be available in the office and other strategic locations throughout the building. (Board Policy #8301)

EMERGENCY SCHOOL CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt school District operations. In extreme cases, these circumstances may require the closing of the school facility. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, employees may use available paid leave time, such as unused vacation benefits.

School Closure

(Board Policy #2221, #2221P)

All students, parents, and school employees should assume that school will be in session and buses running as scheduled, unless there is an official notification from the Superintendent to the contrary. Such notice will be given via public media.

In the event of extreme weather conditions or other circumstances require a modification of the normal routine, the Superintendent will make the modification decision prior to 6:00 a.m. and contact the public radio stations for broadcast to the community and will initiate the emergency fan-out communication procedure to all administrators. A phone tree will be distributed to all staff for use in the event of delayed openings or school closures **but will only be used if the Infinite Campus ShoutPoint Messenger system is not functioning. Infinite Campus Message System will be used to contact all school groups, parents, and employees in the event of an emergency closure.**

In the event of hazardous or emergency conditions, school may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate.

In the event of delayed openings or school closures Infinite Campus ShoutPoint Messenger system will be used to notify parents, students, and staff. In the event that severe weather, fires, power failures, or natural disasters occur during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing. In addition, information will be posted on the school website and appropriate social media platforms.

Electrical outages are often the result of hazardous weather conditions leading to school closure. Parents may not have access to a radio or television in these circumstances. In the event of a school closure while students are not in session coupled with power outages, teachers in grades EK-6 will make an earnest attempt to contact each parent by cell phone if possible so that each family is informed.

Work Schedules and Responsibilities for School Closures

(Board Policy #2221)

Building-Level Administrators, Non-Teaching "Exempt" Personnel, and Key Support Staff

Non-teaching "exempt" personnel will report for duty per their normal shifts or as otherwise directed each day during the school closure, together with the head of building maintenance and at least one (1) secretary, insofar as is safely possible. The building administrator will ascertain that the building has been adequately secured and that any child who mistakenly reports to school in the event school has been closed is properly and safely

cared for and returned home per District policy. The administrator and this minimal support staff shall notify other staff and/or other support employees of the situation and will respond to telephone questions. When the situation has been stabilized, the personnel who reported to work may choose to return home. An exempt employee who does not work a normal day will then adjust his/her work year by the number of hours not worked on the day or days of school closure.

12-Month Classified Employees

In the event of school closure, 12-month classified personnel may report for duty or not report for duty, as directed by their immediate supervisor. Building secretaries and secretaries to key central administrative personnel who are required to be on duty are expected to report for duty. If a 12-month classified employee is unable to or does not report for duty, the employee will complete a leave request form to declare the day as personal leave, vacation, or leave without pay.

10- and 11-Month Classified Employees

Ten- and 11-month employees may report for duty or not report for duty as directed by their immediate supervisor. If such employees do not report for duty, they will complete a District leave request form to declare the day as personal leave, vacation, or leave without pay.

All Other Employees

These employees work only those days school is in session and are not expected to work when school is not in session. If school has been closed, 9¼-month employees should not report for duty unless otherwise directed by their immediate supervisor. 9¼-month employees will complete a leave request form to declare the day as personal leave, vacation, or leave without pay.

RESUSCITATION

(Board Policy #3431)

No employee may comply with any directive from parents or others, written or verbal, that life-sustaining emergency care be withheld from a student in need of such care while under the control and supervision of District staff.

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained District staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation, and cardiopulmonary resuscitation (CPR).

In a life-threatening situation, employees are expected to dial 911 for paramedic assistance and provide life-sustaining emergency care to any student requiring it in order to sustain life, until relieved by paramedics or other appropriate medical personnel.

Cascade School District



Classified Staff Handbook

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about Cascade School District, and I understand that I should consult my supervisor, the Principal or Superintendent regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the chief executive officer of Cascade School District has the ability to adopt any revisions to the policies in this handbook.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

*Classified Staff, please print this page, sign it, and return it to the office. Thank you.