

WATERTOWN SCHOOL DISTRICT

**CLASSIFIED EMPLOYEES'
HANDBOOK**

JULY 2018

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DISCLAIMER

Watertown School District 14-4 has identified employment provisions and School Board policies which generate numerous inquiries. The following summary has been prepared for easy reference as a convenience to you. However, this summary is not an amendment nor modification to current employment provisions and/or adopted policies and procedures.

NON-DISCRIMINATION

The Watertown School District 14-4 provides equal opportunity in its employment regulations, educational and activity programs. It is the policy of the District not to discriminate on the basis of sex, race, color, national origin, creed, religion, marital status, status in regard to public assistance, age or disability.

Inquiries regarding compliance in relation to Title IX and Section 504, may be directed to the Director of Special Services, (605-882-6399), 216 10th Street SE, Watertown, South Dakota 57201. Additional inquiries may be directed to the Regional Director, Department of Education, Office of Civil Rights, 1961 Stout Street, Denver, Colorado 80294.

SCHOOL BOARD POLICIES AND PROCEDURES MANUAL

The School District maintains a policy book of official policies and procedures adopted by the School Board relating to the operation of the School District. Copies of the manual are maintained in the Superintendent's Office and the Business Office and on the Watertown School District web site at www.watertown.k12.sd.us.

Throughout this handbook, you may find reference to policies which are in the School Board Policies and Procedures Manual. Please familiarize yourself with the location of the policy book and review policies referred to in this employees' handbook for which you wish further information.

SUPERVISION

The School District's organizational chart provides that the Business Manager has general supervision over classified personnel. Direct supervision of all School District personnel is delegated to the staff member's immediate supervisor.

EVALUATION

It is School District policy that all employees receive regular performance evaluations a minimum of once per year. It is the responsibility of an employee's immediate supervisor to perform the evaluation in a format prescribed by the school district.

CLASSIFICATION

The School Board has adopted the following classification system for classified positions. Specific duties related to the various positions are outlined in the job descriptions on file in the office of the Assistant Superintendent.

- General Assistant: Assignment is less than 12 months annually and is on an hourly basis. Duties are those required to properly maintain an orderly office: typing, filing, phone service and providing other assistance as needed.
- Office Assistant: Assignment is on the basis of a 40 hour week and for 12 months. Duties are those required to properly maintain an orderly office: typing, filing, phone service and providing other assistance as needed.
- Administrative Assistant: Assignment is typically on the basis of a 40 hour week for 12 months. Administrative Assistants to the Elementary Principals are included in this category on an hourly basis. Classification and duties include serving as the building receptionist, working directly with students in areas of guidance and discipline or bookkeeping of financial aid proceeds.
- Executive Assistant: Assignment is on the basis of a 40 hour week and for 12 months. Classification requires specific high level skills while executing duties with minimal supervision during the management of and assisting with various responsibilities. Positions serving as Secretary to the District Superintendent, Assistant Superintendent, Business Manager and the LATI Director are in this classification.
- Registrar: Assignment is on the basis of a 40 hour week for 12 months. Classification requires a high degree of accuracy while executing the duties of entering and retrieving student data and record information with minimal supervision.
- Library Paraprofessional: Assignment is less than 40 hours per week and less than 12 months. Salary is on an hourly basis.
- Classroom Paraprofessional: Assignment is less than 40 hours per week and less than 12 months. Salary is on an hourly basis. Duties include assisting certified classroom teachers.

Audio Visual Technician: Assignment is less than 40 hours per week and less than 12 months. Salary is on an hourly basis. Duties include ordering audiovisual materials for classroom instruction, scheduling rentals, checking out equipment and generally assisting certified staff in the use of audio visual materials in the classroom.

Computer Lab Supervisor: Assignment is on the basis of a 40 hour week for less than 12 months. Classification requires a high level of computer operation skills. Duties include student supervision, scheduling lab activities and minor computer equipment maintenance.

Network Administrator: Assignment is on the basis of a 40 hour week for less than 12 months. Classification requires an Associate's degree in Computer Science and an A+ certification. Duties include working with K-12 Technology Director and Instructional Technology Coordinator while supervising technicians to manage the District Network.

Computer Technician: Assignment is on the basis of a 40 hour week for less than 12 months. Classification requires an Associate's degree in Computer Science and an A+ certification. Duties include installing, troubleshooting and maintaining District hardware and software as directed by the Network Administrator and K-12 Technology Director.

Technician Assistant: Assignment is on the basis of a 40 hour week for 12 months. Classification requires A+ or Apple computer certification and skills related to computer hardware and software. Duties include assisting the K-12 Technology Director, technology integrationist and technicians.

Bookstore Clerk: Assignment is on the basis of a 40 hour week for 12 months. Classification requires proficiency in bookstore sales, meeting people and maintaining sales records.

Day-Care Technician I: Assignment is less than 40 hours per week and less than 12 months. Salary is on an hourly basis. Duties include assisting with various activities to ensure that program objectives are met.

Day-Care Technician II: Assignment is on the basis of a 40 hour week for 12 months. Classification requires specific skills and responsibility areas to ensure safe child care.

Day-Care Food Service: Assignment for 12 months with the hours varying as directed by supervisor. Salary is on an hourly basis. This position is responsible for the planning, purchase, preparation and serving of all food items/meals and maintenance of food preparation areas in compliance with state and federal regulations at LATI Day Care Center.

Custodial/Maintenance: Assignment is on the basis of a 40 hour week and for 12 months. The position's purpose is to provide physical building conditions most conducive to learning and occupant safety.

Custodial Helper: Position is for limited hours per day assisting custodians in carrying out custodial duties within the building. Salary is on an hourly basis.

Nutrition Service Employees: Assignment is less than 40 hours per week and less than 12 months. Salary is on an hourly basis. Duties include various activities associated with the preparation and distribution of healthy meals to students and staff.

Bus Drivers: Assignment is less than 40 hours per week and less than 12 months. Salary is on an hourly basis. Drivers of District buses are required to hold special bus operator licenses.

Benefits Coordinator: Assignment is on the basis of a 40 hour week and for 12 months. This position is responsible for the coordination of District benefits and various leave records.

Transportation and Maintenance Directors/Supervisors: Assignment is on the basis of a 40 hour week for 12 months.

Occupational Therapy Assistant: Assignment is less than 40 hours per week and for less than 12 months. Duties include working with special needs students in the area of occupational therapy.

Speech Language Pathology Assistant: Assignment is less than 40 hours per week and for less than 12 months. Duties include working with special needs students in the area of speech/language development.

TIME SHEETS

In accordance with federal wage and hour regulations, each classified employee shall record daily work time worked in the Time Clock System. The Time Clock System will record the hours and days worked. Each employee shall accurately record AM arrival, PM departure time and noon breaks by clocking in and out of the Time Clock System. The Time Clock System will also be used to record absences. The employee shall also provide the Business Office with the appropriate leave documentation.

BENEFITS COORDINATOR

The District offers several benefits to its employees that may vary slightly between the employee classifications. The School Board has designated a staff member in the Business Office as the Benefits Coordinator. The Benefits Coordinator is available to assist staff members in the administration of employee benefits.

Each employee, upon entering employment with the District, is required to participate in a joint meeting or an individual session with the Benefits Coordinator who will review benefits related to the various positions and payroll procedures and assist the employee in completion of forms required for payroll and benefit programs. See Separation of Employment, page 13, for employees who terminate employment with the District.

PAYMENT OF SALARY

Salaries are paid monthly via the use of electronic transfer directly into an account specified by the employee. Full time (40 hours/week – 12 months) salaried employees are paid a regular monthly wage. Employees on an hourly rate are paid for four and five week work periods. Each Time Clock System time sheet shall be verified by the employee for accuracy of the data recorded and verified by the immediate supervisor. The verified information indicating the time worked must be available to the Business Office by noon on the Monday following the pay period cutoff.

The District work week, which shall not exceed forty (40) hours, is Monday through Sunday for the purpose of any compensation time or overtime calculations.

PAYROLL DEDUCTIONS

Classified employees may elect to have various deductions made from their monthly paycheck such as: tax sheltered annuities, insurance coverage's, Flex 125 contributions, Credit Union Savings Plan, donations to the United Way and LATI Foundation and other school endorsed deductions.

TAX SHELTERED ANNUITIES

The School Board has authorized participation by any interested employee in tax sheltered annuity programs. Under this plan the Board agrees to reduce an employee's salary by the amount the employee has requested to be withheld on District payroll deduction forms. The District requires that such annuity deductions are in agreement with the annuity deduction limits established by federal guidelines. Contributions are made monthly by payroll deductions.

PAID HOLIDAYS

The District recognizes nine holidays: July 4, Labor Day, Veterans Day, Thanksgiving, Christmas, New Year's Day, President's Day, Good Friday and Memorial Day. Full-time, twelve (12) month employees are eligible for compensation for all nine holidays as listed if their employment encompasses the holiday. Individuals whose employment is specific to the school calendar are eligible for compensation for the following holidays: Veterans Day, Thanksgiving, President's Day, Good Friday along with Labor Day and Memorial Day if the school calendar encompasses those dates. The following classifications are not eligible for paid holidays: network administrator, technicians, custodial helpers, lunch and playground supervisors, bus drivers and miscellaneous part-time positions.

PERSONAL LEAVE

Classified employees shall be allowed one day of absence per year for personal or business reasons. An employee desiring such leave shall present a request to the employee's supervisor in sufficient time to allow for the coverage of the employee's duties. Personal leave may be granted during the first ten (10) days or final four (4) weeks of the school year or to extend a vacation or holiday for unusual purposes only; employees requesting such leave must declare the reason for which the leave is being requested. The following classifications are not eligible for personal leave: network administrator, computer technicians, custodial helpers, bus drivers and miscellaneous part-time positions.

Occupational Therapy Assistants and Speech Language Pathology Assistants will follow the Personal Leave language of the Certified Master Contract.

SICK LEAVE

Classified employees receive one day per month up to a maximum of ten (10) days per year (July-June). Sick leave is for personal illness of the employee and/or the illness of a family member. Family is defined as spouse, child, parent, parent-in-law or sibling. One day may be used on the day of the birth of a grandchild. Five days per year of family illness may be used for a grandchild that is hospitalized for a medical reason other than birth. Sick leave cannot be used for other absences. Unused sick leave accumulates without limit. The following classifications are not eligible for this leave: custodial helpers, lunch and playground supervisors and miscellaneous part-time positions.

The School Board reserves the right to request evidence in the form of a doctor's statement confirming the illness and the advisability of the employee returning to work.

EXTENDED LEAVE

Employees who have completed three (3) years of continuous service to the District may request a leave of absence without compensation for personal reasons for a period of one year.

Employees shall notify the District of their intent to return on or before March 1 of the school year preceding the year of return.

PARENTAL/ADOPTION LEAVE

Classified employees are entitled to leave consistent with the provisions of the Federal Family Medical Leave Act due to the birth of a child or the adoption of a preschool or school age child. Contingent on the employee having sufficient accumulated sick leave, a maximum of 30 continuous days will be considered paid leave. However, in the calculation of the said 30 days, Saturdays and Sundays will be excluded; all other days, specifically including days when school may not be in session, shall be counted toward the 30 continuous day limit. The continuous day count will commence on the first day of the birth or placement of a child in the employee's care. If both parents are employed by the district, each employee will be allowed 30 days per contractual year commencing upon the birth of a child or 5 days per contractual year commencing upon the adoption of a child.

FAMILY AND MEDICAL LEAVE ACT

The District participates in the Federal Family and Medical Leave Act of 1993 (FMLA) in which employers are required to provide up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for the District for at least one year and for a minimum of 1,250 hours over the previous twelve (12) months.

The FMLA covers absences for the following reasons: Birth of a child or placement of a child with you for adoption or foster care; a serious health condition that makes you unable to perform the essential functions of your job; or a serious health condition affecting your spouse, child or parent for which you are needed to provide care.

Employees must provide thirty (30) days advance notice when the use of FMLA is foreseeable. Additional information and requirements related to the FMLA maybe obtained by contacting the Business Office.

BEREAVEMENT LEAVE

Full time (40 hours/week – 12 months) salaried employees are allowed five (5) days per occurrence for family members and two (2) days per contract year for friends. Classified employees who are scheduled to work a minimum of five (5) hours daily and who also qualify for sick leave are allowed five (5) days per contract year for a family member or friends. All District bus drivers are allowed three (3) days of bereavement leave per contract year for family members or friends. For the purpose of this language, the definition of family members includes the following: parent, stepparent, child, stepchild, wife, husband, brother, sister, parent-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandchild, grandparents or any member of the employee's household. Time/days taken to attend visitations or to assist grieving close friends or relatives not covered by the above definition of family will be considered personal leave.

Occupational Therapy Assistants and Speech Language Pathology Assistants will follow the Bereavement Leave language of the Certified Master Contract.

EMERGENCY LEAVE

Emergency leave may be granted by the Superintendent following consultation with the Board or Personnel Committee of the Board when special circumstances exist. Such leaves are ordinarily without compensation.

VACATION LEAVE

Full time (40 hours/week – 12 months) salaried employees receive annual paid leave as follows:

Beginning with the first year of employment, eligible employees will earn one (1) day of vacation per month of employment up to a maximum of ten (10) days (July 1 – June 30),

Ten (10) days per year (one (1) day earned per month) July 1 – June 30 until the completion of ten (10) years of employment,

Fifteen (15) days per year following the completion of ten (10) years of employment,

Twenty (20) days per year following the completion of twenty (20) years of employment.

Vacation is earned on a monthly/pro-rated basis through continuous employment (July 1 through June 30) with the District. A daily rate of pay deduction may occur if an employee chooses to leave the District and has used more vacation days than they have earned. Employees have until December 1 to use any vacation days earned during the previous fiscal year. Unused vacation leave does not accumulate and employees resigning their position with the District are not entitled to compensation for unused vacation leave.

Employees are required to schedule the use of vacation time with their immediate supervisor.

JURY DUTY

Employees who are called for jury duty and serve in that capacity shall not be financially penalized. Employees shall be granted jury duty leave with pay. Money earned while serving on jury duty shall be remitted to the District.

MILITARY LEAVE

Any full time (40 hours/week – 12 months) classified employee who enlists or is conscripted into the defense forces of the United States for service or training shall be granted military leave. Following the military service, reinstatement to a position of comparable status will be allowed if the applicant remains qualified to hold the position. The application for reinstatement shall be made within sixty (60) days after discharge or separation from military service. These benefits shall extend to any regular employee enlisted in the National Guard and/or Reserve Armed Forces. Two weeks leave shall be granted to National Guard and/or Reserved Armed Forces employees for the purpose of annual training. These employees shall have one of the following options regarding salary payments:

1. Receive District employment salary and forfeit military pay for the period of absence.
2. Receive regular military pay for period of absence and forfeit District employment salary for said period.
3. Request the use of unused personal leave and/or vacation time, if available, for the military leave.

WORKERS' COMPENSATION INSURANCE

Employees who are injured while performing their duties must immediately report the injury to his/her immediate supervisor. Employees are asked to seek medical attention immediately if circumstances warrant. The injured employee must report to the Benefits Coordinator and complete a First Report of Injury form as soon as possible but no later than three (3) days following the injury. The completed form must be forwarded to the insurance carrier even if medical attention was not needed. Failing to report the injury and complete the form may jeopardize your Workers' Compensation benefits.

Do not file a claim against the District's health insurance carrier if injured while on duty. Work related injuries are covered by Workers' Compensation and therefore ineligible for group health insurance coverage.

Employees injured while on duty have the opportunity to utilize any or all accumulated sick leave to the extent that total salary payments and Workers' Compensation payments do not exceed regular salary payments. The portion of your salary paid by Workers' Compensation may be used to reduce the amount of sick leave used.

GROUP INSURANCE PROGRAM

Classified employees who are scheduled to work a minimum of 6 hours per day for 177 days, or are scheduled to work a minimum of 1,062 hours annually, are eligible to participate in the District's group insurance program. Eligible employees indicating a desire to participate in the District's group insurance program must, at a minimum, participate at a single coverage level in the insured areas of group health and dental. Employees who are eligible, but choose not to take advantage of the insurance program, must sign a waiver stating their decision not to participate. Eligible employees who waive insurance coverage are advised that they will not be able to participate in the District's group insurance plan during the plan year (October/September) unless they experience a qualifying event and they notify the District within 30 days of said qualifying event of their desire to participate. Qualifying events and their definitions are outlined in the Summary Plan Document of the group insurance plan. Annually, between November 1 and November 15, employees who qualify for coverage and who have previously declined coverage may elect to participate in the District's group insurance program. If coverage is elected, the coverage will begin on the anniversary date of the plan – January 1. The District does not guarantee acceptance in the group insurance program following the employee's thirty (30) day enrollment period.

Employees participating in the District's group insurance plan must have a family status change in order to switch from single to family coverage during the year. Flex 125 participation must be taken into consideration when switching from family to single. Employees desiring to change plans being offered by the District may do so annually on the anniversary date of the Employee Benefit Trust, January 1, by providing the Business Office with written notification of the desired change by November 15.

The School District contributes towards the cost of the monthly insurance premium of the employee's insurance. The balance of the premium cost is paid by the employee through a monthly payroll deduction. The employee's portion of the monthly cost of the elected coverage will be deducted on a pre-tax basis unless the employee provides the Business Office with a statement indicating a denial of this pre-tax benefit.

EMPLOYEE HEALTH/DENTAL CARE

The District maintains a self-insured group health and dental care plan. The District contracts with a Third Party Administrator to administer the plan and handle claims. The Summary Plan Document of the District's health and dental care plan, which outlines the provisions and coverage of the plan, can be viewed on the District's website.

Employees wishing information relating to a specific health and dental care provision may contact the District's Benefits Coordinator. Employees are encouraged to review their health and dental Summary Plan Document as it pertains to information outlining the requirements of pre-authorization approval prior to charges being incurred for various procedures or admission to a hospital except in the case of an emergency. The phone number to call for pre-authorization is provided in the Summary Plan Document and is also listed on your insurance card.

GROUP INSURANCE COMMITTEE

A committee composed of teachers, administrators, classified employees and other personnel eligible for group insurance under the District's policy will review and recommend the conditions and terms of the policy to the administration.

FLEX 125

INSURANCE PREMIUMS: Insured employees who have group insurance premiums under this plan paid by a payroll deduction, may do so on a "pre-tax" basis. Under this benefit, group insurance premiums are exempt from Federal Income, Social Security and Medicare Taxes. The employee's portion of the monthly cost of the elected coverage will be deducted on a pre-tax basis unless the employee provides the Business Office with a statement indicating the denial of this pre-tax benefit. Having group insurance premiums exempt from certain federal taxes under the Flex 125 provision limits the employee from dropping the group coverage midyear unless there is a family status change.

MEDICAL CARE REIMBURSEMENT: Insured employees may elect to divert a specified portion per year (October 1 - September 30) from their salary for deposit in a Medical Care Reimbursement Account. These monies are exempt from Federal Income, Social Security and Medicare Taxes and may be used to pay for health care costs not covered by the insurance program. Examples – deductible amounts, co-pays, eye glasses, etc.

DEPENDENT CARE REIMBURSEMENT: Employees with eligible dependents may divert a specified portion per year (October 1 - September 30) from their salary to a Dependent Care Reimbursement Account.

Contact the Benefits Coordinator for details on the Medical Care and Dependent Care Reimbursement Accounts. Enrollment in one or both plans must be made annually by September 1 and except for specified reasons, cannot be changed in the next twelve (12) month period. Employees are encouraged to review the Flexible Benefit Plan as it relates to the forfeiture of funds that have been deducted under these provisions that are not expended nor claimed by the appropriate date.

SOUTH DAKOTA RETIREMENT SYSTEM

State statute mandates that classified employees who are employed for twenty (20) or more hours per week for a period of six (6) months are required to participate in the South Dakota Retirement System. In addition to providing retirement benefits based on years of service and final average salary, provisions are included relating to disability and death benefits.

A deduction of six percent (6%) of an employee's gross salary is made from each salary payment. Said contribution is exempt from Federal Income Tax. The deduction is matched by the District. A representative of the South Dakota Retirement System makes periodic visits to the District to meet with employees regarding the program. Employees are encouraged to watch the building bulletin board for such visits. Contact the Benefits Coordinator for assistance with questions about the program.

RETIREMENT

A full time (40 hours/week – 12 months) staff member with at least fifteen (15) years of full time salaried service with the District, and who is between and/or inclusive of, the ages of fifty-five (55) and sixty-two (62) as of June 30 of the application year and who began their full time salaried employment with the District prior to August 1, 2008, may elect retirement and upon such retirement approval, be eligible to receive a cash benefit equal to seventy-five percent (75%) of the individual's last salary.

Employees who left the District's employment prior to August 1, 2008 and are re-employed after August 1, 2008 do not qualify for the Early Retirement Benefit as outlined in this Article.

The cash benefit shall be paid into an employer directed nonERISA 403(b) plan in the name of the retiree on or prior to July 31 of the retirement year and in accordance with the annual maximum deposit limits of such post-retirement contributions as outlined in IRS code. If the cash benefit exceeds the maximum allowable contribution less the amount contributed into a tax deferred annuity in the year of retirement, the balance of the cash benefit will be paid in the year following the initial contribution.

The cash benefit, as outlined above, will be held by the District if the retiree is re-employed by the District as a full time (40 hours/week – 12 months) employee prior to July 15 of the retirement year. The cash benefit shall be paid in accordance to July 15 of the retirement year. The cash benefit shall be paid in accordance with the above language following the employee's re-retirement. The amount held by the District will not be credited any interest/investment growth during this re-employment period.

The employee shall notify the Superintendent in writing of his/her intentions and submit the required documents not later than March 1st of the year in which such retirement shall occur. The retirement documents consist of: retirement letter, retirement application that includes beneficiary designation and a birth certificate. Such retirement must occur at the end of the contract term and may not commence during the term.

Classified employees who are eligible for the retirement benefit under the terms and conditions outlined in this section may continue to participate in the District's group health insurance program until they reach an age in which they are eligible for Medicare Insurance coverage. Employees who elect continued participation in the District's group health insurance program shall pay one-hundred percent (100%) of the premium cost. In no event shall the provisions of this article extend a former employee's eligibility for participation in the group beyond that date which would have ended had the employee not retired under the terms of this language. The monthly premium of the retiree shall be automatically withdrawn from the individual's bank account at such time as required by the Business Office. Life insurance coverage is not available to retired individuals. Additional provisions dealing with continued coverage are further outlined in the Summary Plan Description of the Group Insurance Plan.

Employees who maintained dependent coverage at the time of early retirement may continue with such coverage. Employees may not change from single to dependent coverage at any time after retirement has been applied for, granted or instituted.

EMPLOYEE ASSISTANCE PROGRAM

The School District recognizes that a wide range of personal problems not directly associated with one's job can have an effect on an employee's job performance. The School Board also recognizes that while it is concerned about the health and well-being of its employees, it has no desire to interfere in their private lives. The Board is concerned with an employee's personal problems only when job performance is adversely affected. Therefore, the School District provides an employee service which will assist in dealing with problems of a personal nature. Please refer to the School Board Policies and Procedures Manual.

SEXUAL HARASSMENT

It is the policy of Watertown School District No. 14-4, that sexual harassment is unacceptable and shall not be tolerated and no member of the School District community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of board policy.

The staff, administrators and students of the School District are responsible for maintaining a working and learning environment free from sexual harassment. It is the obligation of each employee to become fully informed of the provisions of this policy and to assure individual compliance.

EMPLOYEE BACKGROUND CHECK

Each offer of employment made by the Watertown School District is subject to the provisions of SDCL 13-10-12 relating to criminal background investigations. The final applicant for employment will submit to a complete photo and fingerprint identification process as provided by the Division of Criminal Investigation and the Federal Bureau of Investigation.

COMMUNICABLE DISEASE

The School Board recognizes that to the extent possible all students and employees of the School District should be permitted to participate in a normal work setting. The Board recognizes its responsibility to provide a healthy environment for students and employees.

Classified staff members are encouraged and urged to review the School Board Policy for details regarding the Communicable Disease Policy and the manner in which various communicable diseases will be handled in the workplace.

GRIEVANCE PROCEDURE

A "grievance" is a complaint by an employee based upon an alleged violation, misinterpretation or inequitable application of any existing policies, rules or regulations of the School District as they apply to conditions of employment. The absence of or disagreement with non-existing policy, rules or regulations is not a "grievance" and may be subject to annual negotiation.

Classified personnel shall refer to the Grievance Procedure as outlined in the Classified Contract between the Watertown School District and the Watertown Education Association. A copy of this agreement can be viewed in the Superintendent's Office or on the School District web site.

SEPARATION FROM EMPLOYMENT

Employees deciding to leave the employment of the District shall give a two-week/ten (10) working day notice to their immediate supervisor. Employees who voluntarily separate from employment during an annual employment period shall forfeit any accrued vacation.

Classified Employees who resign their position with the District during the summer months following the receipt of a Letter of Intent for the subsequent school year may be subject to the repayment of benefits paid. As a matter of convenience and benefit for the Employee, the School District may choose to pay the Employee's single health insurance premium of June, July and August if the Employee has indicated his or her intent to return to work for the School District during the next school year and if the School District has issued a Letter of Intent to the Employee. In the event that premiums have been paid in this way, and if the Employee does not return for employment at the beginning of the school year, Employee shall repay to the School District the total amount of insurance premiums paid on the Employee's behalf for June, July and August.

Prior to leaving employment, the employee shall have an exit interview with the Benefits Coordinator to discuss final compensation payments and certain requirements relating to insurance and other fringe benefits.

SUSPENSION

Employees may be suspended without pay by a committee made up of the Superintendent, Business Manager and Building Principal subject to approval of the Board in cases involving incompetence or flagrant violations of rules and regulations. A suspended employee may file a written request for a hearing before the Administrative Committee within ten (10) days of the suspension. The suspension becomes a dismissal at the expiration of the ten (10) days if no appeal is filed. Employees whose employment is terminated for the above reasons forfeit all accrued rights and privileges, including sick leave, vacation leave, etc.

STAFF DEVELOPMENT

Employees may be requested to participate in staff development activities. The Business Manager, through the Transportation Director, Maintenance Director and Food Service Director, may plan and schedule in-service staff development meetings for all staff members within specified classifications. Other staff development activities may take place when the immediate supervisor deems such a need exists or opportunities are available which will improve the job performance of the employee.

WEATHER RELATED HOURS OF DUTY

When school is called off due to adverse weather conditions, staff members covered under this handbook are affected differently:

No School:

- *Full-time employees (40 hours/week – 12 months) report to work as a regular work day. If road conditions prohibit them from being at work, they may elect to take a day of vacation or a day without compensation after consultation with their immediate supervisor.

- *Hourly employees will not report to work and will not be compensated for the day. Typically, the work/school day will be made up later in the year.

Late start or early dismissal:

- *Full-time employees (40 hours/week – 12 months) report to work at their regular time and work through their regular hours. If road conditions are such that the employee feels the need to come to work late or leave work early, the employee may elect to take vacation time or leave without compensation after consultation with his/her supervisor.

- *Hourly employees will be compensated for the actual time worked. Time worked in addition to the shortened school day must be agreed upon by the immediate supervisor.

Blizzard – No travel advised in the city:

- *The superintendent may declare a general holiday in which full-time employees (40 hours/week – 12months) will not be required to report to work and will receive regular compensation.

Occupational Therapy Assistants and Speech Language Pathology Assistants will follow the Weather Related Hours of Duty of the Certified Master Contract.

WORK BREAKS

Employees who work prior to and after the normal daily noon hour are required to take a minimum thirty (30) minute unpaid lunch break unless special circumstances need to be considered. Such breaks shall be recorded on the daily time sheet. Exceptions to this policy are staff members whose work assignments are limited to supervising students during the noon lunch period.

Employees whose daily work assignment exceeds five hours may take a 15-minute work break in the morning and a 15-minute work break in the afternoon. Said time, if taken, is not to be recorded on the daily time sheet.

SCHOOL NUTRITION SERVICE

Federal regulations prohibit serving meals without charge to employees not directly involved in both the preparation and serving of meals with the exception of staff members whose salaries are paid from funds directly derived from the food service operation.

Staff members are welcome to purchase the noon meal if it is convenient to do so rather than carry a lunch or go home during the noon break. Federal regulations require that the price for the adult meal is at a level that covers the cost of government subsidies included in the meal.

PURCHASING

The School Board has established the policy that all purchases for which payment is made from District funds shall be made only on approved purchase orders. Employees wishing to purchase items in the name of the School District shall present their request to their supervisor who will approve or disapprove the request. If approved, the request will be presented to the Business Office for processing.

Only items which have been ordered in accordance with the above purchasing policy and for which billing has been made will be considered for presentation to the School Board for payment.

ADULT ACTIVITY TICKETS

District employees are eligible to receive an adult activity ticket admitting the employee to school events in exchange for a work assignment at one school event. Should the employee desire a ticket for their spouse, the employee shall agree to accept two work assignments. Duty assignments shall be made in the office of the Athletic Director.