

**PARSHALL SCHOOL DISTRICT #3  
EMPLOYEE HANDBOOK  
2020-2021**



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## Functions of the Employee Handbook

This Employee Handbook is an outline of the basic personnel policies, practices, and procedures in the Parshall School District. It contains general statements of school district policy and it should not be read as including fine details of each policy, nor forming an expressed or implied contract or promise that the policies discussed in it will be applied in all cases, nor is it to be interpreted to alter, amend or extend any of the terms of any written contract of employment existing between the employee and the district. The school district may add to the policies in the manual or revoke or modify them from time to time. Management will try to keep the manual current, but there may be times when policies will change before this material can be revised and published.

The Employee Handbook is intended to be a useful reference for providing information and answering questions relating to personnel concerns and operations of the district. To quickly and easily locate items of interest, please consult the Table of Contents. The letters, which appear in capitalization following some headings, indicate the reference code for policies and procedures.

An employee may recommend a change in policy to the Superintendent. Likewise, matters of importance not covered by the handbook should be brought to the attention of the Superintendent in order that a new policy may be formulated if necessary.

Posters minimum wage, unemployment compensation, family leave and such are displayed in the employee lounges of the high school and the elementary school. A complete listing of Board policies is maintained in the district office located at the high school. Policies are currently being added to the school district website.

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

## **EMPLOYMENT RELATIONS AND CONDITIONS**

### **Employment Relationships**

It shall be the policy of Parshall Public School District not to discriminate against any individual with respect to his/her compensation, terms, conditions, or privileges of employment, because of such individuals race, color, religion, sex, gender identity, national origin, ancestry, age, disability, marriage, or by reason of receiving any public assistance.

Non-certified Employee/District relationships are governed by the “employment-at-will” doctrine. The definition of “employment-at-will” is a presumption that the employee is employed at the employer’s plus employee’s will for an indefinite period rather than a fixed term. No representation of the district may change the at-will status of an employee through any oral or written promise to an employee. The policies and procedures stated within this manual are not intended to create an employment contract. Salary agreement letters and work calendars are not contracts, and do not alter the status of at will employees.

Employees shall not engage in any outside employment that would interfere with effectiveness in performing assigned duties, nor shall any outside employment be conducted during the hours assigned to fulfill duties within the district.

Teachers and administrators are under contract and shall refer to the master contract in addition to the information in this handbook and the Teacher Handbook.

### **Employment**

The district will employ support personnel that have the training required to successfully carry out the requirements of the position. Specific qualifications will be listed in regard to such a position. The administration will be responsible for recruitment and selection.

### **Employment Orientation**

All new employees are required to attend an employment orientation program to introduce the employees to district policies, procedures, benefits, etc. and to complete employment forms. Upon completion of employment, employees must return all district property to the proper authority.

### **Employee Dress**

Employees of the Parshall District are expected to dress professionally. This means clean clothes that are not tattered or torn. Aside from custodians and maintenance staff employees are not to wear jeans during the week. All employees may participate in the Parshall Education Association “Jeans on Friday” scholarship program by paying \$1.00 for each Friday we have school you may wear jeans on Fridays. Custodians/maintenance staff and PhyEd teachers are encouraged to participate in this program as well.

### **Employee Evaluations**

The purpose of staff evaluations is primarily improvement and growth in the employee’s work and secondly, to assist in the service recognition, promotion, non-renewal, discipline, and dismissal of employees. Through observations and appraisal of performance, administrators and supervisors are able to offer the guidance and assistance that permits an employee to examine his/her own practices and work toward greater effectiveness. The immediate supervisor shall evaluate all employees at least once annually.

### **Assignments/Transfers**

As support personnel staffing requirements fluctuate among schools and other work locations and for other valid reasons, it will become necessary from time to time to transfer some support personnel within the district. Such transfers will usually be made with agreement from the support personnel, but in some cases, it may be necessary to implement such transfers without agreement from the person to be transferred. The final determination is all transfers will be at the discretion of the Superintendent.

### **Separation**

All support personnel are subject to suspension or termination by the Superintendent. However, before the Superintendent suspends or dismisses a support person, the employee will be given notice in writing, and the grounds shall be set out in sufficient detail to fairly enable the employee to show any error that may exist.

Many times people are terminated on-the-spot or immediately after Administration learns of certain conduct. In these cases they are not always deserving of prior notice or proposed action, but instead, notice that the decision has been made. Advanced notice is of course the right thing to do when not terminating for poor conduct. Not all districts give at-will employees a chance to be heard or contest their termination.

### **Resignations**

Employees shall notify the Superintendent of resignation plans at least two weeks prior to separation. A signed letter of resignation must be forwarded to the Superintendent's office.

### **Required Physical Examination & Testing**

Some district positions require physical examinations and testing as a condition of employment. The cost of these physicals will be paid by the district if the physical is conducted at the time and place designated by the district; other arrangements may be cause for the employee to pay any difference in cost. A second test, due to failure on an initial test, may be the responsibility of the employee.

### **Employee Expense/Travel Reimbursement**

The district reimburses employees for expenses incurred while conducting authorized duties in an expense claim is properly completed, approved, and submitted to the business office. Reimbursement rates shall follow the State Reimbursement Rates.

When submitting meal receipts, a detailed receipt must be provided. A credit card receipt shall not be considered a valid receipt and will be denied for reimbursement purposes. The Parshall School District shall not reimburse employees for alcoholic beverages.

Registration, travel and training expenses will be reimbursed as follows:

- Required attendance - district pays all fees, expenses and compensation.
- Endorsed attendance - district will consider requests for fees, expenses and compensation.
- Elective attendance - district will not pay any fees, expenses and compensation.

### **Personal Electronic Communication Devices**

The use of electronic communication devices by employees may be appropriate and work-related in some instances; however, such devices may be distracting and disruptive to the educational and work process. Employees are expected to avoid personal use of electronic devices and use professional discretion, especially amongst students and fellow employees.

However, employees who use a school vehicle are prohibited from use of cell phones or other electronic communication devices while driving.

### **Overtime Hours**

According to Board Policy DCB - Overtime and Compensatory Time - Non-exempt employees are restricted from working more than 40 hours a week without prior written permission from the Superintendent. Non-exempt employees who work more than 40 hours a week without authorization are subject to disciplinary action up to and including discharge.

### **Time Clocks**

Time clocks are located at each building. It is required that all support staff employees enter their work time at the beginning and end of each work session.

### **Complaints & Grievances**

Complaints and grievances are covered in the AAC and KACA/KACB. Please follow the policies and if questions, please see your immediate supervisor. See attached AAC and KACA/KACB.

## **EMPLOYMENT BENEFITS - INSURANCE**

The district shall offer single coverage insurance to full-time, 12 month employees. Classified staff working fewer than 12 months are eligible for a high deductible single plan for which the district will pay 75% of the premium the first year, 85% the second year, 95% the third year and 100% the fourth consecutive year of service in the district.

### **EMPLOYMENT BENEFITS - LEAVE**

Vacation leave will be granted to all full-time (12 month) employees in accordance with years of service as follows:

- 1 to 10 years of employment - 10 days
- 11 to 12 years of employment - 12 days
- 13 to 14 years of employment - 14 days
- 15 or more years of employment - 15 days

Leave will be granted only at such times as will least interfere with the efficient operation of the schools. Permission must be obtained from the Superintendent before vacation is to be granted. Unused leave will not be carried forward from one year to the next. The leave year shall be from July 1st through June 30th of each year. Vacation shall not be granted during the first or last week of the school year.

### **Sick Leave**

Parshall Public Schools grants ten (10) full days of personal sick leave for the first year, and then ten (10) full days of sick leave for each succeeding year, cumulative to thirty (30) days. Part-time employees shall be granted seven (7) days of personal sick leave per year, cumulative to 30 days. Compensation for unused sick leave will not be granted to any support staff employees upon separation from the school district.

### **Funeral Leave**

Classified employees shall be granted up to three (3) days for death in the family and necessary travel time without any loss of pay. An additional two (2) days are available at the sole discretion of the Superintendent.

### **Family Leave**

Classified employees may use up to three (3) personal leave days in any one year for serious illness of spouse, children, mother, father, stepparents, stepchildren, brother, and sister.

### **Personal Leave**

Each classified employee in the Parshall Public School System shall have three (3) days of personal leave each year. These days are not cumulative and there shall be no pay for unused leave. Requests for personal leave must be made at least one week in advance to the Superintendent or immediate supervisor. Employees shall not be granted personal leave during the first and last week of the school year.

### **Holidays**

Holidays for 12 month employees are Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, President's Day, Good Friday, Memorial Day and Independence Day. If any of these holidays fall on a Saturday or Sunday, the day preceding Saturday or following Sunday shall taken as a paid holiday, unless there is school, then it cannot be given. If for storm make-up, school must be held on any of these holidays, then they cannot be given. To be paid for a holiday, the employee must have been on payroll the day before and the next working day following the holiday.

Holidays for 9 month classified employees are Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, President's Day and Good Friday.

**Military Leave**

Employees who are members of the military when ordered by proper authorities to active non-civilian employment, will be entitled to a leave of absence in accordance with state and federal legislation.

**Jury Duty**

All employees of the Parshall School District are subject to jury duty. When district personnel are required to serve on juries, thus taking them away from their regularly assigned duties, their regular school salary will continue to be paid, but deductions of the amount earned as a juror will be made from regular district paychecks. The employees will endorse the check for jury duty payment to the district rather than have deduction of the amount from the regular payroll check.

## GENERAL INFORMATION

### **Vehicle Insurance**

The district's liability insurance carrier protects all school vehicles.

### **Unemployment Insurance**

Employees are entitled to unemployment insurance pursuant to state and federal law. Eligibility and benefit amounts are determined individually based on a percentage of yearly earnings, up to the allowable maximum.

*Unemployment insurance is not available for the summer months when nine and ten month personnel are not working.*

### **Workers Compensation**

Parshall Public Schools furnishes workers compensation insurance coverage for all employees. Workers compensation insurance is intended to provide medical care and pay for lost time resulting from injuries on the job and those illnesses caused by the employee's work.

Employees must report any accident to their supervisor immediately. If the employee's supervisor is unavailable, the employee must contact the Business Manager. Employees should also report a near miss or close call, which occurred to them or they witnessed. Reports must be on all accidents, not just those resulting in an injury.

Employees who are reimbursed by Workers Compensation for days absent from work cannot have sick leave payments or any other district provided insurance exceed their regular earnings. When an employee has a loss time claim and receives workers compensation reimbursement, the employee must send a copy of the workers compensation check to payroll. Credit to the employee's sick leave account will be calculated by dividing the amount of the workers compensation check by the employee's hourly rate. If an employee receives more than the regular scheduled earnings, the district will deduct the overage in the next pay period.

### **Return to Work Program**

Parshall School District has initiated a Return to Work Program for all of its employees. Under this program, all employees injured in the course of their employment will be returned to some form of meaningful employment as quickly as possible.

Based on the injuries and restrictions set by the treating physician, a restricted or modified job duty is designed for the employee able to return to work. All employees will be given full consideration as may be required by their restrictions. Under no circumstances will an employee be requested to perform any activity that exceeds those restrictions.

### **Political Activities**

The Board affirms its wish that all personnel enjoy the full rights and privileges of residence and citizenship in this state and community, such as the right to run for public office. Employees who are elected to public office will be granted leave without pay during sessions of the elected body.

### **Drug & Tobacco Free Workplace**

The Parshall Public School District is a tobacco-free workplace. Tobacco use is prohibited in all district buildings and on all district grounds. The District is also a drug free workplace. Employees shall document and report concern or suspicion of drug or alcohol abuse in the workplace. The School Board policy GBRA-E. If drug or alcohol abuse and/or dependency are the cause of unsatisfactory work performance, administrative action will be taken in accordance with school board policies.

### **Personnel Records**

The District maintains a personnel file on each employee. The personnel file is located in the Central Office. The personnel file shall include: name, position held, performance appraisals, records of any disciplinary actions taken against the employee, the employee's application, letter of hire, acceptance letter and information of salary and benefits. Personnel files are available for review by employees and members of the public.

### **Health Examinations**

All persons employed by the district for the purpose of preparing and/or serving school meals shall have on file with the district a current health certificate. School bus drivers shall meet the health requirements established by the Superintendent and as contained in the NDCC 15-34.2-14. Driving records for each bus driver employed with the district shall be reviewed and filed annually with the Superintendent of School's designee.

### **Procedures for Inclement Weather**

School Board policy authorizes the Superintendent to "close the schools in event of hazardous weather, epidemics, or other emergencies which threaten the safety or health of students or staff members." If inclement weather (or other emergency) necessitates action to protect students or staff, the options available to the Superintendent will include, but not be limited to, the following:

1. The Superintendent may close any or all schools in the district with no students or staff requested to report.
2. The Superintendent may choose to have schools open as usual, but direct that buses either run late (one to two hours) or not at all.
3. The Superintendent may choose to close schools for instructional purposes with no students required to attend, with staff reporting as usual.

## **Bus Drivers Regulations**

1. To deliver children to the school building at 8:05 am and be ready for return trip at 3:10 pm every school day.
2. To exercise all proper care in protecting children from injury and exposure and to maintain order among the children at all times when they are being transported to and from school, to allow them to enter and leave the bus only at such places as shall be designated by the principal and Superintendent, and to report all cases of disobedience, improper conduct and speech, and cases of tardiness.
3. To stop at all railroad crossings NDCC 39-10-43
4. To use no profane or indecent language and to tolerate none from the children.
5. To abstain from using tobacco when driving the bus and to allow no child to use tobacco in any form.
6. Drivers must not be addicted to the use of alcohol or drugs. While on duty, there shall be no evidence of the use of alcohol detectable.
7. To submit to drug and alcohol testing as required by the Omnibus Transportation Employee Testing Act of 1991 (49 U.S.C. ss & 2717 et seq.)
8. To make daily and weekly reports as shall be required.
9. To participate in training or safety meetings approved by the Department of Public Instruction or the school district office.
10. To make inspections of the school bus at such times as required by the school district authorities and to have the bus at the place and time for inspection specified by the North Dakota Highway Patrol.
11. To make no changes in route except as directed by the Superintendent.
12. To carry out the provisions of this contract on every school day is possible to do so. The Superintendent is to give due notice of vacations, holidays, and weather or road conditions when the bus need not be driven.
13. To file with the Superintendent a copy of the report of physical examination before beginning to transport children on a school bus.
14. To carry a current health card at all times.
15. To have the type of North Dakota driver's license required for driving the school bus that is to be operated.
16. If driver is convicted of a traffic violation resulting in a loss of more than 3 points or any drug and alcohol violation. All driver's records will be checked annually. Drivers shall notify the Superintendent of any traffic or criminal violations.
17. The driver is subject at all times to disciplinary actions for violations of board policy or administrative directives up to and including dismissal.
18. Extra Trip Rotation - The Bus Supervisor is in charge of assigning trips. All drivers will be put into the rotation and drivers will move through the rotation. Normally the Tornado Taxi is first line for trips. If the driver does not have the necessary driver's license, they will be passed over. If a trip that was assigned to a driver is canceled, that driver now is eligible for the next trip even if it has been assigned to another driver. If no driver is willing to take a trip, the driver who initially passed is required to take the trip.
19. All route drivers are responsible for sweeping or vacuuming the inside of their bus as needed but no less than twice per week. Extra curricular drivers are responsible for cleaning the inside of the extra curricular bus they use.
20. All drivers are responsible for bus safety. They must insure that the windows, lights, mirrors, and reflectors on busses they are driving are clean enough for safe operation of the bus.

*DISCLAIMER*

This employee handbook is drafted as a guideline for our employees. It shall not be constructed to form a contract between the Parshall Public School District and its employees. Rather, it describes the District's general philosophy concerning policies and procedures.