

**Northwest Public Schools  
Grand Island, Nebraska**

**Classified Employee  
Handbook**

**April 2017**

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## INTRODUCTION

The Northwest Public Schools Board of Education believes that a capable, well trained, and student oriented staff is the prime ingredient in maintaining a quality learning environment for Northwest Public Schools students. Therefore, this Classified Staff Handbook is intended to be an informative guide to Northwest Public Schools classified staff policies, procedures, and benefits. Northwest Public Schools is proud of the policies and procedures that it has developed and improved over the years. The Board of Education believes you will find that they reflect the Board's commitment to treating our employees fairly.

Northwest Public Schools hopes that you will find this handbook useful and informative. If you have any questions about any of these policies or procedures, please do not hesitate to ask your supervisor. Whether you are just joining Northwest Public Schools or are a current employee, Northwest Public Schools looks forward to having you as a part of the Northwest Public team.

The Board of Education and Administration welcome employee comments and suggestions for improving all aspects of our operation. One of the contributing factors to the District's success is the maintenance of an open, responsive, and on-going two-way system of communications. We encourage all employees to exchange ideas and information to help themselves and, in turn, Northwest Public Schools. You will find this philosophy reflected throughout the policies and procedures contained in this handbook.

This handbook shall apply to all classified staff employees filling positions at Northwest Public Schools. Classified staff employees include: custodians, maintenance workers, groundskeeper, building secretaries, district office secretaries, teacher assistants, food service workers, school nurse, or others who might be recommended by the superintendent of schools for employment.

**This handbook is not a contract of employment. Nothing contained in this handbook or in any other statement of Northwest Public Schools philosophy, including oral statements, should be considered a promise of continuing employment. Rather, both Northwest Public Schools and the employee are free to terminate the employment relationship at any time for any or no reason.**

Circumstances may arise in which the Board of Education determines that changes are required in this handbook. For this reason, the Board of Education reserves the right, at any time, to modify, rescind or supplement any or all of the policies, procedures, or beliefs explained in this handbook. You will receive notice of these changes as soon as possible. All changes must be authorized and approved by the Board of Education. No such modification, however, shall change the at-will nature of employment at Northwest Public Schools.

## **MISSION STATEMENT AND BELIEFS**

The Northwest Public Schools are committed to maximizing learning for all students while fostering a safe environment that promotes positive citizenship.

### **BELIEF STATEMENTS**

1. We believe in modeling and teaching the qualities of good character.
2. We believe student learning is the primary focus of all school-based decisions and requires a collaborative effort from students, teachers, administrators, parents and community.
3. We believe that we need to teach problem solving skills necessary for students to become independent, responsible citizens who contribute to their community.
4. We believe curriculum and instruction should be differentiated to meet the needs of diverse learners.
5. We believe in helping students discover their talents as they work towards maximizing their potential.
6. We believe students learn best when engaged, challenged, and respected in a safe, supportive environment.

### **Members of the Board of Education**

Name	Contact Information
Karl Quandt, President	karl.quandt@ginorthwest.org
Jeff Schimmer, Vice President	jeff.schimmer@ginorthwest.org
Kim Meyer, Secretary	kim.meyer@ginorthwest.org
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Scott Eriksen, Advisory Member	scott.eriksen@ginorthwest.org
Travis Hedman, Advisory Member	travis.hedman@ginorthwest.org

### **Administrative Staff**

Name	Position	School	Contact Information
Matt Fisher	Superintendent	Northwest Public Schools	308-385-6389 Ext 5112
Tim Krupicka	Principal	Northwest High School	308-385-6389 Ext 5119
PJ Smith	Assistant Principal	Northwest High School	308-385-6389 Ext 5121
Marty Moser	Assistant Principal	Northwest High School	308-385-6389 Ext 5123
Scott Mazour	Principal	Cedar Hollow Elementary	308-385-6306
Jeff Ellsworth	Principal	Chapman Elementary	308-986-2215
Steve Retzlaff	Principal	1-R Elementary	308-385-6352
Mike Herzberg	Principal	St. Libory Elementary	308-687-6475
Mike Sorensen	Activities Director	Northwest High School	308-385-6389 Ext 5120
Jeanette Ramsey	Assessment and Curriculum Director	Northwest Public Schools	308-385-6389 Ext 5146
Brian Gibson	Technology Coordinator	Northwest Public Schools	308-385-6389 Ext 5142
Heather Callihan	Technology Integrationist	Northwest Public Schools	308-384-6389 Ext 5171
Sharon Placke	Business Manager	Northwest Public Schools	308-385-6389 Ext 5110
Mike Fitzgerald	Maintenance Director	Northwest Public Schools	308-385-6389 Ext 5124

### **EQUAL EMPLOYMENT OPPORTUNITY**

Equal employment opportunity has been and continues to be both policy and practice at Northwest Public Schools. Northwest Public Schools is committed to providing a work environment that is free from unlawful discrimination, harassment and intimidation because of

an individual's race, color, religion, sex, age, national origin, disability, marital status or any other basis prohibited by applicable state or federal law.

Employees who suspect that they have become the victim of a discriminatory act, intentional or unintentional, because of a school employee or policy should (1) discuss the grievance with a building principal or supervisor within 10 school days of the alleged situation being known. If the matter is not resolved to the satisfaction of the complainant, the complainant should (2) contact the superintendent of schools and submit the nature of the grievance in writing to the superintendent within 10 school days of receiving an oral response from the principal or supervisor. The superintendent will, within 10 school days of receiving the written grievance, interview the complainant, investigate the nature of the grievance, and submit in writing to the complainant a proposed resolution. If not satisfied with the superintendent's response, the complainant should (3) submit a written request for a board hearing on the grievance to the board president within 10 school days of receiving the superintendent's response. The board of education will convene a hearing on the grievance within 20 school days of receiving a written request for said hearing, and reserve the right to solicit evidence and testimony from pertinent sources. The board will submit a written resolution of the grievance to the complainant within 20 school days of conducting the hearing, and the board's decision will conclude the grievance procedure.

If school is dismissed for the summer, "days" will refer to weekdays, Monday through Friday, excluding holidays. If a principal, supervisor, or the superintendent is the focus of the initial grievance, the procedure should be initiated at the next step. If a board policy is the focus of the grievance, the procedure should be initiated with the superintendent.

Advocates or legal counsel may represent employees at any and all steps of the grievance procedure. They may have access to school records or documents that are not otherwise protected by privacy statutes.

Northwest Public Schools will take every reasonable measure to address the matter and promise that the employee will not be subjected to retaliation for bringing such matters to the attention of Northwest Public Schools. However, the District will not be precluded from addressing job performance related issues with the employee. Northwest Public Schools will treat all such concerns with the utmost confidence consistent with a fair resolution of the problem.

## **ZERO TOLERANCE FOR HARASSMENT**

Northwest Public Schools is committed to offering employment based on ability and performance, in a productive climate, free of discrimination. Harassment of any kind by supervisors or co-workers will not be tolerated. In addition, Northwest Public Schools will protect employees, to the extent possible, from reported harassment by non-employees in the workplace.

In general, ethnic or racial slurs, jokes or other verbal or physical conduct relating to a person's

race, color, age, sex, national origin, religion, marital status, or disability constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work environment.

Sexual harassment by members of the same or opposite sex has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or other physical and verbal conduct of a sexual nature by supervisors or others in the workplace.

Sexual harassment may also exist when co-workers (or non-employees, such as vendors and clients) engage in such conduct, when the conduct unreasonable interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

If an employee believes that he/she is being harassed by another employee, supervisor, or any other person in connection with his/her employment, he/she should bring the incident to the attention of his/her supervisor. If that would prove to be uncomfortable or the employee is not satisfied with his/her supervisor's handling of the complaint or feel more comfortable bypassing his/her supervisor, the matter should be brought to the attention of the Business Manager.

If the employee is still not satisfied with the handling or outcome of the complaint, or if he/she feels more comfortable bypassing the other steps, the matter should be taken to the Superintendent. Northwest Public Schools will promptly investigate all allegations of harassment in as confidential manner as possible and take appropriate corrective action if warranted.

Under no circumstances will a supervisor be allowed to threaten or retaliate against an employee who alleges harassment.

## **"AT WILL" EMPLOYEE STATUS**

The Board of Education employs all classified staff members to meet the personnel needs of the District, as determined by the budget and the instructional and non-instructional needs of the District. Classified staff members are regarded as "at will" employees, meaning that they are hired for an indefinite period of time and may be terminated at any time with or without cause. Employment may be terminated at any time for any reason when such termination is determined to be in the best interest of the District.

## **CLASSIFICATION**

Northwest Public Schools classified personnel are grouped by job classification. There are three types of classified staff employed by the district; (1) nine month/school year including food service, transportation, teacher assistants, health assistants, and nursing personnel; (2) ten and eleven month including building secretaries and (3) twelve month including custodians, maintenance, groundskeeper, and district office secretaries. Consideration will be given to relative experience and previous employment with the district if applicable when determining a beginning hourly rate.

## **ASSIGNMENTS, TRANSFERS, POSTING VACANCIES**

The superintendent and superintendent's designees are authorized to assign employees to positions described in board policy and, should staffing needs dictate, transfer employees to different positions for which they are qualified, said actions being subject to board approval. Unless emergency situations prevail, all staff vacancies will be posted on the District website. Current employees may apply for existing vacancies by completing an internal application located on the employment tab of the school website.

Ordinarily, unless time and the number of in-house applicants mitigates against such, current employees will be granted an interview for other positions for which they are qualified. However, the District does not regard it an obligation to guarantee current employees priority consideration over candidates from outside the district.

## **TERMINATION PROCEDURES**

The employee/employer relationship is for the mutual benefit of both parties and either party may sever the relationship at any time. All support staff are "at will" employees, meaning there is no contract of employment.

Subject to the state law and District budget considerations, employment of support staff may be terminated by the Superintendent or designee at any time for just cause or for other reasons deemed necessary by the Superintendent or designee to be in the best interest of the District.

Employees terminating employment should give written notice of resignation to their immediate supervisor at least two weeks prior to the effective date.

If the employee is terminated, all salary/wages and other benefits to which the employee was entitled shall cease with the date of official dismissal, and be paid in full on the next regularly scheduled pay day.

An employee may apply to the Nebraska School Employees Retirement System, 301 Centennial Mall South, Lincoln, Nebraska 68509, for return of contributions upon termination of employment.

## **SALARY SCHEDULE/ PAYDAY**

Annually the Superintendent will review and recommend to the Board of Education salary increases and benefits for all classified staff job categories. If new salary rates are established or increases approved by the Board of Education, they will become effective with the initial pay period of the new school year. The superintendent's office shall be responsible for maintaining research on comparable pay levels for similarly sized districts in the immediate area and for designing procedures to collect staff input on salary and benefit issues.



Paychecks will be issued on the 15th day of the month. Should the 15<sup>th</sup> fall on a weekend or holiday, the pay date shall be the last business day prior to the weekend or holiday. Paychecks are subject to federal and state mandated deductions. Other deductions maybe designated and authorized by the employee, subject to the approval of the superintendent.

## **TIME RECORDS**

Classified employees shall use the TMS – Time Management System for recording hours worked. The employee is responsible for the accuracy of information on the TMS system. All information for a payroll must finalized the day after the pay period closes. No overtime will be paid unless authorized in advance by the supervisor and the Business Manager.

## **WORK DAY**

The normal workday will be 8-1/2 hours unless otherwise assigned. Within the 8-1/2 hours, one-half hour is allowed for lunch. Two other break times, not to exceed 15-minutes may be arranged by the immediate supervisor. Approved overtime, in excess of 40 hours per week, will be paid at time and a half of the employee's regular hourly rate.

## **WORK ON INCLEMENT WEATHER DAYS**

When school is canceled for student instruction because of inclement weather, the superintendent of schools will direct the work schedule for the day. If school is canceled during the day because of inclement weather, personnel may be released after students have been excused and accounted for.

## **ANNUAL EVALUATION**

Classified employees will receive an annual evaluation of their work performance from an administrator designated by the superintendent of schools. The evaluation forms will be designed and supplied by the superintendent's office. One copy will be provided to the employee and one copy will be kept in the personnel file at the superintendent's office. Employees may attach materials to the file copy of the evaluation if they choose.

## **PERSONNEL FILES AND INFORMATION**

Individual employee files will be maintained at the superintendent's office. Principals and supervisors may maintain employee files with duplicate information to the extent necessary.

Employee files shall contain only information pertinent to payroll processing; job performance; initial employment application; any legally required health information; and employee initiated response to performance evaluations. Employees are responsible for the accuracy of information on the initial job application as well as relaying any necessary updated payroll-related information to the district office. Further, it is expected that employees will provide

current information regarding addresses and phone numbers on SID.

The superintendent, other administrators designated by the superintendent, the employee's immediate supervisor, payroll and personnel clerical staff, and the employee or the employee's designated representative will have access to personnel files. Employees may place materials in their personal file relating to job performance or evaluations thereof. No materials may be removed from an employee's file without the mutual consent of the employee and the superintendent of schools.

All material in employee files will be considered confidential, except that information which is legally subpoenaed or is subject to federal and state open records statutes. Employees will not have access to written recommendations that were submitted on their behalf with an understanding of confidentiality. Anyone having access to personnel files and divulges confidential information about another employee will be subject to disciplinary action.

### **ALCOHOL AND ILLICIT DRUG USE PROHIBITED**

The Board of Education expressly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by school employees, volunteers, and students on school property or at any school sponsored event or activity. Any employee, volunteer, or student found to be under the influence of alcohol or illegal drugs while on school property or at a school sponsored event or activity will be subject to disciplinary measures. Moreover, the board authorizes and directs school administrators or their representatives to discipline employees, volunteers, or students, consistent with pertinent state and federal law, for any violations of this policy. Discipline for employees may extend to a recommendation for dismissal. While the board does not sponsor directly rehabilitative services, it reserves the right to require that any disciplined employee undergo rehabilitation as a condition of continued employment.

### **TOBACCO USE PROHIBITED**

In order to promulgate a healthy environment for students and staff and to encourage healthy behavior in students, there will be no tobacco use on school district property, including, but not limited to any school buildings, outdoor athletic complex and practice areas, or school vehicles. The regulation applies to all students, staff, patrons, and visitors.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look a likes, and products intended to replicate tobacco products either by appearance or effect.

School administrators are charged with the responsibility of administering this policy including, if necessary, the disciplining of violators.

## **USE AND CARE OF SCHOOL EQUIPMENT AND FACILITIES**

All employees are responsible for overseeing the care, inventorying, and security of equipment, materials, and facilities associated with their job assignment. Any damaged or non-functioning items vital to job performance should be reported immediately to a principal or supervisor so that repairs or replacements can be made. Further, if valuable items of equipment or material are not able to be secured, the situation should be reported to a principal or supervisor for corrective action. Moreover, any incident of theft or vandalism involving school property should be reported immediately to the appropriate administrator, and that administrator should contact the business manager as soon as possible.

No school-owned property is to be used at any time for personal use or private entrepreneurial activity. Principals and supervisors may exercise their discretion to allow the personal use of some equipment, such as computers, if said use might enhance the skill of the employee or if said use is being done on behalf of the school. No major equipment items are to be removed from the buildings or campuses without specific permission from a principal or supervisor.

## **PERSONAL PROPERTY**

Northwest Public Schools is not responsible for damaged, lost or stolen articles which are the personal property of employees.

## **SCHOOL PERSONNEL AND THE PUBLIC**

All school employees are obligated to promote a positive image of the school district, its programs, and students. All employees are encouraged to use tact, patience, and courtesy in their relationships with students, parents and community patrons. The board regards school-community organizations as a valuable dimension of the educational environment and encourages all employees and employee groups to actively support their existence and programs.

## **STAFF DEVELOPMENT**

Administrators who are designated by the superintendent to supervise classified staff will be responsible for providing routine orientation and training pertinent to the employee's job assignment.

To the extent schedules and budgeting will allow, administrators also will organize staff development activities designed to maintain and enhance employee effectiveness. If employee attendance is mandated at workshops or seminars convened outside the district, the district will attempt to pay at least a portion of expenses incurred by the employee. Employees may request to attend staff development activities outside the district, but administrative discretion will be used in determining whether time off and reimbursement is allowed.

## **USE OF PERSONAL CAR**

Mileage reimbursement will be paid to employees who are required to provide their own vehicles during regularly scheduled working hours. Claims for reimbursement will be honored only if the supervisor authorized the travel. Reimbursement per mile will be determined annually. Mileage reimbursement forms must be submitted during the proper fiscal year for reimbursement.

## **STAFF ATTIRE**

The Board of Education expects that all staff will be appropriately attired and groomed in accord with the nature of their job assignment. Should an interpretation of “appropriate” be needed, administrators will attempt to assess commonly accepted community standards and what might be expected of similarly placed employees in the private sector.

## **POLITICAL ACTIVITIES OF STAFF**

The Board of Education recognizes the rights of its employees, as citizens, to engage in political activity, except that no employee of the school district shall solicit support of any political candidate, partisan or non-partisan, or support of any issue on any referendum matter, during regular work hours on school district property.

## **SCHOOL MAILBOXES AND INTRA-DISTRICT COMMUNICATION**

Most employees have a designated work area where they may receive school-related memos, bulletins, and other communications. If personal mail is received at school, it will be distributed also, unmonitored, via this system. Employees may have free access to this system to communicate with one another, with the exception of the distribution of commercial and politically oriented materials, and with the further exception that building wide or district wide distribution of materials must first be approved by a principal or the superintendent.

## **PERSONAL GIFTS**

Employees are advised to not accept personal gifts from students or patrons other than token items or cards. The board may at its discretion choose to honor retiring employees with plaques and/or receptions. This policy is not intended to exclude the receipt of scholarships, grants, or other honoraria earned as a consequence of job performance or academic endeavor.

## **LEAVE PROVISIONS**

**PAID VACATION** - On the date of hire, twelve-month employees will receive five vacation days. Annually, with the pay period that begins in August, twelve-month employees will receive paid

vacation days as follows: ten days annually for 6 months through five years of service; for 5 through 15 years of service – ten days plus one day per year for each year 5 through 10; twenty days after fifteen years of service. Vacation days must be scheduled with the approval of the employee's supervisor. All vacation days must be used by the first Saturday of August. Accrued but unused vacation days will not be carried forward from year to year.

**PAID HOLIDAYS** - Twelve-month employees will receive six paid holidays: Labor Day, Thanksgiving, Christmas Day, New Year's Day, Memorial Day, and July 4th. Those employed during the school year will receive four paid holidays

**NONPAID LEAVE** - At the superintendent's discretion, limited non-paid leave will be available to classified staff for emergencies and other family-related events.

**SICK LEAVE** - Twelve-month employees will receive ten sick days annually accumulative to fifty days; those employed during the school year will receive seven sick days annually accumulative to thirty five days. Sick days in excess of the maximum accumulation total will be paid for annually in June at the rate of \$50.00 per day.

Sick leave may be used for personal illness or illness of a family member.

Doctor and dental appointments will be charged against an employee's accumulated sick leave.

**BEREAVEMENT LEAVE** – Paid days are provided for bereavement leave for family members. The number of days allowed will be determined based on the individual situation, at the discretion of the administration.

## **HEALTH RELATED ABSENCES**

Any employee who is unable to report to work because of a health-related condition shall contact his or her supervisor or designate at the earliest opportunity. If any employee experiences a prolonged health-related absence or demonstrates a pattern of frequent health-related absences, the district reserves the right to require a physician's statement for documenting either (1) the need to remain absent from work or (2) fitness to return to work. The district further reserves the right to require a second opinion on such medical circumstances from a physician chosen and reimbursed by the district.

The district reserves the right to terminate employment should an employee have a prolonged health-related absence beyond provisions of district policy or refuse to cooperate in securing physicians' statements as described above.

In the event an employee contracts a communicable disease, continued employment decisions will be based on guidelines established by the Nebraska State Department of Health.

## **WORK AREA SAFETY AND ACCIDENT REPORTING**

All employees share in the responsibility of maintaining a safe and healthy school environment. Any unsafe or unhealthy conditions in the immediate work area, building, or on campus should be reported immediately to an administrator. In the event of an accident to an employee, student, or visitor, the injured individual should be referred to building health staff and a report of the incident made to the appropriate administrator as soon as possible. Upon learning of such accidents, said administrator should contact the business manager immediately.

## **WORKER'S COMPENSATION**

All school employees and volunteers come under the provisions of the Worker's Compensation Law. Accident reports involving injuries arising out of and in the course of employment with Northwest Public Schools shall be filed in the district office within twenty four hours of the incident. Accident reports should be filled out for all injuries, no matter how minor. Failure to make a prompt and complete report of injury may jeopardize an employee's rights. When an injury occurs while on duty, an employee may choose the physician of their choice for medical services. When reporting for medical services, the injured employee should clearly inform the physician they are a Northwest Public Schools employee, and that the treatment for the injury may be covered under the Worker's Compensation Law.

## **INSURANCE**

The district will provide single health and single dental insurance to classified staff employees who work a minimum of 25 hours per week. All classified staff meeting the qualifications of the district's health insurance provider may purchase, via payroll deduction, any of the other three tiers of health and dental insurance. In accord with federal statute, the district will provide health insurance to classified staff employees as specified by the Patient Protection Affordable Care Act. In accord with state and federal statute, all classified staff employees are insured against work-related injury and consequent disability by worker's compensation insurance. Currently, Blue Cross Blue Shield is the district's health insurance provider. The district utilizes the \$900 /\$3500 HSA high deductible plan.

The district will provide a \$25,000 term life insurance policy for classified staff employees who work a minimum of 25 hours per week. Employees can purchase additional life insurance.

The district will provide long-term disability insurance for classified staff employees who work a minimum of 20 hours per week. The disability insurance will be effective upon the use of an employee's sick leave days.

Vision insurance is available for classified staff employees to purchase.

## **TEMPORARY/ SUBSTITUTE STAFF**

The superintendent is authorized to approve the employment of temporary or substitute classified staff. Substitute and temporary employees will be paid the minimum rate for the designated job classification. Temporary and substitute employees are not eligible for any district provided benefits.

## **JURY DUTY**

Employees called to jury duty will be excused without loss of pay or benefits. The employee will receive regular salary and may keep any expense money paid by the court, but shall remit jury duty pay to the district.

## **STATE RETIREMENT**

All classified employees who regularly work fifteen hours per week are required by law to participate in the Nebraska School Employees Retirement System. The Nebraska School Employees Retirement System is a cooperative program with all public school employees and the State of Nebraska to provide funds for granting retirement benefits to those who become members of the system and who continue school employment for the period required by the retirement law. In order to become familiar with the provisions of the state retirement program, you should obtain a copy of the latest brochure from the State Retirement Office, 301 Centennial Mall South, Lincoln, Nebraska 68509. Currently, the contribution rate is 9.78% of an employee's gross wage.

## **403B**

All classified employees may participate in a 403B Plan sponsored by the District. Contributions can be paid to a retirement plan on a pre or post-tax basis. Enrollment forms are available through the District Office.

## **COBRA**

The 1986 Consolidated Omnibus Budget Reconciliation Act (COBRA) requires that certain beneficiaries who would otherwise no longer qualify for participation in the employer's group health insurance plan be afforded coverage. The five qualifying events which trigger the continuation of coverage are (1) death (2) termination *[other than reason of employee's gross misconduct]* (3) divorce or legal separation (4) becoming eligible for Medicare benefits and (5) a dependent child reaching maximum age for coverage. Any person seeking continued coverage must pay the premium for the policy. Failure to pay such premium will terminate the continuation of coverage. Contact the central office in regard to rights under COBRA.

## **RESOLVING CONFLICTS WITH PATRONS, STUDENTS, OTHER STAFF**

Employees are advised to attempt to resolve school related disputes with tact and courtesy at the point of their origin. Unresolved conflicts should proceed from employee to supervisor, to the superintendent, to the board. Any complaint first received at a higher level should automatically be redirected to the appropriate level for deliberation and possible resolution. Any patron, student, or other person who willfully profanes or assaults --verbally or physically-- a district employee who is involved in an assigned duty may be prosecuted by the district, to the extent provided by law. School employees who are sued as a consequence of performing their assigned duties, in a manner deemed appropriate by the school administration and/or board, shall be given the legal support of the district's attorney.

## **GRIEVANCE PROCEDURE**

Any classified employee who has a work-related grievance shall first discuss the nature of the grievance with an administrative supervisor. If not satisfied with the administrative supervisor's resolution of the problem, the employee shall, within 10 working days of having received the administrative supervisor's decision, send a written description of the grievance to the superintendent. Upon receiving the written grievance, the superintendent shall, within 10 working days, meet with the employee and attempt to resolve the grievance. If not satisfied with the superintendent's decision, the employee shall, within 10 working days, request in writing to the superintendent that a board of education committee be convened to listen to the grievance. The superintendent shall schedule a meeting, within 15 working days, for the board committee to listen to the grievance. Said meeting will be held in closed session and may be attended by the superintendent, administrative supervisor, the employee and, at the employee's discretion, an advocate for the employee. The board committee will render a decision at the close of the meeting, and said decision will terminate the grievance procedure. Note that if more than one employee has a grievance of a similar nature they may, as a group, invoke the grievance procedure described herein.

## **JOB DESCRIPTIONS**

### **Job Description, District Office Secretary**

District office secretaries will be assigned, supervised, and evaluated by the business manager, and their duties shall include, but not be limited to, the following:

1. Efficient completion of assigned clerical tasks related to the functions of personnel, budgeting, payroll and accounting, special education reporting, and board agenda preparation
2. Routine handling of correspondence and messages, processing reports, and filing and retrieving necessary data
3. Becoming proficient on all office business equipment pertinent to the job assignment
4. Maintaining confidentiality of sensitive information related to staff, students, and



- parents
5. Maintaining cordial contacts with all personnel, students, patrons, and vendors.

### **Job Description, School Secretary**

School secretaries will be assigned, supervised, and evaluated by the building principal, and their duties shall include, but not be limited to, the following:

1. Efficient completion of assigned clerical tasks such as processing reports, handling correspondence and messages, activity fund accounting, and filing and retrieving necessary data
2. Becoming proficient on all office business equipment pertinent to the job assignment;
3. Maintaining confidentiality of sensitive information related to staff, students, and parents
4. Maintaining cordial contacts with all personnel, students, patrons, and vendors.

### **Job Description, Custodians – Day / Night**

Day / night custodians will be assigned, supervised, and evaluated by the building principal and their duties shall include, but not be limited to, the following:

1. Efficient cleaning of assigned area
2. Accomplishing minor repair work of school property and equipment in assigned area
3. Safe care and storage of all equipment and materials related to the job assignment
4. Litter control of grounds and limited snow removal
5. Maintenance, repair, and installation —unless otherwise contracted— of mechanical, electrical, heating, air conditioning, and plumbing systems
6. Minor construction projects and repair of furnishings and equipment
7. Maintenance and repair of campus fixtures

### **Job Description, Groundskeeper**

The groundskeeper will be assigned, supervised, and evaluated by the business manager. Duties shall include, but not be limited to, the following:

- 1) Mowing, trimming, and weed control of the district grounds
- 2) Maintaining the practice and game athletic fields including mowing, watering, fertilizing, and lining
- 3) Assisting with the development and implementation of the long range landscaping plan
- 4) Assisting with snow removal during the winter months
- 5) Pruning the district trees as necessary
- 6) Maintaining a cooperative working relationship with all personnel, students, and patrons.

### **Job Description, Teacher Assistant – Regular / Special**

Regular teacher assistants and special education teacher assistants will be assigned, supervised, and evaluated by the building principal or, as designated, by supervising teacher personnel, and their duties shall include, but not be limited to, the following:

1. Student supervision
2. Assisting teachers in preparing instructional materials, attendance, and room preparation
3. Tutoring and small group instruction as directed and supervised by a teacher
4. Maintaining a cooperative working relationship with all personnel, students, and patrons.

### **Job Description, Van Driver**

Van drivers will be assigned, supervised, and evaluated by the Director of Transportation, and their duties shall include, but not be limited to, the following:

1. Annual passage of state required licensing and physical examinations
2. Operating the school vehicle in a safe and legal manner at all times including performing the pre-trip inspection
3. Maintaining the cleanliness of the school vehicle inside and out
4. Care and discipline of student riders
5. Communicating immediately to the Director of Transportation concerning problems with vehicle operation, patron complaints, and student discipline problems
6. Maintaining a cooperative working relationship with all personnel, students, and patrons.

### **Job Description, School Nurse**

The School Health Nurse will be assigned, supervised, and evaluated by the building principal, and duties shall include, but not be limited to, the following:

1. Coordinating the district's health services program
2. Providing routine health care to students and emergency first aid
3. Assisting and advising health assistants at the elementary buildings as needed
4. Being a liaison with county health department officials regarding routine health reports and other health-related concerns
5. Serving as an instructional resource in regular classrooms on health careers and health-related topics
6. Attending home athletic contests, unless excused by the principal, and providing medical assistance to any injured athletes
7. Holding a valid Registered Nurse License
8. Maintaining a cooperative working relationship with all personnel, students, and

patrons.

### **Job Description, District Technology Assistant**

The district technology assistant will be assigned, supervised, and evaluated by the district technology director. Duties shall include, but not be limited to, the following:

1. Provide day to day user and building level technical support for hardware, software, and equipment
2. Maintain all district servers
3. Create and maintain a database of hardware, software, and license information for each building
4. Provide technology in-service for staff as requested
5. Repair hardware and equipment or arrange for repair through local providers
6. Promote the effective use of technology by all district staff.

### **Job Description, Food Service Workers**

Food service workers will be assigned, supervised, and evaluated by the food service director and their duties shall include, but not be limited to, the following:

1. Food preparation
2. Care and operation of kitchen equipment
3. Maintaining personal hygiene and sanitary environment of the kitchen
4. Maintaining a cooperative working relationship with all personnel, students, and patrons.

### **Job Description, Head Cook / Assistant Cook**

Head cooks/assistant cooks will be assigned, supervised, and evaluated by the food service director and their duties shall include, but not be limited to, the following:

1. Kitchen management, including assigning tasks to other cafeteria staff
2. Daily menu preparation in accord with USDA standards
3. Ordering food and supplies
4. Inventory maintenance
5. Accurate recording and reporting of daily lunch counts
6. Maintaining a cooperative working relationship with all personnel, students, and patrons.