



## **CLASSIFIED EMPLOYEE HANDBOOK**

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## **1.0 WELCOME**

### **1.1 WELCOME**

Welcome! We hope that your employment with Teton School District will be rewarding and challenging. We take pride in our employees as well as the education we provide.

Please take the time now to read this employee handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. The District reserves the right to interpret, modify, or supplement the provisions of this handbook at any time.

**This Handbook is not a contract and does not create an express or implied guarantee of any specific term of employment.**

Please understand that no employee handbook can address every situation in the work place. If you ever have questions about your employment, you are encouraged to ask them. If you have any difficulty reading or understanding any of the provisions of this handbook, please contact Becca Berry, at the District Office.

We wish you success in your employment here at Teton School District No. 401.

### **1.2 AT-WILL EMPLOYMENT**

Your employment with the District is on an “at-will” basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the district at any time, with or without notice and with or without cause. We do ask that a letter of resignation be provided to your Supervisor or HR.

Nothing in the employee handbook or any other District document should be understood as creating guaranteed or continued employment, a right to termination only “for cause,” or of any other guarantee of continued benefits or employment. Only the Board of Trustees has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Chairman of the Board.

## **2.0 INTRODUCTORY LANGUAGE AND POLICIES**

### **2.1 ABOUT THE COMPANY**

The legal name of this District is Teton School District No. 401, Teton County, State of Idaho. The District Office is located at 481 North Main Street in Driggs, Idaho. The District is classified as:

A K-12 school district giving instruction to pupils in grades k (kindergarten)/one (1) through twelve (12) which is further describe below.

In order to achieve its primary goal of providing each child with the necessary skills and attitudes to become effective citizens, the Board shall exercise the full authority granted to it by the laws of the state

of Idaho. Its legal powers, duties and responsibilities are derived from the Idaho Constitution and state statutes and rules. Sources such as the school laws of Idaho, and the rules and regulations of the state board of education delineate the legal powers, duties and responsibilities of the Board.

The School District will also offer special instructional services to children who have disabilities which are recognized by provisions in the state law, and in State Department of Education policy.

Subjects taught in the respective schools shall reflect the requirements for accredited schools and the State guidelines.

## **2.2 ETHICS CODE**

Teton School District will conduct its duties honestly and ethically. We strive to improve the quality of our students' education and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound judgment. Our supervisors and employees are expected to adhere to high standards of personal integrity as a representation of our district's practices.

We expect that employees will not allow personal interests to conflict with the interests of the Teton School District, its students, or affiliates, nor will they misrepresent the District or use their District contacts to advance private or personal interests. The confidentiality of sensitive student information about our students, is to be treated with discretion and only be and only be disseminated on a need-to-know basis (see policies relating to privacy including FERPA).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

### **CRIMINAL HISTORY/BACKGROUND CHECKS**

It is the policy of the District not to employ or continue the employment of personnel who may be deemed unsuited for service by reason of arrest and/or criminal conviction. While an arrest or conviction of a crime, in and of itself, may not be an automatic bar to employment, if an arrest or conviction relates to suitability of individual to perform duties in a particular position, such person may be denied employment or in the case of current employees, may face disciplinary action up to and including termination.

It is the policy of the District to perform criminal history checks as required by Idaho law and to perform other types of background checks on employees or volunteers including, but limited to:

1. Contacting prior employers for references;
2. Contacting personal references; and/or
3. Contacting other persons who, in the discretion of the District, could provide valuable information to the District.

Where a prior conviction is discovered, the District will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which application is sought, or the person is employed.

If an applicant or employee makes any misrepresentation or willful omissions of fact regarding prior criminal history, such misrepresentation or omission shall be sufficient cause for disqualification of the applicant or termination of employment. See policy 5110.

### 2.3 MISSION STATEMENT

Mission: To provide a safe and exceptional learning environment where career and college readiness are the academic cornerstones of a relevant and progressive education.

Vision: Empowering our students to reach their full potential.

### 2.4 ORGANIZATION



## **2.5 COMPANY FACILITIES**

Teton School District No. 401 consist of one senior high school, one alternative high school, one middle school, three elementary schools (grades k-3), one elementary school (grades 4-5), and a pre-school location. The names and locations are as follows:

Teton High School (grades 9-12) 555 Ross Ave, Driggs

Basin High School (Alternative high school grades 9-12) 481 North Main, Driggs

Teton Middle School (grades 6-8) 935 North 5th East, Driggs

Rendezvous Upper Elementary (grades 4-5) 211 Howard Avenue, Driggs

Tetonia Elementary (grades k-3) 215 South 5th, Tetonia

Victor Elementary (grades k-3) 255 Elm Street, Victor

Driggs Elementary (grades k-3) 265 LeGrand Pierre Ave., Driggs

Pre-School (ages 3-5) 481 North Main, Driggs

Teton Bus/Transportation Garage 40 Rodeo Drive, Driggs

Teton School District Office 481 North Main, Driggs

Teton Maintenance Shop 195 Rodeo Drive, Driggs

## **2.6 REVISIONS TO HANDBOOK**

This employee handbook is our attempt to keep you informed of the terms and conditions of your employment, including District's policies and procedures. The handbook is not a contract. The District reserves the right to revise, add, or delete from this handbook as it determines to be in its best interest. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion.

## **3.0 HIRING AND ORIENTATION POLICIES**

### **3.1 EEO STATEMENT AND NONHARASSMENT POLICY**

#### **Equal Opportunity Statement**

Our District is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing Equal Employment Opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment which is free of harassment or



discrimination because of sex, race, religion, color, national origin, physical or mental disability, genetic information, marital status, age, sexual orientation, gender identity, military service, veteran status, or any other status protected by federal, state or local laws. The District is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination and all other terms conditions and privileges of employment.

The District will conduct a prompt and thorough investigation of all allegations of discrimination or any violation of the District's Equal Employment Opportunity Policy in a confidential manner. The District will take appropriate corrective action, if and where warranted. The District prohibits retaliation against any employee who provides information about, complains, or assists in the investigation of any complaint of discrimination or violation of the District's Equal Employment Opportunity Policy.

We are all responsible for upholding the District's Equal Employment Opportunity policy and any claimed violations of that policy should be brought to the attention of your manager and/or human resource personnel. See policy 5120.

### **Policy Against Workplace Harassment**

Teton School District has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's sex, race, religion, color, national origin, physical or mental disability, marital status, age, sexual orientation, sexual identity or any other status protected by federal, state or local laws. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

### **Policy Against Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

While it is not possible to identify each and every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment are provided below: (a) unwelcome requests for sexual favors; (b) lewd or derogatory comments or jokes; (c) comments regarding sexual behavior or the body of another employee; (d) sexual innuendo and other vocal activity such as catcalls or whistles; (e) obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual natures; (f) repeated requests for dates after being informed that interest is unwelcome; (g) retaliating against an employee for refusing a sexual advance or reporting an incident of possible sexual harassment to Teton School District or any government agency; (h) offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and (i) any unwanted physical touching or assaults, or blocking or impeding movements. See policy 5240.

### **Other Workplace Harassment**

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's sex, race, religion, color, national origin, physical or mental disability, marital status, age, sexual orientation or any other status protected by federal, state or local laws, and that: (1) contributes to or has the effect of creating an intimidating, hostile or offensive

working environment; (2) unreasonably interferes with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Again, while it is not possible to list all the circumstances that constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment: (a) the use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to the above protected categories; (b) written or graphic material that insults, stereotypes or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail or elsewhere on the District's premises, or circulated in the workplace; and (c) a display of symbols, slogans or items that are associated with hate or intolerance towards any select group.

**Discrimination and harassment will not be tolerated in the workplace.** Any employee who feels that he or she has witnessed, or been subject to, any form of discrimination or harassment is required to immediately notify their Supervisor, Human Resources manager, or Title IX Coordinator.

Teton School District prohibits retaliation against any employee who provides information about, complains, or assists in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. Discipline for violation of this policy may include, but is not limited to reprimand, suspension, demotion, transfer, and discharge. If the District determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the District may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the District will follow up as necessary to ensure no retaliation for making a complaint or cooperating with an investigation.

### **3.2 DISABILITY ACCOMMODATION**

The District complies with federal and state disability regulations, including the Americans with Disabilities Act (ADA). Qualified applicants or employees who inform the District that they have a physical or mental disability, which requires accommodation in order for them to perform the essential functions of their jobs should inform Human Resources and their Supervisor of this so that we can together discuss what accommodations are available and appropriate.

Procedure for reasonable accommodation requests:

- Employee advises Human Resources and their Supervisor of the need for accommodation. Employee completes a Request for Accommodation form and gives it to his or her supervisor.
- The accommodation request will be discussed with the employee and the employee's manager(s).
- The employee may be required to provide documentation supporting a disability, including medical certification.
- If a reasonable appropriate accommodation is readily available, the request will be approved and the accommodation implemented.
- If an accommodation is not readily ascertainable, the matter will be pursued further with assistance from appropriate external resources.

The District will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. The District will consider cost, the effect that an accommodation will have on current established policies and the burden on operations, including other employees, when determining a reasonable accommodation. See policy 5230.

### **3.3 POSTING OF OPENINGS**

The board will annually review and determine its staffing needs for non-certificated employees. The board authorizes the superintendent or designee to hire employees to fill open, non-certificated positions in the district, as needed, and create new positions when an emergency arises. Non-certificated personnel will be hired based upon their qualifications for the position.

Classified employees are those non-certificated employees who are employed by the District or personnel hired in positions which do not require certification.

With the exception of those classified employees who are hired for a stated specified time specifically hired by the Board as holding a status of not at-will, all classified employees shall be regarded as “at-will” employees and may be dismissed at the will of either party and the employment relationship may be terminated at any time for any or no reason, so long as the same does not violate public policy or violate any other provision of law. Such at-will designation will be included in all job descriptions and related written documentation in written contracts, should the same be implemented by the District. An employment period, as well as other terms and conditions of employment set forth in a job description and/or written documentation contract shall not create a property right as such are included for the specific purpose only of providing notice to the employee of the service and expectations of the District so long as the employment relationship continues.

Classified employees shall have no expectation of continued employment, unless so expressly specified by the District’s Board. The District reserves the right to change employment conditions affecting the employee’s duties, assignment, supervisor, or grade.

At the time of initial employment, and annually thereafter, all non-certificated employees will receive a letter of appointment. The letter of appointment does not alter the employee’s at-will employment status. The letter of appointment is intended to set forth relevant information, including, but not limited to, the non-certificated employee’s work schedule, rate of pay, and other benefits; notify the non-certificated employee of the district’s requirement that he/she comply with district policy; and notify the employee that the employment is at-will.

The Board shall determine the salary and wages for classified personnel. See policy 5800.

Teton School District desires to promote qualified employees from within where it believes that is possible, consistent with the need to assure that all positions are staffed by highly competent individuals. New job openings generally will be emailed to District Employees, as well as posted on the District’s website. Please see policy 5100.

### **3.4 EMPLOYMENT OF RELATIVES AND FRIENDS**

To avoid a conflict of interest in Teton School District, administrators or supervisors shall not be responsible for the supervision and/or evaluation of any employee who is related by sanguinity or by marriage. Please see policy 5115.

### **3.5 JOB DESCRIPTIONS**

TSD 401 attempts to maintain a job description for each position. If you do not have a copy of a current job description you should request one from your supervisor. Job descriptions prepared by TSD 401 serve as an outline only. Due to the needs of business, you may be required to perform job duties not within your written job description. Furthermore, the District may have to revise, add to, or delete from your job duties according to company needs. On occasion, the District may need to revise job descriptions with or without advance notice to the employee. See policy 5205.

If you have any questions regarding your job description, or the scope of your duties, please speak with your supervisor or Human Resources.

### **3.6 TRAINING PROGRAM**

In most cases, and for most departments, employee training is done on an individual basis by the Supervisor or designee. Even if an employee has had previous experience in their specified functions, it is necessary for them to learn our specific procedures, as well as the responsibilities of the specific position. If you ever feel you require additional training, please consult your supervisor.

### **3.7 EMPLOYMENT AUTHORIZATION VERIFICATION**

All new hires and current employees are required by federal law to verify their identity and eligibility to work in the United States. You will be required to complete federal Form I-9 on the first day of employment. If this form and verification of employment eligibility is not completed during the first three days of employment, we are required by law to terminate your employment. If you are currently employed and have not complied with this requirement or if your status has changed, please inform your supervisor.

## **4.0 WAGE AND HOUR POLICIES**

### **4.1 INTRODUCTION**

An employee's pay depends on a wide range of factors, including experience and education. If you have any questions about your compensation, including matters such as paid time off, overtime, benefits, or paycheck deductions, please speak with your supervisor or Human Resources.

## **4.2 PAY PERIOD**

The standard pay period is monthly for all employees. Pay dates are on the 20th of every month. Should any pay period fall on a holiday, you will be paid on the preceding workday. If a pay date falls on a Saturday or Sunday, paychecks will be issued on Friday. See policy 5815.

TSD 401 annualizes full time regular employee's regular pay. This means that days worked are assumed and calculated based on the working calendar, multiplied by the number of hours expected to work on a working day, multiplied by the hourly wage. This is then divided by twelve (12) months, unless starting after the staff group year begins. This ensures employees are paid throughout the summer, receiving the same gross amount per month.

Supplemental pay for special assignments will be prorated on a twelve (12) month basis.

Additional hourly pay/duties shall be approved by the Supervisor before additional work is started. The pay period for additional hours is the 11th to the 10th of every month. Time must be entered into "Time & Attendance" on the same day worked and submitted before 11:59 pm on the 10th of every month.

## **4.3 PAYCHECK DEDUCTIONS**

The District is required by federal and state law to make certain deductions from your paycheck. This includes federal income tax, state income and unemployment tax, and FICA contributions (Social Security and Medicare) as well as any other deduction required under state or federal law. The amount of your tax deductions will depend on your earnings and the number of exemptions you list on your W4 Form. If at any time you do not believe that your paycheck is accurate, please contact the payroll office. Deductions are also taken for your health/life insurance co-pays, as well as PERSI contributions. Any questions about your paycheck should be directed to your supervisor or the payroll clerk.

(All regular employees working 20 hours or more per week must contribute to PERSI at the set rate of 6.79%.)

## **4.4 DIRECT DEPOSIT**

All employees are to enroll in direct deposit. You will receive a check the first month and the direct deposit will be active the second month. Full time employees will be given a username and password to access their pay sub information via Skyward. Other employees will be mailed a check stub in lieu of a check.

Changes to direct deposit accounts will take one month to take effect.

## **4.5 POSTING OF WORK SCHEDULES**

Full time employee calendars will be posted on the District's Website. Part time employees should discuss their work schedule with their supervisor prior to beginning work. Changes in schedules and calendars can be made at any time.

#### **4.6 RECORDING TIME**

Federal and state laws require us to keep accurate records of hours worked by nonexempt (hourly) employees. You should record your hours no more than five minutes ahead of time and record no later than five minutes after your quitting time. Every nonexempt employee of the District is required to enter his or her hours worked accurately, including all lunch periods and any rest periods of more than 10 minutes. Employees are required to notify the district of any pay discrepancies, unrecorded or misrecorded work hours, or any involuntary missed meal or break periods as soon as discovered.

Do not complete the time sheet of any other employee or request that they do so for you. Please be sure to indicate your days off through "Absence Management". Any changes to your time sheet must be approved by your supervisor. Time sheets are to be submitted through "Time & Attendance" by the 10th day of each month at 11:59pm.

Falsification of time records or recording time for another employee may result in discipline, up to and including termination of employment.

#### **4.7 OVERTIME AUTHORIZATION FOR NONEXEMPT EMPLOYEES**

If you are a nonexempt employee, you may qualify for overtime pay. **All overtime must be approved in advance, in writing, by your supervisor and emailed to Human Resources.** Please acquire overtime authorization prior to working overtime.

At certain times the District may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Overtime pay of one and one-half an employee's regular rate of pay or average pay rate (if you perform work at different pay rates during the relevant week) is paid for any hours worked in excess of 40 hours in a workweek. See Policy 5810.

#### **4.8 ATTENDANCE POLICY**

If you know ahead of time that you will be absent or late, provide reasonable advance notice to your supervisor. You must also enter your absence into "Absence Management". Employees may be required to provide documentation of any medical or other excuse for being absent or late.

The District reserves the right to apply unused vacation, unused personal, sick time, or other paid time off to unauthorized absences. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy. Please see policies 5400-5470.

## **4.9 TRAVEL EXPENSES**

Travel expenses are the reasonable and necessary expenses incurred by employees when traveling on approved trips. Company travel is limited to business activities for which other means of communication is inadequate and for which prior approval of the employee's supervisor has been received.

### **Advances**

The District does not generally provide cash travel advances. Normally, employees are expected to use personal credit cards and/or their own cash and submit their approved expenses through their issued Skyward account.

### **Travel Expenses**

The District pays the actual amounts incurred for appropriate expenses when employees are on travel assignments. Examples of typical expenses include the following:

- Airline tickets
- Meals and lodging
- Car rental, bus, taxi, parking
- Business supplies and services
- Associated gratuities
- Other expenses necessary to achieve the business purposes

### **Hotels**

Neither in-room movies nor refreshment bars are approved District expenses.

### **Insurance**

The District does not pay for personal travel insurance for employees.

### **District Vehicles**

When possible, employees should use district vehicles for work related travel. A copy of one's current driver's license should be in one's file in order to use district vehicles. The request to use a district vehicle should go to your supervisor which will then be made to the transportation department. Gas receipts must be kept and submitted through Skyward in order to be reimbursed.

### **Rental Cars**

Employees are to use rental firms having existing relationships with the District and, where feasible, have negotiated discounts rates. Reasonable transportation available is to be used. Gas receipts must be kept in order to be reimbursed.

### **Personal Vehicles**

All employees using their own vehicle for business purposes must maintain insurance coverage as required by law. Travel between the employee's home and primary office is not considered to be

business travel. Employees will be reimbursed for vehicle use at the standard state mileage rate. The Superintendent must authorize any deviation from this policy.

### **Employee Reporting**

Employees are to report their approved expenses on their issued Skyward account and must include a description of the expense, receipt if applicable, its business purpose, date, place, and the participants.

## **4.10 BUSINESS EXPENSES**

**Reimbursements** – All reimbursements must be done through Skyward. This includes reimbursements for mileage, professional development and expense reimbursements. All receipts **must** be attached (excluding mileage). Once submitted, your request will be forwarded to your supervisor. Once they approve it, it will be sent to the District Office for processing. Reimbursements are generally done around the 10th and 25th of each month.

**Requisitions** - There is an electronic requisition form to fill out through Skyward for items you may need to order. This is to be approved by your supervisor/principal. He/she will then forward the requisition to the district office. The district is set up with School Specialty electronically to place orders. Please call the district office and we will help you with this process.

**Professional Development Money** - The District wants to help staff members grow in their positions. Classified employees will have \$150 per year, on a reimbursement basis to use for workshops, trainings, or credits that directly related to your assignment. Money can be carried over for one year for a max of \$300.

## **4.11 USE OF COMPANY CREDIT CARDS**

Lost or stolen District issued cards must be reported immediately to your supervisor or the Business Manager. Failure to follow this policy may result in disciplinary action up to and including discharge. See policy 7440.

## **4.12 REST AND MEAL PERIODS**

The District strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding rest and meal periods. Please check with your supervisor regarding procedures and schedules for rest and meal breaks.

## **4.13 ACCOMMODATIONS FOR NURSING MOTHERS**

TSD 401 will provide nursing mothers reasonable break time to express milk for their infant children for up to one year following the child's birth.



To ensure privacy, nursing mothers will be provided a private room, other than a restroom, to express their milk. The room will be clearly designated and either have a lock or a sign on the door to indicate when the room is in use.

Nursing mothers are encouraged to discuss the length and frequency of breastfeeding breaks with their supervisor or HR.

Employees who have any questions or concerns regarding this policy should contact their supervisor or HR.

This policy applies only to employees classified as nonexempt under the Fair Labor Standards Act.

## **5.0 PERFORMANCE, DISCIPLINE, LAYOFF, AND TERMINATION**

### **5.1 PERFORMANCE IMPROVEMENT**

TSD 401 will make efforts to periodically review your work performance. The performance improvement process will take place on an annual basis, see policy 5820. You may specifically request that your supervisor assist you in developing a performance improvement plan at any time.

The performance improvement process is a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. District pay raises and promotions are based on numerous factors.

### **5.2 TRANSFER**

TSD 401 may transfer your employment from one position to another with or without notice. Your paycheck may be increased or decreased consistent with the pay scale for your new position. See Policy 5220.

### **5.3 REDUCTION IN FORCE (LAYOFFS)**

If necessary based upon the needs of the district, the Board of Trustees may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for management and employees alike, and the District will make its best effort to make sound decisions while acknowledging the needs of its workforce. See Policy 5740.

### **5.4 STANDARDS OF CONDUCT**

TSD 401 wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all of our employees, and students. Every employee has a shared responsibility toward improving the quality of our work environment. By deciding to work at this District, you agree to follow the District's policies. See policy 5270.

While it is impossible to list every item that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit the District's right to discipline or discharge employees for any reason permitted by law. In fact, while we value our employees, the District retains the right to terminate an employee on an "at-will" basis.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of drugs or other controlled substances or being under the influence of alcohol during working hours on District property (including District vehicles), in District uniform, or on District business.
- Inaccurate reporting of the hours worked by you or any other employee.
- Providing inaccurate, incomplete or misleading information in interviews or the preparation of any employment related document including, but not limited to, job applications, personnel files, employment review documents, intra-District communication, communications with those outside the District, or expense records.
- Taking or destroying District property.
- Possession of potentially hazardous or dangerous property where not permitted such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of, any fellow employee, vendor, or student.
- Unauthorized or excessive use of District property or the property of any visitor, customer, or fellow employee. This includes, but is not limited to, vehicles, supplies, telephones, mail, and computers.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking during working hours.
- Working unauthorized overtime.
- Solicitation of fellow employees on the District premises during working time.
- Failure to dress according to District policy.
- Use of obscene or otherwise inappropriate language or conduct in the workplace.
- Outside employment which interferes with your ability to perform your job at this District.
- Gambling on District premises.
- Lending keys or keycards to District property to unauthorized persons.

- Harassment of, or discrimination against, an employee, student, or visitor because of that person's race, religion, color, sex, age, sexual preference, disability, or national origin.

Nothing in this policy is intended to limit employee rights under the National Labor Relations Act. Failure to comply with this policy can result in disciplinary action, up to and including immediate termination of employment.

## **5.5 CRIMINAL ACTIVITY/ARRESTS**

Involvement in criminal activity, whether on or off district property, may result in disciplinary action including suspension or termination of employment. Disciplinary action depends upon a review of all factors involved, including whether or not the employee's action was work-related, the nature of the act, or circumstances which adversely affect attendance or performance. Any disciplinary action is not dependent upon the disposition of any case in court. See policy 5110.

Employees are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled as a result of an arrest may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

Any disciplinary action taken will be based on information reasonably available. This information may come from witnesses, police, or any other source as long as management has reason to view the source as credible.

## **5.6 DRUG AND ALCOHOL POLICY**

TSD 401 considers drug and alcohol abuse a serious matter which will not be tolerated. The company absolutely prohibits employees from using, selling, possessing, or being under the influence of illegal drugs, alcohol, or controlled substance or prescription drug not medically authorized while at their job, on District property, or while on work time. See policy 5320.

Therefore, it is the District's policy that:

1. Employees shall not report to work under the influence of alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized.
2. Employees shall not possess or use alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized while on district property or on district business.

The District recognizes that drug/alcohol testing is a necessary part of a comprehensive program to maintain a drug-free workplace. Accordingly, the district reserves the right to require a drug or alcohol test of any employee after an accident, on a random basis or based upon reasonable suspicion. Reasonable suspicion includes, but is not limited to, physical evidence of use, giving the appearance of being under the influence, the causing of an accident, or a substantial drop off in work performance. Failure to take a requested test may lead to discipline, including possible termination of employment. See policy 5320P.

The District also cautions against use of prescribed or over-the-counter medication which can affect an employee's ability to perform his or her job safely or the use of prescribed or over-the-counter medication

in a manner violating the recommended dosage or instructions from the doctor. Employees must have a valid prescription for any prescription medication used by employees while working for the District. Please inform your supervisor prior to working under the influence of a prescribed or over-the-counter medication that may affect your ability to perform your job safely. If the District determines that the prescribed or over-the-counter medication does not pose a safety risk, you will be allowed to work. Failure to comply with these guidelines concerning prescription or over-the-counter medication may result in disciplinary action, up to and including termination of employment.

### **Violations**

A violation of this policy will result in disciplinary action up to and including termination of employment. The refusal to submit to a drug or alcohol test as provided for in this policy, or refusal to sign a consent form, will be subject to discipline including termination of employment.

## **5.7 DISCIPLINARY PROCESS**

Violation of District policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. The District encourages a system of progressive discipline depending on the type of prohibited conduct. However, the District is not required to engage in progressive discipline and may discipline or terminate an employee where he or she violates the rules of conduct, or where the quality or value of the employee's work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at will" basis.

In appropriate circumstances, management will provide the employee first with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Your supervisor will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while the District is concerned with consistent enforcement of our policies, the District is not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, employees may be disciplined or terminated without any prior warning or procedure. See policy 5820.

## **5.8 PROBLEM-SOLVING PROCEDURE**

We strive to provide a comfortable, productive, legal, and ethical work environment. To this end, the District wants you to bring any problems, concerns, or grievances you have about the work place to the attention of your supervisor and, if necessary, to upper level management. See policy 5800P for details on the different levels.

Classified employees may file a written grievance alleging a violation of current, written District approved policy, procedure, or employee handbook, a condition or conditions that jeopardize the health or safety of the employee or another, or tasks assigned outside of the employee's essential job functions and for which the employee has no specialized training in strict accordance with the procedure set forth herein. For the purposes of this procedure current, written District policy means the policy in place and approved by the Board as of the date of the incident giving rise to the grievance and not any previous or subsequent policy.

Neither the rate of pay nor the decision to terminate an employee during the initial one hundred and eighty (180) days of employment shall be regarded as a proper grievable matter.

A classified employee filing a grievance pursuant to this procedure shall be entitled to a representative of their choosing at each step of the grievance process outlined herein. Additionally, the person against whom the grievance is filed and the Superintendent or the Superintendent's designee shall be entitled to a representative at each step of the grievance process outlined herein. None of these individuals will be qualified to sit on the advisory grievance panel.

Neither the Board nor any member of the administration shall take reprisals affecting the employment status of any party in interest. The employee filing a grievance shall not take any reprisals regarding the course of the outcome of the grievance nor take any reprisals against any party or witness participating in the grievance.

## **5.9 OUTSIDE EMPLOYMENT**

Outside employment which creates a conflict of interest or which affects the quality or value of your work performance or availability at the District is prohibited. The District recognizes that employees may seek additional employment during off hours, but expects, in these cases, that any outside employment will not affect job performance, work hours, or scheduling, or otherwise adversely affect the employment relationship. Any conflicts should be reported to your supervisor. Failure to adhere to this policy may result in discipline up to and including termination. See policy 5370.

## **5.10 EXIT INTERVIEW**

For efficiency's sake, and to make sure our workplace runs smoothly, we ask that you give at least two weeks' notice, if possible when voluntarily resigning. We ask that you submit a written letter of resignation for our HR records. Please provide the letter to your Supervisor and HR.

Be sure to make time to meet with HR before your last day. Doing so will allow HR to go over your last check detail and discuss any benefits that may terminate. Please inform HR of any contact or address changes to ensure tax information is not delayed.

## **6.0 GENERAL POLICIES**

### **6.1 DRIVING RECORD**

All employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license and acceptable driving record. The District may run a motor vehicle department check to determine an employee's driving record. It is your responsibility to provide a copy of your current driver's license for your personnel file. Any changes in your driving record, including, but not limited to, driving infractions, must be reported to the District.

State law requires all motorists to carry auto liability insurance. It is against the law to drive without insurance. Employees using their own vehicle as a part of their employment duties must provide management with a current proof of insurance statement or card. A new proof of insurance is required every time your policy expires and renews.

## **6.2 USE OF COMPANY VEHICLES**

District vehicles are to be used for District business only. Unless the use of the vehicle has been approved for personal use, personal or outside business use is strictly prohibited.

Drivers of District vehicles are to immediately report all infractions or violations while driving a District vehicle and all restrictions, suspensions, or revocations against their driver's license to their supervisor, the transportation supervisor, and Human Resources immediately.

When a District vehicle cannot be operated, is unsafe for use, or has been damaged, notify a supervisor or manager immediately. See policy 8170P.

The driver of a District vehicle is responsible for the vehicle while in his or her charge and must not permit unauthorized persons to drive it.

The driver is responsible for the daily housekeeping of the vehicle; it is to remain clean and uncluttered.

No person shall operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment.

Multiple driving moving violations that appear on the annual state department of motor vehicle check will result in suspension of rights to drive a company vehicle or drive a personal vehicle on company business. Suspension of rights will continue until one (1) year has passed with no infractions. If there are persistent and ongoing problems with driving infractions, and driving a vehicle is a part of successful execution of job responsibilities, termination of employment is possible.

## **6.3 AUTHORIZATION FOR USE OF PERSONAL VEHICLE**

All employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license, acceptable driving record, and appropriate insurance coverage. The District may run a motor vehicle department check to determine an employee's driving record. It is your responsibility to provide a copy of your current driver's license and insurance coverage for your personnel file. Any changes in your driving record, including, but not limited to, driving infractions or changes to your insurance policy, must be reported to the District.

## **6.4 PERSONNEL AND MEDICAL RECORDS**

The District maintains a personnel and medical file for every employee. Medical records will be kept in a separate folder. Every effort will be made to keep your personnel and medical records confidential.

Access is on a “need-to-know” basis only. This includes, but is not limited to supervisors and others in management reviewing the file for possible promotion, transfer or layoff.

If an employee wishes to review his or her personnel or medical file he or she may do so after giving the District reasonable notice. Inspection must occur in the presence of a District representative. All requests by an outside party for information contained in your personnel file will be directed to the Human Resources department, which is the only department authorized to give out such information.

## **6.5 EMPLOYEE PRIVACY AND RIGHT TO INSPECT**

District property, including but not limited to, lockers, phones, computers, tablets, iPads, desks, work place areas, vehicles, or machinery, remains under the control of the District and is subject to inspection at any time, without notice to the employee, and without the employee’s presence. Employees should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, any employee property maintained on District premises including that kept in lockers and desks.

## **6.6 VOICEMAIL, EMAIL, AND INTERNET POLICY**

This Email/Internet Policy is intended to provide each employee of the District with the guidelines associated with the use of the District's voicemail/email/Internet system (the system). This policy applies to all employees, contractors, vendors, partners, or associates, and any others accessing and/or using the District's system through onsite or remote terminals. See policy 3270P, 5330, 5335.

### **General Provisions**

- The system, and all data transmitted or received through the system, are the exclusive property of the District. No individual should have any expectation of privacy in any communication over this system. Any individual permitted to have access to the District's system will be given a voicemail, email and/or Internet address and/or access code, and will have use of the system, consistent with this policy.
- The District reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over the system. Any individual who is given access to the system is hereby given notice that the District will exercise this right periodically, without prior notice and without the prior consent of the employee.
- The District's interests in monitoring and intercepting data include, but are not limited to: protection of District's proprietary and classified data; managing the use of the District's computer system; preventing the transmission or receipt of inappropriate materials by employees; and/or assisting the employee in the management of electronic data during periods of absence. No individual should interpret the use of password protection as creating a right or expectation of privacy. In order to protect everyone involved, no one can have a right or expectation of privacy with regards to the receipt, transmission or storage of data on the District Voicemail/Email/Internet system.

Any employee who abuses the privilege of access to the District's voicemail, email, or the Internet system will be subject to corrective action, up to and including termination of employment. If necessary, the District will also advise law enforcement officials of any illegal conduct.

## **6.7 SOCIAL MEDIA POLICY**

TSD 401 understands that social media is widely used. However, use of social media also presents certain risks and carries with it certain responsibilities. As such, we have established the following guidelines for appropriate employee use of social media. Managers and supervisors should use the supplemental Social Media Management Guidelines for additional guidance in administering the policy. See policy 4170.

### **Guidelines**

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with TSD 401, as well as any other form of electronic communication.

When considering your activities on social media outlets, keep in mind that any of your conduct that adversely affects your job performance or the performance of fellow associates/employees, or that adversely affects students of TSD 401 or TSD 401's legitimate interests may result in disciplinary action up to and including termination of employment.

Carefully read these guidelines, the TSD 401 Ethics Policy, the TSD 401 Information Policy and the Discrimination & Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, slander, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination of employment.

Always be fair and courteous to fellow associates, customers, members, suppliers, or people who work on behalf of the Company. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Problem Solving Procedure than by posting complaints to a social media outlet. When posting, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, dishonest, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Company, fellow associates, members, customers, suppliers, or people working on behalf of TSD 401 or competitors.

Do not post internal communications relating to the District's trade secrets and private or confidential information such as customer lists. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities. Do not create a link from your blog, website or other social networking site to the District's website without identifying yourself as a TSD 401 associate.



Express only your personal opinions. Never represent yourself as a spokesperson for TSD 401 and be clear and open about the fact that you are an associate and that your views do not represent those of TSD 401, fellow associates, members, customers, suppliers or people working on behalf of TSD 401. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of TSD 401.

Refrain from using social media while on work time or on District-provided equipment unless it is work-related as authorized by your manager or consistent with the District Internet Policy. Do not use company email addresses to register on social networks, blogs, or other online tools utilized for personal use.

TSD 401 prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

If you have questions or need further guidance, please contact your HR representative.

## **6.8 PERSONAL APPEARANCE**

School Dress and Appearance shall be appropriate and modest, if there is a concern a follow up will be conducted by the Principal or Superintendent. See Policy 5360.

## **6.9 COMPANY-PROVIDED CELL PHONE/MOBILE DEVICE POLICY**

Communication devices issued by the District may include, for example, cellular telephones, walkie-talkies, personal digital assistants (PDA's) or laptop computers with “beaming capabilities,” citizens band radios, either installed in vehicles or hand-held, and pagers/beepers. Employees in receipt of District-issued equipment shall be held responsible for the safekeeping of the equipment and exercise reasonable efforts to see that the equipment is not lost, stolen, or damaged. Reckless or irresponsible use of District equipment, resulting in loss or damage may result in the employee having to reimburse the District for any associated costs of replacement or repair. Any such devices issued shall be with the expectation that they are to be used, almost exclusively, for District-related business purposes and are not intended for personal use except in emergencies involving employee health or safety.

District-issued equipment shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved. Any District-issued equipment is to be surrendered back to the District immediately upon request. See Policy 5335.

## **6.10 PERSONAL CELL PHONE/MOBILE DEVICE USE**

Personal cell phone use at work is distracting and can be disruptive. In addition to telephone service, many cell phones or cellular providers offer a host of additional functions and/or services, including text messaging and digital photography. Employees should avoid usage of devices while at work.

You may use your cell phone during lunch or on breaks. During this time, please use your phone in a manner that is courteous to those around you.

While operating a vehicle on company time, the company requires that the driver's personal cell phone/mobile device not be used. If you need to make or receive a phone call, pull off the road to a safe location unless you have the correct hands-free equipment for the device that is in compliance with applicable state laws.

Violation of this policy will subject an employee to disciplinary action up to and including termination of employment. See policy 5335.

## **6.11 SECURITY**

Every employee is responsible for helping to make this a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or other similar devices to your supervisor immediately. You should refrain from discussing with nonemployees specifics regarding District security systems, alarms, passwords, etc.

We also request that you immediately advise your supervisor of any known or potential security risks and/or suspicious conduct of employees, students, or guests of the District. Safety and security is the responsibility of every employee and we rely on you to help us keep our premises secure.

See policy 9400, 9500.

## **6.12 THIRD PARTY DISCLOSURES**

From time to time, our District may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not discuss the matter with the caller but refer the call to your supervisor, the district clerk or Superintendent. If you have any questions about this policy or are not certain what to do when such a contact is made, please contact your supervisor.

District financial information is public knowledge-including personnel salaries/pay. Employee reimbursements and pay are posted on the District website.

## **6.13 PERSONAL DATA CHANGES**

It is your obligation to provide the District with all of your current contact information, including current mailing address and telephone number. Please inform the District of any changes to your marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings.

## **6.14 COMPANY BULLETIN BOARDS**

### **Solicitations**

Staff will not sell, solicit for sale, advertise for sale for personal gain any merchandise or service nor will staff organize students for such purposes without the approval of the superintendent.

No non-school organization may solicit funds from employees or distribute flyers related to fund drives through the schools without the approval of the superintendent. See policy 5285.

### **Political Activity - Staff Participation**

The Board recognizes its individual employees' rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may seek an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

No person may attempt to coerce, command or require a public employee to support or oppose any political committee, the nomination or election of any person to public office, or the passage of a ballot issue.

No district employee may solicit support for, or opposition to, any political committee, the nomination or election of any person to public office, or the passage of a ballot issue while on the job or at his place of employment. However, nothing in this section is intended to restrict the right of a District employee to express his personal political views.

No district employee may use public facilities, equipment, including, but not limited to, telephones, fax machines, copy machines, computers, e-mail, etc., or supplies, including, but not limited to, paper clips, staples, pens, pencils, paper, envelopes, tape, etc., that are purchased with public funds for election or political campaigns, private or charitable organizations or foundations or ballot issues.

No district employee may work on election, political campaigns, ballot issues or issues dealing with private or charitable organizations or foundations during the time that they are also working for the school district. See policy 5290.

## **7.0 BENEFITS**

### **7.1 REGULAR FULL-TIME EMPLOYEES**

A regular full-time employee is an employee who has completed his or her introductory period and is regularly scheduled to work in excess of 20 hours per week. Unless stated otherwise, all the benefits provided to employees are for regular full-time employees only. This includes personal, health insurance

and other benefits coverage. Year round employees after 6 months of work are eligible for vacation days. See policy 5430, 5450.

## 7.2 REGULAR PART-TIME EMPLOYEES

Any employee who works less than 20 hours per week is considered a part-time employee. Part-time employees are not eligible for District benefits unless specified otherwise in this handbook or in the benefit plan summaries. See policy 5430.

## 7.3 EXEMPT EMPLOYEES

If you are classified as an exempt employee at the time of your hiring, you are not eligible for overtime pay as otherwise required by federal, state, or local laws. If you have a question regarding whether you are an exempt or nonexempt employee, contact Human Resources for clarification. See policy 5810.

## 7.4 HEALTH INSURANCE

The District provides its regular full-time employees with health insurance options. The District pays a set benefit per month based on hours worked towards the employee's insurance. Employees have the option of spouse and dependent coverage at their own expense. Medical plan benefits for eligible employees and their dependents are described in detail in the Summary of Benefits and Coverage prepared by the Blue Cross or American Insurance Service that is available to all eligible employees. See policy 5430.

Insurance coverage starts the 1st of the month following the employee's first day. **Changes to insurance can only be made during open enrollment or within 30 days of a qualifying event** (birth, death, change in marital status...).

Health benefits during Family and Medical Leave Act (FMLA) leaves are maintained by the District on the same terms as if the employee continued to work. Please contact Human Resources for clarification. In such circumstances, arrangements must be made by eligible employees to pay their share of the health insurance premium on a monthly basis to maintain insurance coverage. Please contact the Human Resources to determine the amount of your contribution. The District's obligation to maintain health benefits stops when:

- An employee informs the District of an intent not to return to work at the end of the leave period; or
- An employee fails to return to work when the FMLA entitlement is exhausted; or
- An employee's premium contribution is past due.

The District will be entitled to recover premiums paid to maintain health insurance coverage for an employee who fails to return to work from leave.

Please understand that plan eligibility does not necessarily mean coverage for all medical treatments or procedures. In addition, under changed circumstances you may be responsible for contributing to the

cost of increased premiums. This benefit, as well as other benefits, may be canceled or changed at the discretion of the District, unless otherwise required by law.

If you or a dependent become ineligible for benefits due to a change in work hours or through a life event, or you leave employment with us, you may have the right to continue your medical benefits under the Consolidated Omnibus Benefits Reconciliation Act (COBRA). The District or designee (Blue Cross) will mail you information about your COBRA rights.

## **7.5 LIFE INSURANCE**

All regular full-time employees are covered with a \$50,000 life insurance policy provided by the District. You will be required to notify HR of your intended beneficiary; changes to beneficiaries can be made at any time during the year. Refer to the Summary Plan Description (SPD) for details about the benefit.

## **7.6 DENTAL INSURANCE**

All regular full-time employees are eligible for the District dental plan. Dental care plan benefits are described in detail in the Summary of Benefits and Coverage. Coverage starts the 1st of the month following the employee's first day. **Changes to insurance can only be made during open enrollment or within 30 days of a qualifying event** (birth, death, change in marital status).

## **7.7 VISION CARE INSURANCE**

All regular full-time employees are eligible for the District vision care plan when signing up for Medical insurance. Vision care plan benefits are described in detail in the Summary of Benefits and Coverage. Coverage starts the 1st of the month following the employee's first day. **Changes to insurance can only be made during open enrollment or within 30 days of a qualifying event** (birth, death, change in marital status).

## **7.8 PUBLIC RETIREMENT SYSTEM OF IDAHO (PERSI)**

All regular full-time employees are required to participate in PERSI (7.16%). The District makes a contribution on your behalf (12.48%) to PERSI.

After 60 months (5 years) of service, you become "vested" into PERSI. Once vested, your PERSI becomes a Defined Benefit plan, meaning your retirement benefit is based on a defined formula. If you do not work long enough to become "vested", the money you contributed (6.79%) is still your money and acts like a 401(k).

Contact Human Resources for more information or call PERSI directly (1-800-451-8228).

## **7.9 CONTINUING EDUCATION POLICY AND TUITION ASSISTANCE**

We believe in the continuing education of our employees. If you are interested in attending an outside class and having the District pay for your attendance, you are required to provide advance written notice indicating a description of the class, including the subject matter, length, and cost. Depending on the type of training, the District may reimburse some or all of the fees (\$1,000 per year for certified employees. \$150 per year for classified employees, rolling up to two years, \$300). If your supervisor approves of your attendance at a noncompany-sponsored class, you will be reimbursed once you have attended and paid for the class. The reimbursement request must be done through Skyward.

## **7.10 HOLIDAY PAY**

TSD 401 offers the following paid holidays each year to year round employees and those working 190 days or more:

- New Year's Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

When a District holiday falls on a Saturday, it will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

If a holiday falls on your regular day off, the holiday will be observed as your supervisor determines, on the employee's last day of work before the holiday or the first day of work following the holiday.

The District observes the right to close on another day or grant compensating time off instead of closing its offices. You will receive holiday pay if the holiday falls in the week when you are on vacation or leave of absence.

Holiday pay for full-time employees is computed at the straight time rate of the regular daily hours. In no case may an employee receive more than a normal day's wage for any holiday unless they worked that day. See policy 5440.

## **7.11 SICK PAY**

Regular full-time employees accumulate one sick days per month. Give your supervisor as much advance notice as possible if you are going to take sick time off. There may be occasions, such as sudden illness, when you cannot notify your supervisor in advance. In those situations, you must inform your supervisor of your circumstances as soon as possible and enter your absence into "Absence Management". You may also be requested to provide a certificate of illness to your supervisor. Leave will only be granted in units of half or full days.

You may use sick leave benefits for the purpose of dental or doctor visits as well as to care for immediate family members who are sick. There may also be state mandated use of sick time. Unused sick days may not be converted to a cash payment but can be used at retirement to pay insurance premiums through PERSI. You may be required to use available sick leave during family and medical leave, disability leave, or other leave.

Sick time accumulation will not be capped. See policy 5400.

The District frontloads sick days at the beginning of the school year for employee use. Should an employee terminate before the end of the school year, days will be prorated based on the amount of time worked.

Employees may use sick leave for long-term illness or temporary disability, and upon the expiration of sick leave, the Board may grant eligible employees leave without pay if requested. Medical certification of the long-term illness or temporary disability may be required at the Board's discretion. See policy 5420 and 5420P.

Under the circumstances defined in policy 5600, the Board may require physical examinations of its employees. Results of such physical examinations shall be maintained in separate medical files and not in the employee's personnel file and may be released only as permitted by law.

If a school district employee has reason to believe a student or another school district employee has a communicable disease, as defined in policy 5610, he/she shall immediately report this information to his/her immediate supervisor or to the Superintendent of Schools. If the supervisor who receives such a report believes that this information is accurate, he/she shall report to the school nurse, if one is available, or to the Superintendent of Schools who shall then notify the SDH.

Regular full time employees, after having accumulated nine (9) sick leave days, may participate in the sick leave bank. Enrollment to participate is available once a year in the fall, when HR sends out the enrollment form/survey. The purpose of the sick leave bank is to alleviate the hardship caused by absences from work necessitated by extended or recurring illness extending beyond the employees accumulated sick leave. See policy 5401 for details regarding the sick leave bank. The sick leave bank committee shall have the authority to establish such guidelines as it deems necessary to implement this program.

## **7.12 LEAVES OF ABSENCE**

A leave of absence (leave) is defined as an unpaid approved absence from work for a specified period of time for medical, parental, military, or other approved reasons.

Leaves of absence will start on the date of request or date of need. While on leave, an employee must contact the Human Resources department at least every 30 days. Failure to contact HR upon request may result in voluntary termination of employment. Failure to return to work upon the expiration of the leave or refusing an offer of reinstatement for which the employee is qualified will also result in voluntary termination of employment. See policy 5400.

### **Required Documentation**

All requests for a leave of absence must be made in writing for the particular leave (FMLA, disability accommodation, military, pregnancy, other medical leave, personal leave, etc.) and submitted to the immediate supervisor. An employee must provide 30 days' advance notice when the need for the leave

or absence is foreseeable; for instance, if medical treatments or other events are planned or known in advance. If the leave of absence is not foreseeable, the employee must provide notice to his or her immediate supervisor as soon as possible. Medical certifications and/or other documentation supporting the need for the leave may be required.

### **Job Benefits**

For leaves other than approved FMLA leaves, the TSD 401 will pay its portion of the cost of the employee's benefits including health, dental, life, and disability insurance benefits while an employee is on leave for the end of the monthly billing cycle at which time a COBRA notification will be issued. Family and Medical Leave Act (FMLA) leaves of absence allow for up to 12 weeks of group health insurance continuation coverage in the same manner as if the employee continued to work. The employee must continue to pay his or her portion of the benefits which may be made by payroll deductions (when applicable) or by check which must be submitted to the Human Resources department each pay period unless other arrangements have been made. If the employee fails to pay his or her portion of the benefits for more than 30 days, the employee's coverage(s) will be terminated and the employee will be offered COBRA to continue benefits coverage.

While on leave, employees are required to use any accrued personal, vacation or sick time.

### **Return to Work**

Upon return to work, the employee may be required to take a fitness for duty exam or otherwise provide medical clearance.

## **7.13 FAMILY AND MEDICAL LEAVE OF ABSENCE POLICY**

The District complies with the Family and Medical Leave Act of 1993 (FMLA), as amended. See policy 5410, 5410P.

The FMLA requires covered employers to provide up to 12 weeks of unpaid, benefits and job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, parent, or in certain circumstances care for those in nontraditional family arrangements, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

### **Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service



member is: 1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise on the temporary disability retired list for a serious injury or illness\*; or 2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

\*The FMLA definition of “serious injury or illness” for current service members and veterans is distinct from the FMLA definition of “serious health condition.”

During FMLA leave, the company will maintain the employee’s group health coverage on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

### **Eligibility Requirements**

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the company within 75 miles.

### **Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the company’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

The company may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the company’s normal paid leave policies.

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days’ notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the company’s normal call-in procedures.

Employees must provide sufficient information so that the company can determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer

if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees will be required to provide a certification and periodic recertification supporting the need for leave.

If you have any questions about FMLA leave, please contact Human Resources.

#### **7.14 MILITARY LEAVE (USERRA)**

The district complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (with amendments) and all applicable state law. Appropriate documentation of the need for the leave is required to be submitted to Human Resources prior to the leave unless military necessity makes this impossible. An employee returning from military leave of absence will be reinstated to his or her previous or similar job in accordance with state and federal law. You must notify your supervisor of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits and reinstatement upon return from military leave, please contact Human Resources. See policy 5470.

#### **7.15 JURY DUTY AND WITNESS LEAVE**

Serving on a jury is a fundamental responsibility of citizenship, and the Teton School District supports this important role in our society. Upon receipt of the initial, official notification, an employee selected for jury duty must submit a copy of such notice to the immediate supervisor and to the district office as soon as possible so that appropriate substitute needs can be met. If the absence would pose a significant hardship for the School District, the employee may be asked to request a postponement of jury duty from the court.

Upon being excused from jury service during any day, an employee shall return to complete his/her assignment for the remainder of the regular work day. Jury duty leave is paid for up to ten (10) work days.

Employees must submit verification of compensation paid by the Court to be eligible for compensated jury duty leave. See policy 5412.

Teton School District employees who are subpoenaed into court as a witness will be allowed leave for required court appearances. Employees are expected to use only the portion of the work day of days required for their appearance as a witness. Employees are required to receive prior approval of the superintendent and their immediate supervisor (maintenance, school lunch, bus supervisor and principals). The employee will be granted leave to be a witness for court appearance with pay providing the person submits a copy of the subpoena to the district office as soon as possible. See policy 5413.

#### **7.16 BEREAVEMENT LEAVE**

TSD 401 recognizes the importance of taking leave on the occasion of a death in the family. Sick or personal days may be used. Authorized leave without pay is available for extended funeral matters. The District may request documentation to support absences for bereavement leave. See policy 5401, 5400.

Employees who are a member of the sick leave bank are entitled to up to 5 days off with pay for the funeral of an immediate relative (mother, father, sister, brother, spouse, child, mother-in-law, grandparent, or grandchild). Pay is based on the regular hours per day. Employees taking bereavement leave must notify Human Resources and submit a letter to the Sick Leave Bank Committee of their intention to do so.

## **7.17 WORKERS' COMPENSATION INSURANCE**

Workers' compensation is a no-fault system designed to provide benefits to all employees for work related injuries. Workers' compensation insurance coverage is paid for by the employer and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job, no matter how slightly, you are to report the incident immediately to your supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your supervisor immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report with HR. In some cases you may be required to submit a medical release before you can return to work. See policy 5460.

## **7.18 UNEMPLOYMENT COMPENSATION INSURANCE**

Unemployment compensation insurance is paid for by the District and provides temporary income for employees who have lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from the District.

## **7.19 COBRA**

COBRA, the Consolidated Omnibus Budget Reconciliation Act, provides the opportunity for employees and their beneficiaries to continue health insurance coverage under the company health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

Please contact human resources to learn more about your COBRA rights.

## **7.20 401(K) PLAN**

All regular full-time employees are eligible to participate in the District's 401K plan and 403B plan.

The District's 401K is through PERSI. You can sign up at any time, contributing a set amount or a percent. Contact Human Resources to sign up.

Should you have questions regarding the 403B plan, please consult with the benefits administrator, American Fidelity (877-589-2544).

This benefit, as well as other benefits, may be canceled or changed at the discretion of the District, unless otherwise required by law.

**7.21 TEMPORARY EMPLOYEES**

Substitute employees are hired to cover full time employees when absent. Substitutes are not to work more than 29 hours per week. The District reserves the right make exceptions for long term needs when necessary. Substitute employees are not eligible for employee benefits unless long term job arrangements have been made. See policy 5700.

**7.22 PAID TIME OFF (PTO)**

**PERSONAL LEAVE**

Regular full time employees will be allocated 4 personal days per year (prorated if start date is after employee group calendar). Prior approval by the administration must be given before personal leave is taken. Time off must be entered into "Absence Management".

Unused personal days will be reimbursed in June at the substitute rate. Any personal days requested which will extend a holiday must be approved by the Superintendent. Leave will only be granted in units of half or full days. Notice of at least one week is required for any personal leave of less than one week. Notice of one month is required for any personal leave exceeding one week. See policy 5400.

**VACATION LEAVE**

Full time, 12-month classified and administrative employees shall accrue annual vacation leave benefits according to the following schedule (prorated if start date is after employee group calendar):

**Year of Completed Service Days of Annual Vacation Leave**

0-6 months	0 days
7 months-1 year	5 days
2-10 years	10 days
11-15 years	15 days
16-19 years	18 days
20+ years	20 days

Leave credits may not be advanced nor may leave be taken retroactively. Prior approval by the administration must be given before vacation leave is taken. Time off must be entered into "Absence Management". Vacation leave is intended to be used during that year in which it is earned. Accumulation of unused vacation time will be allowed up to a total of thirty (30) days.

If a legal holiday should fall within an employee's vacation period, the employee will be entitled to an additional day for that holiday. Upon termination of employment, unused vacation leave (up to thirty (30) days) will be paid at the employee's daily rate of pay.

Nothing in this policy guarantees approval of the granting of specific days as annual vacation leave in any instance. Each request will be judged by the District in accordance with staffing needs.

Employees of less than six (6) months duration will not accrue vacation benefits. See policy 5450.

## **8.0 SAFETY AND LOSS PREVENTION**

### **8.1 GENERAL SAFETY POLICY**

It is the responsibility of every employee of the District to maintain a healthy and safe work environment. Please report all safety hazards and occupational illnesses or injuries to your supervisor immediately. Failure to follow the District's health and safety rules can result in disciplinary action, up to and including termination of employment. See policy 9400, 9500.

#### **Abused and Neglected Child Reporting**

The personal safety and welfare of each child is of paramount concern to the Board of Trustees, employees and patrons of the School District. It is of particular importance that employees within the District become knowledgeable and thoroughly educated as to their legal and ethical responsibilities on observation and reporting of suspected child abuse, child abandonment or child neglect. The Superintendent shall review with staff the legal requirements concerning suspected child abuse at the commencement of each year.

"Abuse" is defined in I.C. § 16-1602 of the Idaho Code as any case in which a child has been the victim of conduct or omissions resulting in skin bruising, bleeding, malnutrition, burns, fracture of any bone, subdural hematoma, soft tissue swelling. Abuse is further defined in I.C. 16-1602 to include sexual conduct including rape, molestation, incest, prostitution, obscene or pornographic photographing, filming or depiction for commercial purposes, or other similar forms of sexual exploitation harming or threatening the child's health or welfare or mental injury to the child abandonment or neglect.

"Abandoned" is defined as the failure of the parent to maintain a normal parental relationship with his child including, but not limited to, reasonable support or regular personal contact. Failure to maintain this relationship without just cause for a period of one (1) year is evidence of abandonment. I.C. § 16-1602(2).

"Neglected" means a child: Who is without proper parental care and control, or subsistence, education, medical or other care or control necessary for his well-being because of the conduct or omission of his parents, guardian or other custodian or their neglect or refusal to provide them with these items; .... See I.C. § 16-1602(25).

A District employee or volunteer who has reasonable cause to suspect that a student may be an abused, abandoned or neglected as defined above or who observes a child being subjected to conditions which would reasonably result in abuse, abandonment or neglect shall report or cause to be reported such a case to local law enforcement or the Department of Health and Welfare within twenty four (24) hours.

The school district employees of the District shall notify their supervisor immediately of the case. The supervisor shall immediately notify the Superintendent or the Superintendent's designee, who shall in turn report or caused to be reported the case to local law enforcement or the Department of Health and Welfare.

Any person who has reason to believe that a child has been abused, abandoned or neglected and, acting upon that belief, makes a report of abuse, abandonment or neglect as required in Idaho Code § 16-1605 is immune from any liability, civil or criminal, that might otherwise be incurred or imposed. Any person who reports that a child has been abused, abandoned or neglected in bad faith or with malice is not entitled to immunity from any civil or criminal liability that might otherwise be incurred or imposed. I.C. § 16-1606.

In addition, "any person who makes a report or allegation of child abuse, abandonment or neglect knowing the same to be false or who reports or alleges the same in bad faith or with malice shall be liable to the party or parties against whom the report was made for the amount of actual damages sustained or statutory damages of five hundred dollars (\$500), whichever is greater, plus attorney's fees and costs of suit. If the court finds that the defendant acted with malice or oppression, the court may award treble actual damages or treble statutory damages, whichever is greater." I.C. § 16-1607

Any District employee who fails to report a suspected case of abuse, abandonment or neglect to the Department of Health and Welfare or local law enforcement, or who prevents another person from doing so, may be civilly liable for the damages proximately caused by such failure or prevention, and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination. See policy 5260.

### **Student Harassment, Intimidation, and Bullying**

District employees are authorized and expected to intervene or facilitate intervention on behalf of students facing harassment, intimidation, and bullying.

Intervention shall be designed to:

1. Correct the problem behavior;
2. Prevent another occurrence of the problem;
3. Protect and provide support for the victim of the act; and
4. Take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Any District employee who has witnessed, or has reliable information, that a student has been subject to harassment, intimidation or bullying, must report the incident to the designated school official in accordance with District policy and procedure [3295 and 3295P].

Knowingly submitting a false report under this policy shall subject the employee to discipline up to and including termination.

The Superintendent, building principal, and/or their designee shall be responsible for receiving complaints alleging student harassment, intimidation, and bullying and will ensure that documented complaints will be maintained as a confidential file in the District office and reported as required by the State Department of Education. See policy 5265.

## **8.2 NONSMOKING POLICY**

The District maintains tobacco free buildings and grounds. Use of tobacco will not be allowed in any buildings or grounds nor will employees be allowed to use tobacco while on duty. New employees of the District will be hired with the understanding that they will be directed not to use tobacco in school buildings or grounds. Limitations or prohibitions on tobacco use are applicable to all hours. Policy 5310.

## **8.3 POLICY AGAINST VIOLENCE**

The safety and security of our employees, residents, tenants, vendors, contractors, and the general public is of essential importance. Threats or acts of violence made by an employee against another person's life, health, well-being, family, or property will not be tolerated. Any act of intimidation, threat of violence, or act of violence committed against any person on District property is prohibited. The following definitions apply:

- Intimidation: A physical or verbal act toward another person, the result of which causes that person to reasonably fear for his or her safety or the safety of others.
- Threat of violence: A physical or verbal act which threatens bodily harm to another person or damage to the property of another.
- Act of violence: A physical act, whether or not it causes actual bodily harm to another person or damage to the property of another.

No person shall possess a firearm or other deadly or dangerous weapon while on school property or in those portions of any building, stadium or other structure on school grounds which, at the time of the violation, are being used for an activity sponsored by or through a school in this state or while riding school provided transportation.

As used in this section of this Policy only: (a) "Deadly or dangerous weapon" means any weapon as defined in 18 U.S.C. section 930; (b) "Firearm" means any firearm as defined in 18 U.S.C. section 921;

Any person who possesses, carries or stores a weapon in a school building or on school property, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry or store a weapon in a school building shall present this request to the Board in a regular meeting. It is solely within the Board's discretion whether to allow a person to possess, carry or store a weapon in a school building. See policy 3330.

This section of this policy does not apply to: 1. Law enforcement personnel; 2. Any adult over eighteen (18) years of age and not enrolled in a public or private elementary or secondary school who has lawful possession of a firearm or other deadly or dangerous weapon, secured and locked in his vehicle in an unobtrusive, nonthreatening manner; 3. A person who lawfully possesses a firearm or other deadly or dangerous weapon in a private vehicle while delivering minor children, students or school employees to and from school or a school activity; 4. A person or an employee of the school or school district who is

authorized to carry a firearm with the permission of the board of trustees of the school district or the governing board.

The following are prohibited:

1. Any act or threat of violence made by an employee against another person's life, health, well-being, family, or property.
2. Any act or threat of violence, which endangers the safety of employees, residents, tenants, vendors, contractors, or the general public.
3. Any act or threat of violence made directly or indirectly by words, gestures, symbols, or email.
4. Use or possession of a weapon on the Company's premises managed by the Company.

It is a requirement that employees report to their supervisor or Human Resources, in accordance with this policy, any behavior that compromises the District's ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know.

Employees who violate this policy may be subject to criminal charges as well as discipline up to and including immediate termination of employment.

## **9.0 CLOSING STATEMENT**

### **9.1 CLOSING STATEMENT**

Thank you for reading our employee handbook. We hope it has provided you with an understanding of the District's mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a safe and exceptional learning environment where career and college readiness are the academic cornerstones of a relevant and progressive education.

Teton School District No. 401

## **10.0 ACKNOWLEDGMENT OF RECEIPT AND REVIEW**

### **10.1 ACKNOWLEDGMENT OF RECEIPT AND REVIEW**

By signing below, I acknowledge that I have received a copy of the Employee Handbook and understand that it is my responsibility to read the Employee Handbook in its entirety. I agree to comply with the rules, policies, and procedures set forth herein, as well as any revisions made to the Employee



Handbook in the future. I also understand that if I violate the rules, policies, and procedures set forth herein that I may be subject to discipline, up to and including termination of my employment.

I understand that the Employee Handbook contains information about the employment policies and practices of the District. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that the District retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the District. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal statements.

I understand that except for the policy of at-will employment, which can only be changed by the School Board of Trustees, the District reserves the right to revise, delete, and add to the provisions of this Employee Handbook at any time without further notice. I understand that no oral statements or representations can change the provisions of this Employee Handbook. I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period. I understand nothing in this handbook is created to infringe on any available legal rights.

I understand that this Employee Handbook refers to current benefit plans maintained by the District and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

If I have questions about the content or interpretation of the Employee Handbook, I will ask my supervisor or Human Resources.

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Date

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Signature of Employee

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Print Name