



Alsea School District  
Employee Handbook  
2024 - 2025

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## TABLE OF CONTENTS

Preface .....	4
Acknowledgement of Handbook and Job Description.....	4
Introduction .....	5
Our Vision.....	5
Employment Policies & Procedures .....	6
Accident/Incident Reports .....	6
Anti-Harassment & Anti-Discrimination Policy [GBNA, GBNA – AR, GBMA, GBEA, GBEA – AR, JBA/GBN, GBN/JBA, GBN/JBA-AR, and JBA/GBN-AR] .....	6
Anti-Violence Policy .....	9
Assemblies / Special Events .....	9
Attendance & Call-In Procedure .....	9
Cell Phones [GCAB] .....	10
Confidentiality & Non-Disclosure [IGBAB/JO-AR] .....	10
Conflicts of Interest.....	11
District Computers & Communications Systems .....	11
District and School Equipment, Tools, and Supplies [GBC and GBC - AR] .....	12
Driving on School Business .....	13
Drug & Alcohol Policy [GBEC].....	14
Employment and At Will .....	14
Equal Employment Statement .....	14
Field Trips and Special Events .....	14
Grading.....	15
Grant and Outside Funding Requests [DD] .....	16
Inclement Weather .....	16
License Requirements .....	17
Performance Evaluations .....	17
Personal Appearance/Dress Code .....	17
Personal Electronic Devices and Social Media [GCAB] .....	17
Prohibited Use, Possession, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems [JFCG/GBK/KGC].....	18
Remote Work Policy.....	18
Safety .....	19
Safety Committee [EBAC and EBAC-AR] .....	19
Standards of Conduct & Disciplinary Action [GCPD-AR] .....	20
Supervision of Students .....	20
Video Surveillance.....	21

Workplace Accommodations .....	21
Workplace Communications .....	22
Pay Information .....	23
Employee Classifications .....	23
Pay Days .....	23
Timekeeping Policy .....	23
Overtime .....	24
Breaks & Meal Periods .....	24
Expense Reimbursement .....	24
Final Pay Rules.....	24
Personal Days.....	25
Sick Time .....	25
Holidays.....	26
Professional Development, Grading, and Inservice Days .....	27
Health Insurance .....	27
Insurance Pool.....	28
Additional Insurance Benefits .....	28
Public Employee Retirement System (PERS).....	28
Training & Education.....	28
Jury Duty .....	29
Military Leave.....	29
Domestic Violence, Sexual Assault, or Stalking Leave & Accommodations [GCBDC/GDBDC] .....	29
Leave to Attend Criminal Proceedings.....	30
Volunteer Civil Service Leave .....	30
Appendix – Working with Children .....	31
Mandatory Child Abuse Reporting.....	31
Background Checks/Fingerprinting.....	31
Working with Youth .....	31
Child Protective Services (Non-Workplace) Investigation .....	31
Child Abuse Definitions .....	32

## **Preface**

The material covered within the staff handbook is intended as a method of communicating to employees regarding general district information, rules and regulations and is not intended to either enlarge or diminish any district policy, administrative regulation, negotiated agreement or changes in state or federal law. Information contained in this staff handbook is subject to unilateral revision or elimination from time to time without notice. No information in this document should be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

Equal opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, age, marital status or disability of the employee, and who with or without reasonable accommodation, is able to perform the essential functions of the position.

The Superintendent has been designated to coordinate the compliance with these legal requirements, including Title VI, Title VII, Title IX and other civil rights or discrimination issues, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the district office for additional information and/or compliance issues. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity available at the Alsea School District on the basis of race, color, sex, religion, creed, political belief, age, national origin, linguistic and language difference, sexual orientation, socio-economic status, height, weight, marital or familial status or disability. For non-discrimination concerns or questions, please contact Krista Nieraeth at (541) 487-4305 or [krista.nieraeth@alsea.k12.or.us](mailto:krista.nieraeth@alsea.k12.or.us).

### **Acknowledgement of Handbook and Job Description**

I have received the Alsea School District handbook and agree to abide by the procedures, expectations and policies set forth therein. I further understand that I am accountable for all Alsea School District School Board Policies.

I understand that failure to abide by the expectations set forth in the handbook and Alsea School District Board Policy may result in discipline up to, and including, dismissal.

Please be sure to review this handbook that is in the Alsea SafeSchool program. There, you will acknowledge that you read and reviewed the handbook.

## **Introduction**

The Alsea School District staff handbook was created to provide a general overview of District procedures and expectations. The handbook will serve as a useful resource for staff to answer questions concerning District practices. The language for each section is intentionally broad enough to cover all employees, regardless of job position or union affiliation.

The handbook is not intended to replace a thorough and frequent review of board policies. All staff are expected to abide by all board policies.

Information in the handbook is arranged alphabetically by topic. This document is a searchable PDF document to assist in prompt location of specific information.

### **Our Vision**

The vision of the Alsea School District is to provide outstanding education in a small rural setting while preparing our students to compete in a global society. Students attending Alsea School District will receive a preschool through 12<sup>th</sup> grade curriculum that is aligned to state common core standards.

### **Our Mission**

The Alsea Charter School and community share responsibility for creating a safe learning environment in which student behavior and performance reflect high expectations.

The district shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, national origin, disability, marital status, or age of any other persons with whom the individual associates.

Welcome to Alsea Charter School!!! Go Wolverines!

# Employment Policies & Procedures

## **Accident/Incident Reports**

All accidents/incidents occurring on district property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the immediate supervisor. Reports will cover property damage as well as personal injury.

A completed accident report form must be submitted to the immediate supervisor within 24 hours or the next scheduled district workday, as appropriate.

A completed accident report must be filed prior to receiving medical attention unless severe medical injury prevents such form completion. Failure to file the report prior to receiving medical attention may result in accident claim denial and/or employee discipline.

All accidents/incidents will be promptly investigated, and corrective measures implemented as appropriate. The report form is available in the building's offices.

## **Anti-Harassment & Anti-Discrimination Policy [GBNA, GBNA – AR, GBMA, GBEA, GBEA – AR, JBA/GBN, GBN/JBA, GBN/JBA-AR, and JBA/GBN-AR]**

Alsea Charter School prohibits unlawful discrimination and harassment. This policy defines these terms and provides a complaint procedure for employees who believe they have been the victims of prohibited conduct. This policy applies to all matters related to hiring, firing, transfer, promotion, benefits, compensation, and other terms and conditions of employment.

### Discrimination and Workplace Harassment

It is Alsea School District's policy to provide a work environment free from unlawful discrimination or harassment on the basis of age, race, religion, sex, national origin, marital status, sexual orientation, gender identity, gender expression, veteran status, disability, or any other status protected by local, state, or federal law.

It is our policy that all employees, students, contractors, and visitors to the school are entitled to a respectful and productive work environment free from behavior, action, or language that constitutes workplace harassment or discrimination. The "workplace" includes when employees are on School premises, at a School-sponsored off-site event, traveling on behalf of Alsea Charter School, or conducting Alsea Charter School business, regardless of location.

The policy prohibits any conduct at work that a reasonable person in the individual's circumstances would consider unwelcome, intimidating, hostile, threatening, violent, abusive, or offensive. It also prohibits employment actions, including hiring, promotion, termination, and compensation decisions, to be taken based on a protected characteristic. This policy also prohibits any form of retaliatory action toward an employee for filing a complaint of discrimination or harassment, or for participation in an investigation of a complaint.

Workplace harassment can be based on national origin, age, sex, race, disability, religion, sexual orientation, gender identity, or gender expression. It may also encompass other forms of unwelcome, hostile, intimidating, threatening, humiliating, or violent behavior that is not necessarily illegal, but still prohibited by this policy.

Sexual harassment is a form of workplace harassment and includes, but is not limited to, the following types of conduct:

Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature when such conduct is directed toward an individual because of that individual's sex and submission to such conduct is made either explicitly or implicitly a term or condition of employment; or submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.

Unwelcome verbal or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with work performance or creating a hostile, intimidating, or offensive working environment.

#### Sexual Assault

Unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

#### Prohibited Conduct

This policy prohibits conduct based on an individual's protected class status. Although by no means all-inclusive, the following examples represent prohibited behavior:

Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding, or blocking movement, or any physical interference with work.

Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting, and derogatory insults.

Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering or whistling.

Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings, or cartoons that reflect disparagingly upon a class of persons or a particular person.

Sexual harassment, as described above, including but not limited to unwelcome sexual advances, requests for favors in exchange for conduct of a sexual nature, submission to unwelcome conduct of a sexual nature in exchange for a term of employment, or other conduct of a sexual nature.

Intimidation includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the perception of the other's race, color, religion, national origin, disability, sexual orientation or gender identity.

Bullying is a pattern of repeated mistreatment that harms, intimidates, undermines, offends, degrades, or humiliates an employee.

Cyberbullying means the use of any electronic device to harass, intimidate or menace. In addition, any

communication of this form which substantially disrupts or prevents a safe and positive working environment may also be considered cyberbullying, harassment, intimidation, or bullying. Staff will refrain from using personal electronic devices or district equipment to harass or stalk another person or people.

### Penalties

Alsea School District will not tolerate discriminatory conduct, harassment, or sexual assault. Any individual found to have engaged in such conduct will face disciplinary action up to, and including, dismissal. Alsea School District may also subject managers and supervisors who fail to report known harassment – or fail to take prompt, appropriate corrective action— disciplinary action, including potential dismissal.

### Retaliation Protections

Alsea Charter School prohibits retaliation against any employee for filing a complaint regarding conduct in violation of this policy. Alsea Charter School will not tolerate retaliation against any employee for raising a good faith concern, for providing information related to a concern, or for otherwise cooperating in an investigation of a reported violation of this policy. Any employee who retaliates against anyone involved in an investigation is subject to disciplinary action, up to and including dismissal.

### Reporting Procedure

Any employee aware of or experiencing discrimination, harassment or sexual assault in the workplace should report that information immediately to the Superintendent or the Building Administrator. Employees may report to any of the people listed above, regardless of any chain of command. If the complaint is against the principal, the employee may report the complaint to the Superintendent. If the complaint is against the superintendent, the employee may report the complaint to the Board chair. All employees are encouraged to document any incidents involving discrimination, harassment, and sexual assault as soon as possible.

Upon receiving an allegation of harassment, discrimination, or retaliation, Alsea School District will conduct a fair, timely, and thorough investigation that provides all parties appropriate due process as per district policies and state and federal laws, and the district will reach reasonable conclusions based on the evidence collected. The confidentiality and privacy of employees will be respected during the investigation to the extent allowed by law. Employees should understand that absolute confidentiality is not possible in all circumstances.

### Nondisclosure or Nondisparagement Agreements

Under district policy GBEA, a nondisclosure agreement is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work- related harassment, discrimination, or sexual assault.

A nondisparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the business.

As per district policy GBEA, Alsea Charter School will not require an employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault.

### Time Limitations

Nothing in this policy precludes any person from filing a formal grievance with the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state



law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence **no later than five years** after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

### **Anti-Violence Policy**

We do not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violence of any sort. Violation of this policy may be grounds for immediate disciplinary action, up to and including termination.

This list of behaviors, while not inclusive, provides examples of employee conduct that is prohibited:

- Causing physical injury to another person.
- Making threatening remarks.
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person.
- Intentionally damaging Alsea School District property, student property, or property of another employee.
- Possession of a firearm anywhere on district property.

Employees are not expected to work in a hostile or threatening environment and should report any threatening or dangerous situation to their supervisor immediately.

### **Assemblies / Special Events**

Staff and students are required to attend all assemblies and special events. All staff are assigned to specific supervision duties during assemblies or special events and are expected to be in assigned areas.

Students may be removed from an assembly or special events as deemed necessary by a staff member. Generally, students should be dealt with and/or referred to the office in accordance with established discipline procedures

### **Attendance & Call-In Procedure**

Our School and our students depend on our employee's reliability. Employees are expected to show up on time and ready to work for all scheduled shifts and School meetings. Dependability, attendance, punctuality, and a professional attitude are expected at all times.

Employees wishing to use leave of any kind must process their request through the Frontline system. Employee usernames and passwords as well as Frontline instructions are provided to employees at the start of each year and can also be given by contacting Roxie Smallwood, HR Executive Secretary, at [roxie.smallwood@alsea.k12.or.us](mailto:roxie.smallwood@alsea.k12.or.us).

**It is the employee's responsibility to ensure that their leave is properly in Frontline prior to their leave.**

Frontline will not allow any employee to put in their absence after midnight of the day of the absence. Employees who put in absences after that time must contact Roxie Smallwood (Brick and Mortar) or Heather Shunk (LaHO).

If circumstances change it is the employee's responsibility to modify the leave prior to the date of the leave; however, modifications after the date of approved leave may not be made. It is the employee's

responsibility to monitor his/her leave balances.

**If the employee surpasses his/her granted leave, the exceeded hours will be deducted from his wages. Absences without pre-approved leave (paid or unpaid) may result in discipline up to and including termination.**

Employees must provide appropriate advance notice, whenever possible, if they expect to be late or absent from a shift. **Failure to provide notice may result in disciplinary action.**

**Time off requests for personal days for anticipated reasons should be requested in Frontline at least 72 hours in advance. Any requests for personal leave put in after this time will be at the sole discretion of the immediate supervisor.** All approvals will be done through that website by the immediate supervisor of the employee. Specific personal day requests may be denied due to school demands or staffing needs. As such please provide as much notice as possible for personal day time off requests, as the more notice provided the more likely the request will be approved.

**All unpaid leave must be submitted to the Superintendent via Frontline at least 72 hours in advance of the requested leave date. Employees must put a reason for taking unpaid leave or the leave will not be approved.** Unapproved unpaid leave may result in discipline up to and including dismissal from employment.

**Unpaid leave will not be approved until all relevant paid leave is exhausted.**

When advanced notice is not possible, such as for unanticipated illness, employees are to notify the school by emailing or texting Roxie Smallwood at [roxie.smallwood@alsea.k12.or.us](mailto:roxie.smallwood@alsea.k12.or.us) or (541) 961-3195 for Brick and Mortar employees and Heather Shunk at [heather.shunk@alsea.k12.or.us](mailto:heather.shunk@alsea.k12.or.us) or (541) 531-4213 for LaHO as soon as possible. When providing notification, employees are expected to give the reason for the absence.

**For LaHO employees,** failure to have working internet will result in the employee taking personal leave for the day. If an employee does not have working internet, they are immediately to contact Heather Shunk, LaHO principal. The employee will have one (1) hour after the start of their scheduled work hours to find a place with working internet, which could include coming to the Alsea School District office, or the day will be considered a leave day and be put in as such by the HR Executive Assistant. Please communicate any issues with Heather Shunk, LaHO principal, as soon as possible.

The district reserves the right after three consecutive days of absences, to require proof of personal illness or injury from an employee, **as per board policy GCBDD/GDBDD.** For certified staff, as per Article 14 C of the collective bargaining agreement (CBA), any absence which consists of five (5) or more consecutive workdays shall be substantiated by a doctor's statement.

#### **Cell Phones [GCAB]**

Employees shall silence their personal electronic devices during instructional or class time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with a work assignment.

#### **Confidentiality & Non-Disclosure [IGBAB/JO-AR]**

Employees are not to disclose, except as part of employment, any confidential information pertaining to the

business of Alsea Charter School, or its students. This includes any proprietary information including financial information, business strategy, marketing, vendor agreements, business development plans, and/or all information regarding Alsea School District students not available to the public. Employees should take care to ensure that any information regarding students gained as part of workplace activities is kept in utmost confidence. Employees are to keep all such information confidential during and after employment with Alsea School District.

When in the community or on social media, employees are encouraged to remember that they are often seen as representatives of the school District and information they share or discuss may be perceived as the District's official perspective, even when it is simply the sharing of a personal opinion or observation.

### **Conflicts of Interest**

Employees are to divulge to the Superintendent any outside work, employment or association which is in conflict with Alsea School District interests or could be perceived to be in conflict with School goals and activities. Outside work or association that is a perceived or actual conflict of interest with Alsea School District interests is prohibited, unless preapproved by the Superintendent.

Employees may hold other outside jobs if they meet the performance standards of their job with Alsea School District. Employees will be held to the same performance standards and scheduling demands, regardless of any existing outside work requirements. It is expected that Alsea School District employees will be available for all scheduled shifts and other workplace commitments irrespective of outside work commitments. Alsea School District may not be able to accommodate schedule changes due to outside work.

During employment, employees are not to solicit or encourage any student, vendor, or business partner to reduce or terminate their services or business association with Alsea School District.

### **District Computers & Communications Systems**

Alsea School District treats all information transmitted through or stored in its computer system or other communications systems, including e-mails, voicemail, and internet transactions, as Alsea School District's business information and as the sole property of the district. All email accounts maintained on the district email systems are the property of Alsea School District. This policy extends to all use of Alsea School District email addresses, web domain, and cloud-based accounts. School email addresses may not be used to sign up for personal online accounts.

Alsea School District reserves the right to access, review, copy, modify, and delete any information transmitted or stored in its computer and communications systems and to disclose it to any party the district deems appropriate. Any individual who is given access to the system is hereby given notice that Alsea School District will exercise this right periodically, without prior notice and without the prior consent of the employee. No individual should have any expectation of privacy in any communication over this system or with respect to any information disseminated through or stored in the computer network or other communications systems.

The District supplies an email address for business use by employees. Staff shall not use personal email for business purposes. Employees using District sponsored email are expected to comply with professional conduct expectations and represent the District appropriately. When employment with the District ends, employee access to the email system will be disabled. The District maintains the rights to monitor, disable,

and/or restrict access to District email systems at any time. Username and password records for District owned email accounts may be collected.

Limited and reasonable personal use of district computers is allowed. However, use of the communications systems for personal reasons will be treated no differently from any other files. An employee should not use the communications systems to send, receive, or store any information that they wish to be kept private. Determination of excessive or inappropriate personal use of computers and communications systems is at the discretion of the Superintendent.

At no time are employees to use Alsea School District computers or communications systems for commercial purposes unrelated to district or school business, or to transmit offensive, harassing, or defamatory messages.

Alsea School District requires all employees to comply with applicable software license agreements or copyrights, and employees are prohibited from copying or installing licensed software for their own use. Copying or installing such software for use on other School machines or on personal machines, without appropriate authorization, is prohibited. Unauthorized installation of personal software on School equipment is prohibited. In addition, employees are not to disable or delete any School software or applications, without appropriate permission.

#### **District and School Equipment, Tools, and Supplies [GBC and GBC - AR]**

All Alsea School District office equipment including, but not limited to scanners, printers, photocopiers, and other office machines are to be used primarily for district and school business. Limited and reasonable personal use of district and school office equipment is allowed.

Alsea School District reserves the right to determine whether such personal use is “limited” or “reasonable,” and the district may require an employee to cease using Alsea School District equipment for personal use or reimburse Alsea School District for expenses incurred by excessive personal use of office equipment. School equipment and computers may not be used for commercial purposes unrelated to School activities.

All district equipment, tools, and supplies must be used safely and in the manner for which they are intended. Do not use any equipment, tools, or supplies that cannot be used safely and notify the office immediately if any item requires repair, replacement, or maintenance.

No School office equipment, tools, or supplies may be removed from the district facilities without the express prior permission from the building administration.

In the course of employment, you may be issued equipment, tools, or property as seen fit by Alsea School District for business use outside of school facilities, such as laptop computers, cell phones, or credit cards. Limited and reasonable personal use of issued laptops and cell phones is allowed. Determination of inappropriate or excessive personal use of this equipment is at the sole discretion of the district. **No personal use of school credit cards is allowed at any time.**

All district issued keys are to be kept safe at all times, and employees should take measures to ensure these items are not lost or left for others to find. Employees are not to make copies of school keys or give keys to others without the District Office’s express permission. Employees may not use keys to enter school facilities for purposes unrelated to school activities, unless with prior administrative approval.

Employees are responsible for the safekeeping of their keys at all times. School and district keys are not to be given to any student or non-employee to access the building at any time. Staff found in violation of this policy may be subject to discipline.

Notify the immediate supervisor promptly if any issued keys or equipment are lost or requires maintenance. Employees are responsible for the safeguarding of all issued equipment, tools, and property and may be held responsible for the replacement cost of misplaced items, or for damage incurred by inappropriate use. Issued equipment, tools, and property may never be left unattended in an unlocked vehicle or left unattended in public. All School issued equipment, tools, and property must be returned to Alsea School District upon request, or at time of termination.

### **Driving on School Business**

Employees driving on district business (in their own cars or in district vehicles) are required to obey all traffic laws and operate vehicles in a safe and cautious manner. Employees are responsible for payment of any tickets issued for moving violations, careless or negligent driving, or parking violations incurred while driving on Alsea School District business.

Only employees authorized by Alsea School District are allowed to drive district vehicles. A current and valid driver's license as well as a driving record that meets district insurance standards are required for authorization. Alsea School District reserves the right to request and review a Driver's Motor Vehicle Record (MVR) periodically, to ensure driving record meets insurance standards. Employees in authorized driving positions must promptly notify the Transportation Supervisor if their driver's license is revoked, limited, or not renewed, or if there are any incidents, violations, or citations that may compromise the employee's ability to meet district insurance standards.

Employees driving district vehicles are required to keep the vehicles neat and clean at all times. District vehicles must be kept locked at all times when not in use. Work related materials (papers, records, files, etc.) and district issued tools and equipment may never be left in an unlocked and unattended vehicle. Smoking is not allowed in district vehicles at any time. Employees may not use cell phones or other communication devices while operating district vehicles, unless an appropriate "hands-free" device is utilized. Any issues involving district vehicle maintenance or any accidents involving district vehicles must be reported to the Transportation Supervisor immediately, who will report it to district administration. Non-employees are not allowed as drivers or passengers in district vehicles at any time. District vehicles may only be used for approved Alsea School District related activities. At no time are district vehicles to be used for unapproved personal use. Determination of inappropriate use is at the discretion of the Superintendent.

Employees in certain positions may be required to drive their own cars to conduct district business. Employees in these roles are required to have a valid driver's license and appropriate insurance for the vehicle. These employees will be reimbursed for approved mileage expenses incurred in their personal vehicles. Accurate mileage reports are to be approved by the immediate supervisor and submitted monthly to the District Office.

Mileage reports are district documents and must accurately reflect actual approved work mileage.

Alsea School District shall not be responsible for costs associated with operating personal vehicles for business use outside of approved mileage expenses.

## **Drug & Alcohol Policy [GBEC]**

Alsea School District prohibits the use, influence, possession, sale, purchase, or distribution of controlled substances or drugs, including marijuana and alcohol, by any employee during work hours.

When the district has a reasonable suspicion that an employee is under the influence of alcohol or drugs during work hours, the employee will be immediately escorted from the work premises and may be subject to disciplinary action up to and including termination. Reasonable suspicion is defined as specific observations concerning such circumstances as work performance, appearance (including, for example, noticeable odor of an alcoholic beverage), behavior, or speech of the employee.

If prescription or over-the-counter drugs must be taken, they must not affect your ability to perform your work. If you need to take medication, and it may affect your ability to perform your job or present a safety risk to you, students, or co-workers, you are asked to notify your supervisor before beginning work.

## **Employment and At Will**

Classified and confidential employment at Alsea School District is “at-will” and may be terminated by either the employee or by Alsea School District at any time for any lawful reason, with or without cause, and with or without prior notice or warning, as provided by state and federal law. None of the provisions of this handbook alter, modify, or amend the “at-will” nature of employment. Only Alsea School District can alter this “at-will” employment policy for any classified or confidential employee, and such modification is valid only if in a writing signed by the superintendent.

Classified and confidential employees wishing to resign in good standing are asked to provide at least two weeks’ written notice. Such notice should be delivered to the Superintendent in writing.

Certified employees’ employment is governed by the Collective Bargaining Agreement (CBA) negotiated between the district and the Certified Union, as well as state laws and statutes.

## **Equal Employment Statement**

Alsea School District is an equal employment opportunity employer. We comply with all applicable local, state, and federal laws in providing our employees and applicants with equal employment opportunities. Our decisions and criteria governing the employment relationship with all employees are non-discriminatory and are based on job requirements and an individual’s skills and experience without regard to race (including traits historically associated with race), color, religion, national origin, sex, marital status, pregnancy or childbirth, sexual orientation, gender identity, gender expression, veteran status, disability, citizenship or immigration status (subject to work authorization and other legal requirements) or any other status protected by local, state, or federal law. Alsea Charter School complies with all applicable local, state, and federal laws pertaining to employment, hiring, promotion, discipline, or termination of employees.

This statement reaffirms our dedication to the principles of equal employment opportunity and our expectation that all employees will lend their full support to furthering Alsea School District’s success through implementation of those principles.

## **Field Trips and Special Events**

Field trips and other student activities involving travel may be authorized by the building principal when such trips or activities contribute to the achievement of desirable educational goals.

A Field Trip Request Packet should be submitted to the building principal at minimum fourteen (14) days in advance of the proposed activity. All such requests will be considered based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program and availability of appropriate supervision, either from within school staff or from volunteers.

Field trip requests must be approved by the building principal prior to any fundraising activities or grant applications for the field trip.

Written parental permission must be obtained for each approved trip at least three (3) days prior to the field trip. Teachers are expected to submit the signed forms showing parental approval and acknowledgement of the student conduct guidelines to the office prior to departure for the scheduled activity.

Staff members should contact the office for appropriate substitute and vehicle arrangements and related field trip procedures and forms.

Forms not submitted within the allotted time frame may result in the field trip not occurring. It is imperative that staff members plan ahead for field trips and/or special activities.

### **Grading**

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the district and the home. As a close working relationship between the district and the home is essential to the accomplishment of this goal, regular communications with parents is essential.

Teachers shall use a variety of communication devices including telephone and personal conferences as well as written grade reports to keep parents well informed. At the beginning of the grading period, students are to be informed regarding the basis of the grades and the methods to be used in determining grades.

All teachers will use the Synergy gradebook system to record all assignments and official grades. A paper gradebook is not sufficient.

**For grades 6 – 12, weekly grades shall be submitted into Synergy by the end of the workday each Monday to allow parents to view up-to-date grading progress.**

Final grading will be on a semester system.

No grade of “F” or “Incomplete” shall be issued at progress report or report card time without documented communication with the student and their parents of academic deficiencies.

Due process procedures will be provided to all students whose grade is reduced or credit denied for attendance rather than academic reasons. Reasons for the student’s absence will be considered. No grade may be reduced or credit denied based on absence due to religious reasons, a student’s disability or an excused absence as determined by district policy. Such notice is to be included in each teacher’s syllabus

and distributed to students at the beginning of the grading period.

Special education students are to receive grades based on progress toward goals stated in the Individual Education Program (IEP). It is expected that teachers keep work samples for students on IEPs for reports showing progress towards goals for the student.

### **Grant and Outside Funding Requests [DD]**

The District appreciates the efforts of staff to secure outside funding for school projects. To ensure compliance with state and federal laws and prevent conflicting grant requests, staff members interested in seeking outside funds and/or grants must receive prior approval from the Superintendent and/or School Board. Grant funds above \$500 shall be accounted for at the District Office.

The Board shall, before an acceptance of such funds, consider the district's obligations, expectations or encumbrances when the grant ceases.

### **Inclement Weather**

There may be times when we will delay opening and on rare occasions we may have to close. Alsea School District will follow the delay and closure schedule determined by our Transportation Supervisor and the Superintendent. Please look to local news outlets for school district closures and delays. Use common sense and your best judgment, however, when traveling to work in inclement weather. Notify the Office promptly if you are unable to attend work as scheduled due to inclement weather.

Non-exempt employee absences due to inclement weather may be taken unpaid, or employees may use accrued paid time off. Exempt employees may be paid for School closures in accordance with FLSA laws.

In the event of disruptions to transportation services due to weather, Alsea School District will notify the public and local media of school closings and/or delays. Specific bus routes affected would be specified in the announcements.

In the event of a school closure, due to inclement weather or other emergency, Alsea School District will notify the following:

#### **Local radio stations:**

- KRKT 99.9 FM
- KLOO 106.3 FM
- KDUK 104.7 FM

#### **Medford based regional television stations:**

- KEZI
- KVAL
- KLSR

#### **On the web:**

- Alsea School District website ([www.alsea.k12.or.us](http://www.alsea.k12.or.us))
- Facebook pages for Alsea School District, Learn at Home Oregon, and Alsea Hwy 34 Road Conditions,



**Via phone:**

- After 8 a.m., an update via Remind will be sent out.

**License Requirements**

Teachers or other staff who require a license for their job offered employment in the district must present their professional license to the district office. Applicants not presenting their license prior to the beginning of school or the first day employment is to begin will not be paid until such license has been submitted.

Licensed staff are required to submit copies of all applicable license endorsements to the district office. It is the responsibility of each licensed staff member to keep his/her license and all endorsements current. Licensed staff are cautioned that failure to maintain license and endorsements may invalidate their contract with the district.

If a certified employee allows their license to lapse, they may be removed from employment and/or duty immediately.

**Performance Evaluations**

Performance evaluations are conducted for all instructional and support staff on an annual basis. The purpose of the evaluation is to give employees honest feedback on their job performance so that they can better themselves and their opportunities at Alsea School District. The completion of a performance evaluation does not guarantee a wage increase.

**Personal Appearance/Dress Code**

All employees are expected to be clean, neat, and well-groomed during all work activities. Employees are required to wear modest, laundered clothing suitable for their scheduled work activities for the day, and level of interaction with students, business partners, and members of the public. All attire must be safe for the type of work being performed. Attire must not display workplace inappropriate or offensive messages or logos, including any messages, logos, or images which promote or glorify drug or alcohol use.

If an employee is determined not to be wearing appropriate clothing, they will be asked to return home to change and come back to work.

**Personal Electronic Devices and Social Media [GCAB]**

Alsea School District encourages and respects the right of employees to use blogs and social networking sites as a medium of self-expression and public conversation. However, it is the right and duty of the school to protect itself from unauthorized disclosure of information. Employees are expected to follow these guidelines and policies to provide a clear line between you as the individual and you as the employee.

Unless specifically instructed, employees are not authorized to speak on behalf of Alsea School District or any of the schools within the district. Employees may not publicly discuss students, projects, or planned activities outside of Alsea School District-authorized communications, unless they have prior written approval from persons with authority to grant such a release.

Employees are expected to protect the privacy of the district, schools and its students and are prohibited from disclosing proprietary and nonpublic information to which employees may have access.

Employees shall silence their personal electronic devices during instructional or class time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with a work assignment. Devices, which have the capability to take photographs or record video or audio, shall not be used for such purposes while on district property or while a staff member is on duty at district sponsored activities, unless as expressly authorized by the principal or designee for a use directly related to and consistent with the employee's assigned duties.

Employees, while on duty and off duty, will utilize social media websites, public websites and blogs, judiciously by not posting confidential information about students, staff or district business. Employees may not post images of district facilities, staff, students, volunteers or parents without written authorization from persons with authority to grant such a release. Employees, while on duty and off duty, will treat fellow employees, students and the public with respect while posting on social media websites, etc., in order to prevent substantial disruption in school.

Any images of Alsea School District facilities, activities, or students must have prior written approval from persons with authority to grant such a release prior to an employee posting such images on any personal social media platform.

As expressed throughout this Handbook, employees are strictly forbidden from engaging in harassment, discrimination, and retaliation. These prohibitions apply to social media, and employees cannot use blogs or social networking sites to harass, threaten, discriminate, retaliate, or disparage Alsea School District employees, students, business partners, or anyone associated with or doing business with Alsea School District.

#### **Prohibited Use, Possession, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems [JFCG/GBK/KGC]**

The use, distribution or sale of tobacco products or inhalant delivery systems by staff and all others is prohibited on district premises, in any building or facility, on district grounds, including parking lots, in any vehicle owned, leased, rented or chartered by the district, school or public charter school and at all school-sponsored activities.

This policy includes the use of chewing tobacco and of any "inhalant delivery systems." Inhalant delivery systems are devices that can be used to deliver nicotine, cannabinoids, and other substances, in the form of a vapor or aerosol. These include e-cigarettes, vape pens, and other devices.

Staff found in violation of this policy may be subject to discipline.

#### **Remote Work Policy**

Alsea School District may allow employees in certain positions the option to work remotely for some limited work activities, with the **express pre-approval from the Superintendent**. Determination of remote work option is at the Superintendent's sole discretion and may be revoked at any time.

Employees are expected to be reachable by phone during work hours and electronically during designated remote work periods and to conduct all School business with the same care, attention, and thoroughness as if in the Alsea School District facilities. All employees working remotely must live within the boundaries of the United States.

Employees working remotely are not to be tending to personal business, including the care of an ill relative who may live in the home, running errands, etc., during scheduled work hours. Remote employees are expected to take leave if they are unable to fulfill their job responsibilities just as if they were working in person. **Failure to adhere to this policy may result in disciplinary action.**

Work done at a remote location is considered Alsea School District business. All records, papers, computer files, student information, and correspondence must be safeguarded, and employees shall apply approved safeguards to protect School data and records from unauthorized disclosure, loss, and damage. The confidentiality policy applies equally to work performed remotely. Employees are to notify the district administration immediately if any confidential School information or records are compromised.

Any equipment provided by employees will be at no cost to Alsea School District and employees are responsible for servicing and maintaining employee-provided equipment. Alsea School District shall not be liable for any damage to employees' property that may result from participation in the remote work program.

Alsea School District shall not be responsible whatsoever for costs associated with using a remote work location, including without limitation operating costs, home maintenance, or other incidental costs (e.g., utilities). All employment standards outlined in this Handbook apply to work conducted in the Alsea School District facilities, as well as any remote office environment. All employees must maintain the expected performance levels, whether working inside or outside the district. Alsea School District reserves the right to change work schedules at any time, or to require employees to conduct any and all work from the Alsea School District facilities.

All employees who work remotely will be required to sign a "Remote Worker Agreement" prior to the last day of the first week of their contract.

### **Safety**

All employees are expected to heed safety rules, and to perform all work in a safe and cautious manner. Employees must adhere to School safety rules and OSHA safety standards at all times. All equipment and tools must be used safely and professionally, and in the manner for which it is intended. Do not use any equipment that cannot be operated safely and notify the Office immediately if any equipment requires maintenance.

Employees must notify the Office immediately if they become aware of an unsafe work condition or if a student is injured on Alsea School District property. Any work-related injury or illness, no matter how minor, must be reported to the Office immediately.

### **Safety Committee [EBAC and EBAC-AR]**

A district/building safety committee has been established to help implement the district's safety program and as a part of an ongoing effort to help ensure the safety and health of students, staff and others while on district property.

The district/building safety committee meets monthly and conducts workplace safety inspections quarterly to locate and identify safety and health hazards and makes recommendations for corrections as needed. All significant safety related incidents are investigated to help prevent similar events from reoccurring.

All potential hazards are to be reported immediately to a safety committee member or to the District Office.

## **Standards of Conduct & Disciplinary Action [GCPD-AR]**

Employees at Alsea School District are expected to comply with all district and school rules and policies. Any conduct, which, in the determination of the District, is detrimental to the interests of Alsea School District, is grounds for disciplinary action, up to and including termination. Disciplinary action may include, but is not limited to, verbal warnings, written warnings, performance improvement plans, suspension, or termination of employment.

The nature of the disciplinary action depends on the circumstances of the incident and Alsea Charter School retains the sole right to determine the appropriate disciplinary action warranted.

The following are examples of conduct that violates Alsea Charter School standards of conduct for employees. This is not a complete list of conduct that may be considered a violation of School policies:

- Violation of confidentiality & non-disclosure policy; Violation of conflicts of interest policy.
- Dishonesty or insubordination.
- Theft, unauthorized or inappropriate use, removal or destruction of School property, student property, or the property of other employees.
- Excessive tardiness or absences, or failing to follow call in procedures, threatening or abusive language or actions.
- Discrimination, harassment, or retaliation.
- Falsification of School or student records.
- Inappropriate or unprofessional behavior towards any employee, student, vendor, or business partner.
- Inability or unwillingness to work professionally and cooperatively with other employees, students, vendors, or business partners.
- Violations of FEPPRA
- Use of personal electronic devices during work hours
- Violation of Teacher Standards and Practices Commission Standards for Competent and Ethical Performance and/or the Mental Health and Addiction Certification Board of Oregon Ethics Agreement.
- Failure to follow instructions or School policies, Violation of Drug & Alcohol policies.
- Unsafe work activities or violation of any safety rule

If you have any questions concerning rules and policies, please contact the Superintendent.

## **Supervision of Students**

Staff members are responsible for the supervision of all students while in school or engaged in school sponsored activities. **All teachers are expected to be in their classrooms no later than 7:45am, the time of arrival of students.**

Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Teachers who may need to temporarily leave the classroom or their assigned duties in an emergency situation while students are present are expected to contact the office to arrange for temporary coverage.

**Unsupervised students are strictly prohibited and may lead to discipline of the staff member in charge if found to have occurred.**

No other staff member may leave their assigned group unsupervised except as appropriate supervision arrangements have been made to take care of an emergency.

During school hours, or while engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons.

### **Video Surveillance**

Alsea School District reserves the right to conduct and monitor video surveillance of school properties, such as common spaces and outdoor areas, in accordance with applicable laws. Such surveillance may be used in determining whether disciplinary action is warranted, or the nature of any disciplinary action, and any video surveillance revealing illegal activities may be turned over to law enforcement.

### **Workplace Accommodations**

Alsea Charter School complies with all applicable federal and state laws providing for nondiscrimination in employment, and this includes providing reasonable accommodations to qualified individuals in accordance with these laws, except where such an accommodation is unreasonable or would create an undue hardship. This includes accommodations for:

- Employees who have a physical, mental, or sensory disability that affects their ability to perform any of the functions of their job.
- Employees with limitations related to pregnancy, childbirth, or a related medical condition, such as lactation, that may interfere with any job-related tasks or requirements; and
- Where a work-related requirement may interfere with a religious observance or an employee's sincerely held religious belief.

Employees who wish to request accommodation for any of these reasons should contact the Superintendent. As permitted by law and depending on the nature of the accommodation requested, Alsea School District may request medical opinions to verify the need for such accommodations, identify potential alternative accommodations, or to determine whether continued work would pose a safety or health risk where appropriate. We will treat such information as confidential, except to the extent that others need to know to evaluate the request or to implement any approved accommodations.

Alsea School District will make reasonable accommodations for known physical or mental disabilities of an applicant or employee as well as known limitations related to pregnancy, childbirth, or a related medical condition, such as lactation, unless the accommodation would cause an undue hardship.

Alsea School District will make decisions about reasonable accommodations on a case by case basis considering various factors and based on an individualized assessment in each situation. While we encourage employees to suggest the specific accommodations that they believe may be ideal, be aware that Alsea Charter School is not required to make the specific accommodation requested and may provide an alternative effective and reasonable accommodation, to the extent it does not pose an undue hardship to the agency.

Employees and job applicants have a right to be free from unlawful discrimination and retaliation. For this reason, Alsea School District **will not** condone or allow any form of discipline, reprisal, intimidation, or

retaliation against any individual for requesting accommodations under this policy in good faith. This includes:

- Denial of employment opportunities based on a need for reasonable accommodation.
- Taking an adverse employment action, discriminate or retaliate because the applicant or employee has inquired about, requested, or used reasonable accommodations.
- Requiring an applicant or an employee to accept an accommodation that is unnecessary.
- Requiring an employee to take family leave or any other leave if the employer can provide a reasonable accommodation instead.

To request accommodation or to discuss concerns or questions about this policy, or to report potential retaliation, contact the Superintendent.

### **Workplace Communications**

All employees are expected to ensure that all communication with co-workers of all levels, students, vendors, and business partners is at all times courteous and professional. **A positive attitude and a focus on cooperative problem solving is key to our culture and expected from all employees at Alsea School District.** This policy extends to both verbal and written communications.

**All employees are expected to return any communication that deals with their job duties and/or school business within twenty four (24) business hours of receipt of the email.**

**Certified staff are expected to return any communications (phone calls, emails, etc.) from parents within twenty four (24) business hours of receipt.**

If there are issues that arise in which the communications to and from are not professional, please contact the supervisor.

# Pay Information

## Employee Classifications

### Non-Exempt Employees (Hourly)

Non-Exempt (hourly) employees are qualified to receive overtime pay for hours worked over 40 in the work week (Sunday through Saturday). Overtime pay is calculated at 1.5 times the regular hourly wage. Paid time off does not count towards the calculation of overtime. **All overtime hours worked must be pre-approved by the employee's supervisor. Failure to get pre-approval for overtime may result in disciplinary action.**

### Exempt Employees (Salaried)

Exempt (salaried) employees who meet FLSA Exempt classification criteria are not qualified to receive overtime pay. Generally, an exempt employee receives a set salary for each workweek. Pay deductions may occur in certain circumstances, in accordance with Federal and State exempt pay rules.

### Regular Employees

Regular employees are those hired for a regular set schedule for the school year.

### Temporary/Substitute

Temporary and Substitute employees are hired for short term assignments.

## Pay Days

Paychecks are issued on the 25<sup>th</sup> of each month for work conducted in the previous month. If the 25<sup>th</sup> falls on a weekend or holiday, paychecks will be issued on the previous bank business day.

Any employee who works from July – June will receive an average paycheck over twelve months.

All employees who work greater than 180 days, but less than 260 days, will receive their first paycheck in August. They will receive equal payments paid over twelve months, with their June check paid on June 25<sup>th</sup>, and their July check paid on the last day of the approved school calendar.

All other employees will receive equal payments paid over twelve months. They will receive their first paycheck in September, with their June check paid on June 25<sup>th</sup>, and their July and August checks paid on the last day of the approved school calendar.

The June check will include all additional pay and final recording of leaves for that year.

The district does not do advances of an employee's monthly pay UNLESS express approval by the Superintendent. Advances may not be more than 60% of earned gross pay.

Direct deposit is required for all employees. Please contact the business manager with questions regarding the pay period or pay dates, or if you have any questions regarding your paycheck.

## Timekeeping Policy

All hourly employees are required to record hours worked daily, the school timecard. Employees are not to falsify time entries or use the timekeeping system for other employees. Employees must submit complete and accurate time entries monthly, by the 15<sup>th</sup> of each month for hours worked the previous month.

Employees are expected to be present and ready to work by their scheduled start time and should arrive earlier if they need time to personally prepare themselves for the workday. Employees are not to clock in before they are ready to conduct work activities, nor to clock out prior to completing work activities. Hourly employees are required to record all work hours and are not allowed to work “off the clock” at any time. All work hours that occur outside of the hourly employee’s regularly scheduled shifts must be pre-approved by the employee’s supervisor.

### **Overtime**

Hourly employees are eligible for overtime pay for hours worked over 40 in the work week (Sunday through Saturday). Overtime is paid at the rate of 1.5 times the regular hourly rate of pay. Paid time off does not count towards the calculation of overtime. All overtime hours worked must be pre-approved by the employee’s supervisor. **Failure to get pre-approval for overtime may result in disciplinary action.**

### **Breaks & Meal Periods**

Hourly employees are allowed to take breaks and meal periods in accordance with applicable state and federal regulations. Employees are permitted to take one 10 minute paid break for each four-hour work segment worked (or greater part thereof). Employees who work at least six hours in a day are also entitled to a 30-minute unpaid meal period. Alsea School District will provide additional breaks and accommodations for employees who need to express breast milk for their child.

Breaks and meal periods are to be taken towards the middle of each work segment, may not be combined (e.g., lunch immediately followed by a rest break), and are not to be used at the beginning or end of a shift. There will be occasions when unanticipated work activities may require a break to be postponed. Alsea School District will make every effort to allow all employees to take required breaks in a timely manner. Failure to take a lunch break or a break may result in disciplinary action.

Please see your supervisor if you have any questions regarding breaks and meal periods.

### **Expense Reimbursement**

Authorized and approved Alsea School District business expenses incurred by the employee will be reimbursed by the district. All expenses must be expressly pre- approved by the employee’s supervisor. Employees are to complete and submit an expense report for approved expenses and present corresponding receipts to the Office within 30 days from which the expense was incurred. Reimbursement requests must be submitted to the employee’s supervisor using the district’s reimbursement form. Unapproved or inappropriate expenses may not be reimbursed. Reimbursement requests submitted more than 30 days after the expense was incurred may not be reimbursed.

### **Final Pay Rules**

When employment ends at Alsea School District employees will receive their final paycheck with all wages due and owed in accordance with Oregon final pay rules:

If you quit with less than 48 hours ’notice (not including weekends and holidays) your paycheck and any wages owed are due within five business days or on the next regular payday, whichever comes first.

If you quit with at least 48 hours ’notice, your final check is due on your last day of employment, unless that day is a weekend or a holiday. In that case, your check is due on the next business day.

If you are let go or fired, your final paycheck is due by the end of the next business day.

If an employer and worker mutually agree to terminate the relationship, the check is due by the end of the



following business day.

Please contact the Business Manager if you have any questions regarding final pay rules.

## **Benefits, Time Off, & Leaves of Absence**

### **Personal Days**

All regular employees, outside of those who are in the Alsea School District bargaining certified staff unit, working at least .5 FTE will receive paid personal days. Personal days may be used for anticipated or unanticipated personal needs. Use of personal days for anticipated reasons should be entered into Frontline as far in advance as reasonably possible, at least 72 hours prior to the requested time off. Office staff will notify the employee if/when the time off request has been approved by the building administration.

When advanced notice is not possible, such as for an unanticipated illness, employees are to notify the school by emailing or calling/texting for Brick and Mortar Roxie Smallwood or for LaHO Heather Shunk as soon as possible, at least one hour prior to the scheduled shift.

Specific Personal Day requests may be denied due to school demands or staffing needs. As such please provide as much notice as possible for Personal Day time off requests, as the more notice provided the more likely the request will be approved.

The district recognizes the language in the Alsea School District Collective Bargaining Agreement (CBA) that states that the certified staff shall be credited with four (4) days of personal leave.

For classified and confidential employees, the paid personal pays award will be prorated based on the number of months the employee is scheduled to work in that school year. The count of months in the school year is determined by the employee working for the majority of the month. 1.0 FTE employees are eligible for up to 24 hours of paid Personal Days. Employees scheduled for less than 1 FTE, but at least .5 FTE will receive a prorated amount of paid personal days.

**Personal days for classified staff may only be used in 15-minute increments. Certified staff may only use their personal days in increments of 4 or 8 hours due to substitutes UNLESS approval has been given by their supervisor.**

All employees will receive paid personal days “front loaded” at the beginning of each school year.

Unused personal days will not roll over from school year to school year. Any remaining unused personal days at the end of each school year will be forfeited and will not be cashed out. Substitute employees are not eligible for the personal days benefit.

Personal days will be computed at the employee’s regular rate of pay and do not include overtime or any extra payments. Unused personal days will not be paid at the time of termination.

### **Sick Time**

Regular employees working at least .5 FTE will receive paid Sick Time “front loaded” at the beginning of each school year. These employees will receive 8 hours of paid Sick Time, prorated based on FTE, for each full month they are scheduled to work, up to a maximum of 96 hours per school year for 1 FTE year-round

regular employee. Employees must be scheduled to work the majority of the month to be eligible for Sick Time accrual in that month. Up to 40 hours of accrued Sick Time may be rolled over from school year to school year. Any remaining Sick Time will be forfeited and will not be cashed out.

Regular employees working less than .5 FTE, Substitute, and Temporary employees will receive paid Sick time in the amount of 1 hour for every 30 hours worked, up to 40 hours per School year.

Newly hired employees in these classifications are allowed to use accrued Sick time after 90 days of employment. Up to 40 hours of accrued and unused Sick time will roll over from School year to School year, but Substitute and Temporary employees may not use more than 40 hours of Sick time in any given School year. Any remaining unused Sick time at the end of each School year will be forfeited and will not be cashed out.

The district recognizes the language in the Alsea School District Collective Bargaining Agreement (CBA) that states members of this unit shall have sick leave accrued and subjected to as prescribed by Oregon law.

**Sick days for classified staff may only be used in 15-minute increments. Certified staff may only use their sick days in increments of 4 or 8 hours due to substitutes UNLESS approval has been given by their supervisor.**

Sick leave shall be accrued and subjected as prescribed by Oregon law.

Sick leave benefits shall be available for a licensed personnel's individual use or for the illness or injury of an immediate family member. "Immediate family" shall be defined as spouse, domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, parent-in-law, parent of domestic partner, grandparent or grandchild of the licensed personnel, or a person with whom the licensed personnel is or was in a relationship of in loco parentis. It also includes the biological, adopted, foster or stepchild of a licensed personnel or the child of a licensed personnel's domestic partner.

Requests for anticipated needs to use paid sick time must be submitted in writing via email to Roxie Smallwood as far in advance as reasonably possible, ideally at least two weeks prior to the requested time off.

When advanced notice is not possible, such as for an unanticipated illness, employees are to notify the school by emailing or calling/texting for Brick-and-Mortar Roxie Smallwood or for LaHO Heather Shunk as soon as possible, at least one hour prior to the scheduled shift. When providing notification, employees are required to give the reason for the absence in general terms.

Paid Sick time will be computed at the employee's regular hourly rate of pay and does not include overtime or any extra payments. Unused paid Sick time will not be paid out at time of termination. Alsea School District will comply with all aspects of Oregon Paid Sick Leave regulations.

### **Holidays**

Alsea School District is closed for business on the following holidays:

4<sup>th</sup> of July (year-round staff only)

Labor Day

Veteran's Day

Thanksgiving Day  
Day After Thanksgiving  
Christmas Day  
New Year's Day  
Martin Luther King Jr. Day  
President's Day  
Memorial Day

Below is the number of holidays Exempt/Confidential/Classified employees based on the days they are scheduled to work in the school year.

- 260 day employee – 11
- 240 – 259 day employee – 9
- 220 – 239 day employee – 8
- 195 – 219 day employee – 7
- 0 – 173 day employee – 5

Employees regularly scheduled to work at least .5 FTE per week will receive holidays as per their work calendar or as stated in the CBA as paid, in accordance with their regularly scheduled hours.

Substitute employees are not eligible for the Paid Holiday benefit. Paid Holiday time is calculated at the employee's regular hourly rate of pay and does not include overtime or any extra payments and does not count towards the accrual of overtime.

Alsea School District will make reasonable accommodations for an employee's time off needs for religious observation when this can be done without undue hardship to the school.

### **Professional Development, Grading, and Inservice Days**

Please see the current school year calendar for information about scheduled Professional Development Days, Grading Days, and Inservice Days. Hourly employees will be paid for Professional Development days for months in which they work the majority of the month, based on their regular hours scheduled on that day. Grading and Inservice days are unpaid days off for hourly employees. Please see the building administration with any questions regarding Professional Development, Grading, and Inservice Days.

### **Health Insurance**

Please see Roxie Smallwood, the HR Executive Assistant, for details regarding the health insurance benefits. Alsea School District provides an insurance stipend for those employees who are 0.5 FTE or higher.

Insurance benefits will be paid as based on the following FTE:

- 0.75-1.00 FTE = full benefit
- 0.50-0.74 FTE= prorated benefit, employee can purchase the difference
- 0.00-0.49 FTE = no benefit unless employee purchases the benefit

Employees are responsible for the remaining premium cost if it goes above the district provided stipend and the insurance pool has run out for licensed employees as per the CBA.

Open enrollment for employees is August 15<sup>th</sup> through September 5<sup>th</sup>. Please ensure you have visited the OEGB webpage to find the description of plans and rates. All employees must have their plans picked in their OEGB account by September 5<sup>th</sup>. Any changes after September 5<sup>th</sup> must be done through Roxie Smallwood.

If you have any issues accessing your OEGB account, please contact Roxie Smallwood. Do not call OEGB.

### **Insurance Pool**

Starting in the 2024 – 2025 school year, the district will create an insurance pool for licensed personnel in the bargaining unit and an insurance pool for all other employees.

The insurance pool only relates to medical, dental and vision premiums. The excess district contribution amount will be pooled to assist those employees whose medical, vision and dental premiums exceed the district contribution amount. Excess district contribution will be computed as follows: 1) employees who waive medical, vision, and dental, will have 50% contributed to an HRA, with the remaining amount included in the insurance pool, and 2) employees who select plans costing less than the district contribution will have the unused contribution contributed to the insurance pool.

Employees hired prior to October 1 and who select plans costing more than the district contribution will participate in the insurance pool. The pool allocation will be done annually for the October payroll, which coincides with the health benefit open enrollment. The allocation will be prorated and based on the bargaining unit member's FTE.

Employees hired after October 1 are not able to participate in the pool. The district will pay the premium cost up to the district contribution amount. Premiums for an employee who participates in the pool and changes coverage after October 1, will be limited to the premium amount determined when computing the pool. Any additional premium cost will be paid by the employee.

### **Additional Insurance Benefits**

Please see Roxie Smallwood, HR Executive Secretary, for details regarding the STD, Life & ADD benefits.

### **Public Employee Retirement System (PERS)**

Alsea School District is a member of the Oregon Public Employee Retirement System (PERS). In general, an employee will become a member after 600 hours worked in a 6- month period. The employer will pay the six percent (6%) employee contribution/payment required by ORS 238 A.330 on a pre-tax basis from the employee's gross wages. For more information regarding membership and specific rules, please contact PERS at 888-320-7377.

### **Training & Education**

Some employees may be asked to attend school-related training and educational courses as determined by Alsea School District. If attendance on a course is required for continued employment, the district will pay the full cost of the course, and employees will be paid for time spent in class.

For certified employees, the district provides, as per the CBA, tuition reimbursement for coursework to help further their abilities and knowledge in teaching and allow for advancement on the salary scale. Please see the CBA for more information.

## **Jury Duty**

All employees are allowed time off for jury duty. Time off for Jury Duty is unpaid, except when paid jury duty time off is required by law. Employees must provide a copy of their jury duty summons or subpoena to the Superintendent as soon as possible so arrangements to accommodate their absence can be made. The employee is expected to report for work whenever the court schedule permits.

## **Military Leave**

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted an unpaid leave of absence for military service, training or related obligations, and reinstatement following such a leave, in accordance with applicable law. Employees should submit a copy of their duty orders to the Superintendent as soon as practicable after receiving such.

## **Domestic Violence, Sexual Assault, or Stalking Leave & Accommodations [GCBDC/GDBDC]**

An employee who is a victim of domestic violence, sexual assault, or stalking (DVSAS) may request a reasonable safety accommodation to allow the employee to continue more safely to work. For instance, a safety accommodation might be a transfer, reassignment, modified schedule, unpaid leave from employment, changed work telephone number, changed workstation, installed lock, change in district policy, or any other adjustment to a job structure, workplace facility, or work requirement in response to actual or threatened domestic violence, sexual assault, or stalking. It is an unlawful employment practice for any Oregon employer to discriminate against an individual in hiring or any other employment decision because the individual is a victim of DVSAS. Reasonable DVSAS safety accommodations will be granted unless it imposes an “undue hardship” on Alsea School District. The district has the right to ask the victim for certification that the employee is a victim of DVSAS. Unless otherwise required by law, any documents provided as certification of the victim’s status must be kept confidential and may not be released without the employee’s express permission.

An employee may be eligible for leave if the employee or their minor dependents are the victims of domestic violence, sexual assault, harassment, or stalking.

Leave for domestic violence, stalking, harassment, and sexual assault victims may be taken (1) to seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee’s minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault, or stalking. (2) to seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault to or harassment or stalking of the eligible employee or the employee’s minor child or dependent; (3) to obtain, or to assist a minor child or dependent in obtaining, counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault or stalking; (4) to obtain services from a victim services provider for the eligible employee or the employee’s minor child or dependent; or (5) To relocate or take steps to secure an existing home to ensure the health and safety of the eligible employee or the employee’s minor child or dependent.

The duration of the leave may be limited if the leave will pose an undue hardship on district and school activities. When seeking this type of leave, employees must provide as much advance notice as is practicable, unless giving advance notice is not feasible. Notice must be provided by submitting a request for leave in writing to the Superintendent, indicating the time needed and the reason for the leave. Alsea Charter School may require certification of the need for the leave, such as a police report, protective order

or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.

If more leave than originally authorized is needed, employees must give notice to the Superintendent as soon as practicable prior to the end of the authorized leave.

When taking leave in an unanticipated or emergency situation, the employee must give oral or written notice as soon as is practical. When leave is unanticipated, this notice may be given by any other person on the employee's behalf.

Unpaid leave under this section is available in addition to available paid sick time or personal days. Please see the HR Executive Assistant if you need DVSAS leave or accommodation.

### **Leave to Attend Criminal Proceedings**

Employees may be eligible to take an unpaid leave of absence to attend criminal proceedings related to a crime in which the employee or a member of the employee's immediate family was a victim. In order to be eligible for this leave, an employee must have worked for more than 25 hours per week for the immediately prior six months. Employees must provide reasonable notice to the Superintendent of their intention to take leave under this policy and provide copies of scheduling notices from a law enforcement, judicial, or other State agency upon request.

If the employee's leave would create an undue hardship on Alsea Charter School the leave may be limited, and the employee may request that the court take the employee's work schedule into account when scheduling the proceedings. Unpaid leave under this section is available in addition to available Personal Days.

### **Volunteer Civil Service Leave**

Employees who are (1) a volunteer firefighter in a rural fire protection district or a firefighter employed by a city or a private firefighting service performing services authorized by the Governor of Oregon in case of emergency, or (2) are a member of an organized state militia called into active service, are eligible for a leave of absence to perform such services. If you are an official volunteer firefighter or member of an organized state militia called into active service, please alert the Superintendent that you may have to take time off for emergency duty. When taking time off for emergency duty, please inform the Superintendent as soon as possible.

Employees that are members or prospective members of the Legislative Assembly who require leave to attend any regular or special session of the legislature or to perform official duties as a member or prospective member of the legislature shall be granted a leave of absence from such regular employment position for such period of time as is reasonably necessary to permit such attendance or performance of duties.

**All district policies and procedures and any state or federal statute or law will supersede any part of this handbook.**

**The school district may add to, modify, or delete any aspect of this handbook at any time as it deems advisable with written notice to employees.**

Please visit <https://policy.osba.org/alsea/> to find updated district policies.

## **Appendix – Working with Children**

### **Mandatory Child Abuse Reporting**

All employees at Alsea School District are required to participate in mandatory child abuse training each School year. Every employee has an obligation to report suspected child abuse or neglect, even if they did not discover the abuse in the course of their job. If you suspect abuse, you are required to call the child abuse hotline. There is no employee requirement to inform the district or school administration in regard to reporting.

Management may not discourage or disallow reporting. The employee is not required to inform the adult who is suspected of abuse or neglect of any such reports. An employee should also feel free to discuss concerns with the building administration, if they are unsure about whether to file a report. Employees must cooperate with investigations into possible child abuse or neglect conducted by DHS or law enforcement. Please see the building administration with any questions regarding mandatory reporting expectations or procedures.

### **Background Checks/Fingerprinting**

Alsea School District requires all employees who will be working with minor children to submit to fingerprinting and criminal background check process.

### **Working with Youth**

Prohibited Conduct:

- Employees are prohibited from boundary violations and/or any sexual conduct with youths (under 18 years of age). Employees are prohibited from encouraging or engaging in an inappropriate emotional and/or sexual relationship with a minor who is in any way affiliated with Alsea School District and its programs. The consent of the minor is irrelevant. Any employee engaging in such activities will be immediately discharged.
- Alsea School District employees must be conscious of their conversation when in the presence of minors. Foul and/or abusive language, inappropriate content, and language promoting or glorifying drug or alcohol use are explicitly prohibited.

Employees of Alsea School District are responsible for conducting themselves in a manner consistent with the Federal and State laws and Alsea School District policies concerning proper conduct when in the presence of minors. Any questions regarding appropriate conduct should be raised promptly with the building administration.

### **Child Protective Services (Non-Workplace) Investigation**

Anytime an Alsea School District employee has been contacted by Child Protective Services (CPS) regarding a child in their care (either a foster child, or a child that permanently resides in their care) they must notify the superintendent within 24 hours.

If an employee becomes the subject of a CPS assessment or investigation, all direct work with Alsea School District students will be placed on hold until the assessment or investigation is complete. Employees may be placed on unpaid leave during this time, at the discretion of Alsea Charter School. Depending on the outcome of the assessment or investigation, it may be necessary for Alsea School District to limit the employee's work-related activities and could result in a permanent separation of employment from the school.

## **Child Abuse Definitions**

**Physical Abuse:** *Abused child* means a child whose parent, immediate family member, any person responsible for the child's welfare, any individual residing in the same home as the child, or a paramour of the child's parent:

- Inflicts, causes, or allows to be inflicted, or creates a substantial risk of physical injury, by other than accidental means, that causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function.
- Commits or allows to be committed an act or acts of torture upon the child.
- Inflicts excessive corporal punishment.
- Commits or allows to be committed the offense of female genital mutilation.
- Causes to be sold, transferred, distributed, or given to the child under 18 years of age a controlled substance, except for controlled substances that are prescribed and dispensed to the child in accordance with the law.
- Commits or allows to be committed the offense of involuntary servitude, involuntary sexual servitude of a minor, or trafficking in persons for forced labor or services.

**Neglect:** *Neglected child* means any child who is:

- Not receiving the proper or necessary nourishment or medically indicated treatment including food or care, not provided solely on the basis of the present or anticipated mental or physical impairment as determined by a physician, or otherwise is not receiving the proper or necessary support or medical or other remedial care as necessary for a child's well-being.
- Not receiving other care necessary for his or her well-being, including adequate food, clothing, and shelter.
- A newborn infant whose blood, urine, or meconium contains any amount of a controlled substance or a metabolite thereof.

**Sexual Abuse:** *Abused child* also includes a child whose parent, immediate family member, any person responsible for the child's welfare, any individual residing in the same home as the child, or a paramour of the child's parent commits or allows to be committed any sex offense against the child.

**Emotional Abuse:** *Abused child* also includes impairment or substantial risk of impairment to the child's emotional health.

**Abandonment:** *Neglected Child* also includes a child who is abandoned by his or her parents or other person responsible for the child's welfare.