



800 S. Taft Avenue
Loveland, Colorado 80537

CLASSIFIED STAFF PERSONNEL HANDBOOK

(Revised February, 2011)



THOMPSON SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION AND WILL NOT DISCRIMINATE ON THE BASIS OF RELIGION, VETERAN STATUS, MARITAL STATUS, RACE, COLOR, NATIONAL ORIGIN, GENDER, SEX, SEXUAL ORIENTATION, AGE, OR DISABILITY IN ITS ACTIVITIES, PROGRAMS OR EMPLOYMENT PRACTICES. THE PROHIBITION AGAINST SEXUAL HARASSMENT INCLUDES A PROHIBITION AGAINST HARASSMENT BASED ON RELIGION, RACE, COLOR, NATURAL ORIGIN, AGE, SEX, DISABILITY, SEXUAL ORIENTATION, VETERAN STATUS OR MARITAL STATUS. FOR INFORMATION REGARDING CIVIL RIGHTS OR GRIEVANCE PROCEDURES, CONTACT THE EXECUTIVE DIRECTOR OF HUMAN RESOURCES, 800 S. TAFT, LOVELAND, CO 80537 (PHYSICAL ADDRESS) OR 2890 N. MONROE, LOVELAND, CO 80538 (MAILING ADDRESS), (970) 613-5000 OR THE OFFICE OF CIVIL RIGHTS, U.S. DEPARTMENT OF EDUCATION, REGION VIII, FEDERAL OFFICE BUILDING, 1244 NORTH SPEER BOULEVARD, SUITE 310, DENVER, COLORADO 80204, (303) 844-5695.

Produced by the Human Resources Department

IMPORTANT NOTICE

THE THOMPSON SCHOOL DISTRICT TAKES THIS OPPORTUNITY TO WELCOME NEW EMPLOYEES, AND TO THANK ALL EMPLOYEES FOR HELPING R2-J IN ITS PRIMARY OBJECTIVE OF OFFERING THE YOUNG PEOPLE OF THIS AREA THE BEST EDUCATIONAL OPPORTUNITIES POSSIBLE.

THIS HANDBOOK IS DESIGNED TO ACQUAINT YOU WITH THE DISTRICT AND PROVIDE YOU WITH INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE YOU WITH A SUMMARY OF SOME OF THE DISTRICT'S GUIDELINES. THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS.

EMPLOYMENT WITH THOMPSON SCHOOL DISTRICT R2-J IS AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE ORGANIZATION, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE DISTRICT HAS THE SAME RIGHT. THE LANGUAGE USED IN THE HANDBOOK AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF THOMPSON SCHOOL DISTRICT R2J HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD.

WHERE A BENEFIT PLAN, HEALTH OR LIFE INSURANCE PROVISION OR STATUTE IS DESCRIBED IN GENERAL TERMS, THE COMPLETE AND CONTROLLING DESCRIPTION IS THE OFFICIAL DOCUMENT OR STATUTE.

IT IS THE RESPONSIBILITY OF EACH CLASSIFIED STAFF EMPLOYEE TO READ AND BECOME FAMILIAR WITH THE CONTENTS OF THIS HANDBOOK AND THE BOARD OF EDUCATION POLICY BOOK AVAILABLE AT ALL LOCATIONS.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, IF YOU HAVE QUESTIONS PLEASE TALK WITH YOUR IMMEDIATE SUPERVISOR, A MEMBER OF THE EXECUTIVE LEADERSHIP STAFF, CLASSIFIED STAFF ADVISORY COUNCIL OR THE HUMAN RESOURCES DEPARTMENT. ALSO, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE DISTRICT THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

ALL CLASSIFIED STAFF ARE CONSIDERED HOURLY, NON-EXEMPT EMPLOYEES AS DEFINED BY THE FAIR LABOR STANDARDS ACT.

A COPY OF THIS HANDBOOK IS ALSO AVAILABLE ON THE DISTRICT'S FIRST-CLASS EMAIL AT: [DISTRICT > DISTRICT RESOURCES > CLICK ON CS PERSONNEL HANDBOOK](#) OR THE DISTRICT'S WEB SITE AT WWW.THOMPSONSCHOOLS.ORG.

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Absences from Work

ABSENCES (Ref. Policy GDC)

With the exception of Nutritional Services, Transportation, Administration Building, Support Services Building, Information Services/Technology Support, Facilities and Custodial Services, **when an employee is absent from work, the employee must notify the Substitute Finder Absence Tracking System prior to his/her regularly scheduled start-time.**

It is the employee's responsibility to comply with his/her department's absence notification process.

Failure to follow proper absence reporting procedures may disqualify the employee from using available paid leave or result in disciplinary action.

All absences which do not qualify under Board policy GDC are considered unexcused and subject to disciplinary action under the progressive discipline plan.

Failure to contact the immediate supervisor or designee for three consecutive days of absence will result in termination of employment.

ANNUAL LEAVE (Ref Policy GDCA/GDCA-R-1)

All hours stated in the definitions below are for full-time (1.0 FTE) employees. Hours for employees on partial assignments will be calculated proportional to the reduction in their assignments (e.g. .50 assignment entitles employees to one-half the hours specified in the definitions).

Supervisors may request a statement from a physician regarding the reason for absence after three (3) consecutive days of absence.

Definition: Annual Leave is based on each individual's assignment. Available leave may be used at the professional discretion of the employee for illness or personal business.

- A. The district allocates and administrators and/or department supervisors monitor annual leave. Leave is accrued at the rate of 8 hours per month of agreed assignment to work, i.e.:
 - 170 - 189 day work assignment = 72 hours per year
 - 190 - 209 day work assignment = 80 hours per year
 - 210 - 229 day work assignment = 88 hours per year
 - 230 - 260 day work assignment = 96 hours per year
- B. **Accrued Leave**
Definition: Up to 320 hours from annual leave not used in previous years, which may be used for illness only. In unique circumstances, employees may request the use of accrued leave for other purposes from the Human Resources Department.
- C. **Available Leave**
Definition: The total hours of both accrued and annual leave (up to a total of 392 to 416 hours) dependent upon the employee's annual work assignment. Each June the employee receives 75% of the daily sub rate in lieu of any accumulated leave hours in excess of 320 hours (based on 1.0 FTE). Classified employees who have completed three consecutive years of employment upon retirement, separation (excluding termination of employment, voluntary or involuntary) or participation in an approved severance plan will be reimbursed at 50% of the current substitute rate for all available leave. A year of employment shall be defined as: completion of 115 days for school year employees and 169 for year round employees.

D. Grandfathered Leave Days

Definition: Classified staff employees who have accumulated more than 30 days annual leave by the end of 1993-94 assigned year can use those days for an extended, long-term illness (personal or of an immediate family member) or accident-related injury as verified by a physician's statement. Upon retirement, separation from employment or participation in an approved severance plan, all grandfathered leave days are reimbursed at 50% of the current sub rate up to a total of 120 days.

VACATION (Ref. Policy GDD)

All hours stated in the definitions below are for full-time (1.0 FTE) employees. Hours for employees on partial assignments will be calculated proportional to the reduction in their assignments (e.g. .50 assignment entitles employees to one-half the hours specified in the definitions).

Twelve month (260 day) regular classified staff employees are entitled to the following annual vacation leave:

First through fourth year of employment	80 hours per year
Fifth through twelfth year of employment	120 hours per year
Thirteenth and each succeeding year of employment	160 hours per year

Vacation accrues as shown below from the first day of employment:

First through fourth year of employment	6.67 hours per month
Fifth through twelfth year of employment	10.00 hours per month
Thirteenth and each succeeding year of employment	13.33 hours per month

Accrual of vacation time begins July 1 of each year and ends the following June 30. Accruals change on anniversary dates. Vacation leave does not accumulate from year to year. However, upon approval by the employee's supervisor, some hours may be carried over. Vacation carried over (July 1 through June 30) must be used no later than the end of Winter Intermission.

Employees must obtain the permission of their supervisor prior to taking vacation leave.

A less than 12 month employee who transfers to a 12 month position will be able to convert months of service into years with the District and be placed into the vacation schedule above.

HOLIDAYS (Ref. Policy GDD)

Twelve month (260 day) classified staff employees are eligible for twelve (12) paid holidays per year as approved by the Board of Education.

Less than 12-month classified staff employees are eligible for a maximum of two (2) paid holidays per year as approved by the Board of Education. The two (2) paid holidays will be; one (1) day for the Thanksgiving break and one (1) day for the Winter Intermission break. "Holiday Pay" is received in January. Each 9, 10, or 11 month employee will be required to work his/her **entire regularly scheduled work hours the last day prior to and the first work day following** the actual holiday break in order to receive the "Holiday Pay".

SICK LEAVE BANK (Ref. Policy GDCA-R-2)

One of your benefits as a Thompson School District employee is the option of participation in the Classified Staff Advisory Council (CSAC) sponsored Sick Leave Bank.

The philosophy associated with the operation of the Classified Staff Sick Leave Bank is to provide financial protection to the member who has experienced a loss of salary due to a serious medical condition, as defined by the Family and Medical Leave ACT (FMLA), which prevents the member from performing his or her job. **The treatment/surgery must be medically necessary under the American Medical Association guidelines.** Benefits of the Bank are restricted to the illness or injury of the employee.

Medical evidence (physician's statement) specifying the nature of the illness/injury, the dates and extensiveness of treatment, and the anticipated date of release for return to work must accompany the CSSLB Request Form. The Bank is funded by employee contribution and applicants need to be aware that there may be limitations on the number of hours available for distribution.

Decisions of the CSSLB, with respect to eligibility for sick leave bank days, are final.

Sick Leave Bank guidelines, request forms and opt out forms may be obtained by contacting the Department of Human Resources.

Membership:

- You are automatically enrolled in the sick leave bank.
- One day, up to 8 hours, of your annual leave will be donated to the bank based on your full time equivalency (FTE).
- Membership remains in effect unless you submit a completed Opt Out form during the open enrollment period (annually July 1 – October 1).
- In subsequent years, an additional contribution of up to one annual leave day per year may be required.

Opting Out of Membership

- The deadline for opting out of the Sick Leave Bank is October 1 of each year.
- Request an Opt Out form from the Human Resources Department.
- Return the completed Opt Out form to the Human Resources Department by October 1 or within 30 days of your hire date.

Opt Out decisions will remain in effect for the duration of your current employment unless you elect, in writing, to become a member of the sick leave bank during the open enrollment period (annually July 1 - October 1).

DONATE - A - DAY

Donate-a-day is a way to help employees who need additional day(s) beyond their available leave days to help a **member of their immediate family with a serious illness or injury.** A classified staff employee who has used all of his/her individual annual, accrued and grandfathered sick leave days (*in this order*) may apply for a Donate-a-Day form.

For additional information or to request a Donate-a-Day form please contact the Human Resources Department.

BEREAVEMENT LEAVE (Ref. Policy GDCE)

Classified Staff employees are allowed up to 40 hours leave (based on 1.0 FTE) with full pay for a death in the immediate family.

Any portion of a day, up to and including 8 hours (based on 1.0 FTE) is allowed for death of an extended family member or close friend.

Definition: Immediate family is defined as spouse, children, step-children, parents, step-parents, parents-in-law, grandparents, grandchildren, grandparents-in-law, brothers, sisters, brothers-in-law and sisters-in-law.

CHILD CARE LEAVE (Ref. Policy GDCC)

A leave of absence without pay may be granted to classified staff employees for the purpose of child care upon the birth or adoption of a child into the family. Such leave may be granted for a period not to exceed one year in addition to the remaining portion of a year during which childcare leave commences.

Group health insurance will continue subject to the provisions of the Family and Medical Leave Act.

Following completion of such leave, the employee shall be placed in a position for which he or she is qualified.

JURY DUTY/LEGAL LEAVE (Ref. Policy GDCK)

Employees shall be granted leave with full pay when called to jury duty or subpoenaed to testify as a district employee.

MILITARY LEAVE (Ref. Policy GDCL)

Subject to conditions prescribed in state and federal law and with appropriate advance notice, any classified staff employee who is a member of the Colorado National guard or the United States armed forces shall be entitled to leave without loss of pay for all the time engaged in training or active service ordered or authorized by proper authority but not exceeding 15 days in any calendar year. Such leave shall be allowed if the required military service is satisfactorily performed.

Upon release from such military services, the employee must return to work within the timelines outlined by the Uniformed Services Employment and Reemployment Right Act (USERRA).

If the employee is required by proper authority to continue military service beyond the time for which leave with pay is allowed, he/she shall be entitled to leave of absence without pay for such additional service. Reinstatement shall be in accordance with state law.

PERSONAL LEAVE (Ref. Policy GDCF)

Short personal leaves of absence without pay (not to exceed thirty [30] work days per year) may be granted to classified staff employees with the approval of the employee's supervisor and the Department of Human Resources.

A personal leave is intended to cover situations that are not normally covered by annual, vacation, other paid leaves, or family and medical leave, and constitute an emergency or unusual circumstance that cannot be avoided.

DOMESTIC ABUSE LEAVE (Ref. Policy GBGL)

An employee who has been employed with the Thompson School District for at least 12 months and who is the victim of any of the crimes/actions listed below may request and shall be granted up to three working days of leave without pay during any 12-month period for any of the following purposes:

1. To seek a civil restraining order in order to prevent domestic abuse as it is defined in state law

2. To obtain medical care and/or mental health counseling to address related physical or psychological injuries experienced personally or by his or her children
3. To make his or her home secure from the perpetrator or to seek new housing to escape from the perpetrator
4. To seek legal assistance to address related issues and to attend and prepare for court-related proceedings

Except in cases of imminent danger to his or her health or safety, an employee seeking such leave shall provide as much advance notice to the district as possible, as well as any appropriate documentation requested by his or her supervisor. The employee does not need to exhaust his or her annual or grandfathered leave prior to being granted leave related to domestic abuse.

For further information please contact the Department of Human Resources.

FAMILY AND MEDICAL LEAVE (Ref. Policy GBGM)

The Family and Medical Leave Act of 1993 provides eligible* employees up to 12 weeks of unpaid leave, per school year, for the birth or adoption of a child, foster placement of a child, to care for a seriously ill child, spouse, parents, or employee absence due to the employee's own serious health condition. Employees entitled to paid leave under other policies (annual, accrued, sick leave bank, etc.) will use the paid leave for part or all of their family and medical leave. FMLA will run concurrently with paid leave.

Spouses who are both employed by the District shall be entitled to a total of 12 weeks of leave (rather than 12 weeks each) for the birth or adoption of a child or for family illness.

The District shall maintain group health insurance coverage for any employee who is granted an approved leave of absence under this policy for the duration of the leave (up to 12 weeks). Such coverage shall be maintained at the same level and under the same conditions as coverage would have been provided if the employee were not on leave. The District reserves the right to seek reimbursement for this benefit in the event that an employee elects not to return to work, as allowed by law.

Reinstatement shall be in accordance with the regulations for this policy and other leave policies.

Eligibility is defined in Board policy GBGM.*

Benefits

INSURANCE

All full-time introductory, regular and temporary employees are required to enroll in the District's insurance plan.

Medical, dental, life, and long-term disability insurance is provided for all full-time regular and introductory employees of the District. Coverage begins on the first of the month following 30 days of employment. The PPO V single premium cost (for full-time employees) is paid by the District, and may be applied to the family coverage or to the PPO IV, if selected. The single medical/dental premium cost is pro-rated by the District for part-time employees based on the number of scheduled hours per day the employee is to work per the employment agreement. The life insurance premium is paid by the district for all part time employees working at least half time.

Insurance enrollment is mandatory for full-time employees; optional for regular and introductory part-time employees scheduled to work at least half time. **All new hired and rehired regular and introductory employees must enroll for single and/or dependent coverage within thirty (30) calendar days of their hire date.** Newly acquired dependents (i.e., marriage, birth, and adoption)

may be added by completion of a charge of enrollment card within 30 days of the qualifying event. Part-time employees who wish to waive coverage must do so within thirty (30) days of their hire date.

- Failure of a full-time employee to complete the carrier-approved enrollment card for participation in the medical and dental insurance programs within thirty (30) calendar days of their hire date shall result in enrollment in the district provided insurance plan.
- Failure of a part-time employee to complete the carrier-approved enrollment card for participation in the medical and dental insurance programs within thirty (30) calendar days of their hire date shall constitute a waiver of these benefits. Employees who work at least half time will be enrolled in the district paid life insurance benefit.

Temporary full-time employees (and part-time employees who work at least half time) who are scheduled to work 45 days or more and have been issued a Notice of Assignment will be eligible to participate in the District Insurance Plan on the first (1st) day of the month following 30 days of employment.

Regular and introductory part-time employees working less than half time are not eligible to participate in the District's insurance plan (for either themselves or their families).

Vision care is offered on a voluntary basis to all full-time employees, and part-time employees scheduled to work at least half time.

The above insurance information is to provide a basic understanding of coverage and eligibility. The terms, exclusions and conditions of the master policy will be binding in all instances.

Contact the insurance department at 613-5004 for more information.

FLEXIBLE SPENDING ACCOUNTS

This optional program allows employees to pay for selected expenses BEFORE taxes, thus lowering their taxable income and saving the employee tax dollars.

Eligible employees may participate in one or more of the following plans:

- A. Insurance Premium Option:** allows employee to pay district insurance premiums BEFORE taxes.
- B. Medical Flexible Spending Account:** Allows employees to pay out-of-pocket medical, dental, and vision expenses BEFORE taxes.
- C. Dependent Care Flexible Spending Account:** Allows employees to pay child care or other dependent care expenses BEFORE taxes.

Enrollment in any of the flexible spending plans is at the time of hire and on an annual basis for continued participation. The I.R.S. requires that employees elect/waive participation in flexible plans on an annual basis. Applicable law and Board regulations require that once an employee has made a decision to participate in a Flexible Spending Account Plan, the employee may not change or in any way modify that decision unless there is a significant change in family status or employment. Not all changes in family and employment status meet the criteria to change a pre-tax election. The plan operates according to IRS regulations and is subject to changes in those laws. Contact Human Resources for more information.

TAX SHELTERED ANNUITIES (403B and 401K)

Employees may elect to participate by payroll deduction in tax-sheltered annuity plans approved by the District. Tax-sheltered annuities are plans under which the employee may set aside a portion of salary in the annuity which is not taxed by the federal government until it is withdrawn. All costs are borne by the employee. Contact payroll for more information.

RETIREMENT

All employees are required to participate in the Public Employees Retirement Association (PERA). Any employee participating in PERA may also participate in the group life insurance programs sponsored by PERA at the employee's own expense. PERA also has a 401 K Plan for interested employees.

Currently, under state law, the Thompson School District R2-J pays a portion of your gross to PERA for your retirement. More information is available from our payroll department or the PERA website at www.copera.org.

PROFESSIONAL DEVELOPMENT

The continuing education and skill development of employees is essential for the successful accomplishment of our School District objectives in this ever changing and challenging work environment.

Employees are encouraged to discuss their self-development and career objectives with their immediate supervisor or building administrator.

Education Reimbursement (Ref. Policy GDM-R)

Upon employment, all classified employees who receive a Notice of Assignment are eligible to participate in the Education Reimbursement Program.

Money is available for tuition reimbursement for any current classified staff employee who successfully completes a course, class, or seminar providing it meets the criteria outlined on the Education Reimbursement Form. Forms can be obtained on Employee Online or the district website (*Resources > Staff > District Forms*).

For more information contact the Human Resources Department.

Thompson R2-J Staff Development Course Offerings

Publications of staff development offerings for the purpose of providing employees with professional enrichment opportunities throughout the year.

Site-Based Staff Development

Opportunities for professional growth and training organized and/or conducted within your department or school. See supervisor for additional information.



Evaluation

PERFORMANCE APPRAISAL (GDO)

Assessment of employee performance, motivation for individual improvement, and realistic planning for future career development are three of the major objectives of the Board of Education. Based on these objectives, the Board believes a continuous program of performance appraisal is necessary for the purpose of recognizing and reinforcing appropriate performance of job responsibilities, identifying and motivating improvement of substandard performance, and fostering an atmosphere of high morale, cooperation and productivity.

The Classified Staff Performance Appraisal System is designed to be a year long active process involving both supervisor AND employee participation.

The **Preliminary** appraisal Conference occurs no later than October 30. For employees hired after October 30th, the preliminary appraisal conference should occur no later than 45 days from the date of hire. Employees will not receive a performance rating during the preliminary conference. The **Final** Appraisal Conference occurs in May, at which time employees will receive a performance rating. Completed appraisals are due to Human Resources by May 15.

Performance ratings determine annual pay increases which are effective July 1 for twelve-month employees. For less than twelve-month employees pay increases are effective with the beginning of the school year assignment and are reflected on the September paycheck.

The performance appraisal procedure does not create any contract of employment. Any failure of the district to follow this appraisal procedure does not limit the district's discretion with respect to discipline, suspension, termination or any other job action that the district, in its discretion, considers necessary.



General Information

AWARENESS OF POLICIES, LAWS, AND REGULATIONS

It is the responsibility of each employee to be familiar with certain specific laws, Board of Education policies and building or department regulations. The District has the responsibility to make these documents available to you and the employee has the responsibility to read and seek answers to any questions about any law, policy, or regulation. One of the main purposes of this handbook is to begin to provide you with the information you will need as an employee of the district. Being aware of and complying with the laws, policies, and regulations governing your employment will help avoid problems for you and the District. District policies and regulations can be found on the district web-site at: www.thompsonschoools.org.

CHANGING YOUR PERSONAL INFORMATION

All changes in status of an employee (address, phone number, name, etc.) must be reported on the *Personal Information Change Form* and returned to the Department of Human Resources. Forms can be obtained on the district website and Employee Online.

Employees who have district insurance and have a name change or change in beneficiary must also complete the appropriate insurance form. Please contact the Insurance Department at 613-5004 to obtain a form.

Employees should also change their personal information with PERA at www.copera.org or 1-800-759-7372.

CULTURE OF COLLABORATION AND SHARED DECISION MAKING

In building collaborative, shared decisions, the Thompson School District supports the following:

General Guidelines

- All students/stakeholders are central to decisions.
- Consider the continuous improvement cycle of *Plan, Do, Check, Adjust*.
- Full participation is encouraged to keep the process as open as possible.
- Finding and identifying the *best* solution for the circumstance is always the primary purpose of decision-making.
- Inclusive solutions produce wise decisions and greater probability of support.
- Collaboration processes should represent the diversity of staff and students.
- Shared responsibility and innovation should result from shared decisions.
- Ownership creates effective and sustainable decisions.
- Decisions are based on data and artifacts using sound research practices.
- Open and honest communication.
- Communication of decisions and collaborative processes is regular, frequent, and explicit, and may include strategies, such as minutes posted in a timely manner in an easily accessible location.

For more information please contact the school principal or the Director of Human Resources. You can also find additional information on First Class. (*District > District Resources*)

LATE START OF SCHOOLS

In the Thompson School District a late start means that all bus routes and school starting times will be delayed by 90 minutes.

In spite of the late start schedule, certain categories of employees including district leadership staff, principals, maintenance, grounds, and custodial personnel responsible for building maintenance and snow removal and the district switchboard operator/receptionist or designated back-up are required to report to work at the normal time.

All other employees must report for work in accordance with the 90 MINUTE late start schedule. All policies regarding before and after school work times for staff must be adhered to.

Part-time employees must confirm the late start schedule at their specific schools or units and adjust their work times accordingly.

Employees who do not report to work will be charged with annual leave, vacation or an unpaid absence. The employee will have the option of using paid leave or vacation time, if he/she has any available, to account for the absence. (Absences should be reported, same day, to the Substitute Finder Absence Tracking System or the employee's immediate supervisor.)

EMERGENCY SCHOOL CLOSING (EBCD-R-1)

Notice of an emergency school closing (whether prior to school start or during school hours) shall be communicated to individual building principals, to radio stations, to Denver television stations and posted on the district webpage, Channel 14 and the School Closure Line, 613-6788, by the superintendent or designated staff.

Full Closure Prior to Start of School Day

A. If the decision to close schools is due to inclement weather:

- Maintenance, grounds, and custodial personnel responsible for building maintenance and snow removal must report to work as usual or as determined by the building administrator.
- The District switchboard operator/receptionist or designated back-up must report to work.
- Other District employees are not to report for work unless required.

- B. If the decision to close schools is due to reasons other than inclement weather: all employees will report for work at the normal starting time unless directed otherwise by their building administrator.
- C. In the event of emergency school closings, employees not required to work will receive their regular pay. Employees required to work all or a portion of the day will be awarded compensatory time. Compensatory time taken during the same week will be a one hour for one hour exchange. Compensatory time taken during the next week or beyond will be one and one half hours off for each hour worked.

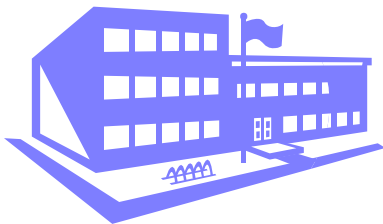
Early Dismissal Schedule

If weather or other emergency conditions are serious enough to close schools prior to the end of the school day, employees must remain on duty until dismissed by the immediate supervisor.

Makeup Days

The School Board reserves the right to make up days missed by full day school closures due to inclement weather. All employees will be required to report for work on makeup days.

The school district will assist state, county and local emergency agencies in case of need by providing emergency shelter, food and transportation for displaced persons who temporarily need support. This effort will be directed through the Office of the Superintendent and coordinated with the Department of Social Services.



Operating Practices

EMPLOYEE HOURS AND WORK YEAR

A classified staff employee's normally scheduled work hours and work year is determined by the job classification held and specific assignment.

A list of classifications and schedules is available from the Human Resources Department.

The supervisor determines which specific days of the work year the employee will work.

OVERTIME/COMPENSATORY TIME (Ref. Policy GDBC)

This policy affects all non-exempt classified staff personnel.

All overtime work - time worked in excess of forty hours in a regular workweek - **requires the advanced approval of the employee's immediate supervisor or principal.** A regular workweek is defined as the period of time beginning at 12:01 am Sunday and continuing through 12:00 midnight the following Saturday.

An employee who qualifies for overtime compensation will either receive pay at the rate of one and one-half times his/her regular rate of pay on the next scheduled payday, or be allowed to take compensatory time off at the rate of one and one-half hours per hour of overtime worked. **A determination as to whether overtime is compensated by overtime pay or by compensatory time is made prior to the performance of work.**

An employee may accumulate up to eighty hours (80) of compensatory time during a fiscal year. After eighty hours has accrued, overtime is then compensated in the form of pay at the rate of one and one-half times the regular rate of pay.

An employee should be allowed to use his/her accrued compensatory time within a month of requesting to use it whenever possible. The immediate supervisor or principal may approve only a portion of the time requested, or deny the request altogether, if granting the requested time would unduly disrupt the operation of the school district. Any accrued compensatory time must be used prior to the end of the fiscal year or else paid. Accrued compensatory time is converted to overtime pay upon termination of employment.

For the purpose of computing overtime/compensatory time, district approved holidays are credited as time worked. Annual leave, vacation, or other types of paid leave are not credited as time worked.

District employees who put in extra hours to supervise and/or serve community groups using school facilities are paid at the rate established by the Board for such contract services and in accordance with the Fair Labor Standards Act.

BREAKS AND LUNCH (Ref. Policy GDKA)

Employees who work six or more hours per day are provided a minimum of one-half hour uninterrupted/duty free lunch. Work performed during the employee's lunch, even if voluntary, must be compensated at the rate of pay dictated by Board Policy GDBC as long as the supervisor is aware that the employee is working.

Employees who work less than six hours per day may or may not have a lunch period, depending on the building administrator, the nature of the work schedule and the job performed.

Full-time employees are permitted to take a paid fifteen minute morning and afternoon break. An employee working more than three consecutive but less than 7.5 consecutive hours are permitted to take one paid fifteen minute break per day.

The time of day that breaks occur is determined by the immediate supervisor.

If breaks are missed on a regular basis because of work demands, the employee is encouraged to use the Open Door Policy (page 22) to resolve the situation.

CALL-IN REIMBURSEMENT

An employee called back to work, outside of the unit's scheduled work day, because of an emergency or extra assignment, receives a minimum of two (2) hours pay or comp time at 1 ½ hours, plus reimbursement for mileage.

PROMOTION (Ref. Policy GDBA-R)

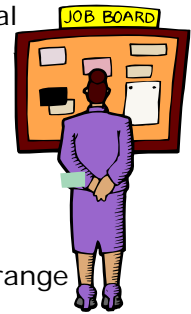
When an employee receives a promotion to a position in a higher pay range of the salary schedule, the employee receives a 5% promotional increase in pay. If the 5% promotional increase fails to bring the employee's salary to the minimum of the higher pay range, a salary adjustment is awarded to bring the employee's salary to the new minimum. If a promotion/increase occurs the employee must work a minimum of 90 days in the new position to retain the new hourly rate. Should a transfer/demotion occur before 90 days in the new position, the employee will revert to the hourly rate of the previously held position.

DEMOTION (Ref. Policy GDBA-R)

When an employee is demoted, the rate of pay will not change unless it exceeds the maximum of the lower pay range. If such is the case, the employee's salary will be reduced to the maximum of the lower pay range.

TRANSFER - Voluntary and/or Administrative (Ref. Policy GDJ)

Note: Employees must be in their current position for a minimum of 90 calendar days to be eligible for a voluntary transfer. (*Intra-departmental* transfers in Nutrition, Custodial and Transportation Services are permissible. *Inter-departmental* transfers are not.)



If a regular employee is approved for a transfer to a position:

- A. Within the same pay range, the rate of pay will remain unchanged.
- B. Of lower pay range, the rate of pay will remain unchanged as long as the current rate of pay falls within the lower pay range.
- C. Of lower pay range, the rate of pay will be set at the maximum of the lower pay range if the current rate of pay is greater than the maximum of the lower pay range.
- D. Of lower pay range and then returns to his/her former pay range, the rate of pay will remain unchanged as long as the current rate of pay is equal to or greater than the minimum of the original pay range.
- E. Of lower pay range and then moves to a pay range higher than his/her original pay range and classification, the rate of pay will be determined by the Promotion procedure.

REEMPLOYMENT (Ref. Policy GDBA-R)

Persons reemployed in the same job classification within one year of his/her separation date may be paid up to the salary attained at the time of separation, or the minimum of the range, which ever is greater.

The above actions will be at the suggestion of the immediate supervisor subject to the approval of the Department of Human Resources.

RESIGNATION (Ref. Policy GDQB)

An employee who chooses to leave the District is requested to give a minimum of two weeks notice, in writing, to his/her immediate supervisor. An employee will be paid to the date of resignation. The date of resignation will be the last day worked.

An employee who has used annual and/or vacation leave in excess of his/her actual accrued amount, or who has incurred other debts to the District which remain unpaid at the date of separation, will have the amount deducted from his/her final paycheck.

The employee may be contacted by the Department of Human Resources to schedule an exit interview.

REDUCTION IN FORCE (Ref. Policy GDOA)

The Classified Staff Advisory Council (CSAC), in conjunction with the Board of Education, developed a Reduction In Force policy which was adopted in the Spring of 1992. This policy outlines what would happen if a RIF were implemented. Employees would be placed in two categories: Group A - those with less than one year of service and Group B - those with more than one year of service. These categories would be determined in each building or unit.

If it is determined that a RIF will take place, employees will be considered by group with priority given to group (a) followed by (b) for termination. Factors such as length of service, quality of service, performance history and specific qualifications will be considered in each group.

Please refer to the policies (referenced above) for more information regarding provisions for re-employment and the appeals process.

PAY INCREASE (Ref. Policy GDBA-R)

Performance Based Pay Plan

An employee whose competence and value in a position increases and who meets or exceeds required standards of performance consistently may receive a performance pay increase. In order to provide an orderly method of granting pay increases, classes of work have been assigned pay ranges. The pay range consists of a minimum and a maximum salary divided into quartiles. Pay increases are based on performance ratings and quartile position. Employees move along the pay range until they reach the maximum salary provided for their classification.

An employee who reaches the maximum salary of his/her pay range does not receive a performance pay increase that changes his/her base salary. The employee, however, may receive a performance bonus (in the same percentage as the 4th quartile percentage) for demonstrating good job performance. This bonus is a once per year payment that does not affect hourly or monthly wages.

The performance appraisal cycle starts on July 1 and ends on June 30 of the following year. For school year employees performance pay increases, based on appraisal ratings, are distributed on the September paycheck after the cycle is completed. Year round employees' pay cycle is July 1 through June 30.

Employees hired or promoted after January 1 of any year and receive a performance appraisal will receive one-half percent of increase allotted for that year. If there are less than 90 calendar days until the end of the employee's assignment, the employee will not receive a performance appraisal or a performance increase.

The following shall not affect an individual employee's eligibility for a pay increase:

1. A transfer to another position at the same pay range shall not delay or defer normal eligibility for a pay increase.
2. A leave without pay for 30 calendar days or less shall not delay or defer normal eligibility for a pay increase. A leave without pay for more than 30 days will delay eligibility for a pay increase by the total number of days gone.
3. Paid annual and/or vacation leave shall not delay or defer normal eligibility for a pay increase.
4. Reclassification of a position to a higher or lower pay range shall not delay or defer normal eligibility for a pay increase.

An employee on a Performance Improvement Plan (PIP) must successfully complete the PIP before he/she is eligible for an increase in compensation.

POSITION EVALUATION (Ref. Policy GDBA-R)

The Human Resources Department will review requests for Salary Placement Review or re-evaluation of specific jobs relating to the classified staff salary structure.

Classified staff interested in requesting a salary placement review should contact the HR Manager for the necessary documentation.

There shall be no Salary Placement Review requests by employees relating to composition of the district's pay philosophy including targeted positioning in the defined market, the organizations included in the survey, and/or the weighting of the data using local, national or other data on an individual job basis.

In general, reasons giving rise for Salary Placement Review requests should fall into the following categories:

1. The job duties, responsibilities, requirements or reporting relationships have been significantly changed, resulting in a 20%+ modification to the existing job description. These changes have occurred over a substantial period of time and permanently impact the scope of the position and revision to the existing job description.
2. The original, approved job description contains significant errors or omissions, resulting in a 20%+ change to the existing job description.

Timing Of Job Evaluation Reviews

Employee requests for review must be presented in writing to the Human Resources Manager by **December 31 of each year**. Recommendations will be made by February 28, so that any adjustments in compensation can be approved by the Board and included in the budget. **Any adjustments in compensation will become effective the following fiscal year. This is defined as July 1 for 12-month employees and the appropriate reporting date in August/September for less than 12-month employees.** Exceptions to this schedule may be accepted at the discretion of the Human Resources Manager.

MEAL ALLOWANCE (Ref. Policy DKC)

An employee assigned to duties outside District boundaries during normal meal periods, and who works five continuous hours or more, is eligible to be reimbursed the current allowance rate for his/her meal.

OTHER PAID ACTIVITIES

In-Service Training, Field Trips, and all other activities related to the regular duties and responsibilities of the employee, whether voluntary or requested, are paid at the employee's regular hourly rate and subject to the Overtime/Compensatory Time policy outlined in the handbook.

All additional work that an employee chooses to perform for the District, not related to an employee's regular duties and responsibilities, is paid at the rate established by the District but is still subject to Overtime/Compensatory Time regulations set forth by law. Contact Human Resources for further information.



Payroll

10 MONTH/12 MONTH PAY (Ref. Policy DKAB-R)

Nutritional Services and Transportation employees are paid on a ten month basis.

Employees who work 215 days or more are paid on a twelve month basis.

Employees whose work year is 205 days or less have the **option** of being paid in either ten (10) equal monthly payments (September-June) or twelve (12) equal monthly payments (September-August).

Less than twelve (12) month Temporary employees hired after September 1st do not have this option.

Qualified employees must notify the Human Resources Office in writing prior to May 1 of each year, for implementation the following September, if they wish to make a change in their payment option. Employees who fail to notify the Human Resources Office by May 1 receive their salary in the same manner as the previous year. Once an option has been selected no change will be permitted during the course of that work year.

ELECTRONIC TRANSFER OF FUNDS (Ref. Policy DKAB)

Direct deposit of paychecks for all introductory, regular and temporary employees is required. Paperwork must be completed within 30 days of hire.

Your paycheck will automatically be deposited into your account through direct deposit. The money will be deposited on the 27th of each month or the last banking day prior to the 27th. Each month, you will receive a notice stating the net amount deposited in to your account. The notice will outline earnings, deductions, and available leave. Changes to your account status must be submitted to Payroll by the 10th of the month.

BIG THOMPSON CREDIT UNION

All employees are eligible to join Big Thompson Credit Union. The Credit Union is located at 746 N. Cleveland Avenue, Loveland, 80537. For additional information call Big Thompson Credit Union at 970-669-4747.

PAYROLL DEDUCTIONS

Required Deductions

Federal income tax

District approved supplemental insurances

Medicare (employees hired after April 1986 only)

District approved tax sheltered annuity contracts (403b).

Public Employees' Retirement Association PERA (see retirement)

PERA Survivors Insurance (Optional for PERA members)

State of Colorado income tax

United Way Program

Deductions Authorized upon Written Request by Employee

Big Thompson Credit Union

Thompson Education Association dues

Thompson Education Foundation (TEF)

District insurance premiums for medical, life, dental, and vision insurance

Flexible Spending Accounts

401k Plan (Administered by PERA)

No other payroll deductions for direct payment to company or association may be made without authorization by the Board of Education.

All changes made by an employee in the above listed deductions must be in the payroll department on the Friday before the 15th of any given month, to be effective that month.

Contact the Payroll Department at 613-5043 for questions.





Safety/Reporting Of Injury

SAFETY STATEMENT (Ref. Policy EB)

All employees of the District are responsible for maintaining a safe and healthy work place and insuring that safety precautions and practices are followed. You are expected to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc., are in place so that others are not affected or injured.

In order to safely perform your job, you must familiarize yourself with the safety rules specific to your position and participate in all safety training provided by your department. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you're unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.

WORKERS' COMPENSATION (Ref. Policy GDCD*)

The District is committed to providing a safe, injury free work environment. Safety at the workplace is everyone's responsibility. If you see a dangerous or potentially unsafe work situation you should report it to your building administrator immediately. **If you are involved in a work related accident you MUST report the injury to your immediate supervisor and then complete the Employee's First Report of Injury Form within 24 hours.**

Worker's Compensation Insurance is maintained by the District. In accordance with the Colorado Revised Statute 8-42-112, failure to obey safety rules will result in a 50% reduction of workers' compensation disability benefits, "where injury results from employee's willful failure to obey any reasonable rule adopted by the employer for the safety of the employee." Consequently, the employee's regular pay from the district will also be reduced by 50% if the injury or disability is the result of a safety rule violation.

The District has a Designated Physician Program to control costly work injuries. If you are injured at work and require medical attention that is not life or limb threatening, you must visit one of the designated physicians. In order for your medical bills to be paid by the work comp. insurance carrier and for your absences to be handled as an authorized work related absence and not charged to your available annual leave you **MUST** seek treatment from a designated provider. ***A list of designated providers is included in the work comp. handbook and on the employment law posters posted at each building.***

If the injury is life or limb threatening, or if the nearest designated facility does not have an on-call after hours service, treatment may be obtained from the nearest available medical facility. All follow-up care must be provided by a designated physician.

Occumed, an occupational health program of McKee Medical Center will provide medical case management and will be the liaison between the doctor's office, claims administration office and the District.

Pre-Placement Physical Evaluation

The District has implemented a Pre-Placement Physical Program for job candidates who are recommended for some assignments. The flexibility and strength testing determines if a candidate is physically capable of performing the essential job functions for which he/she is being recommended. See Human Resources for further details.

Salary Schedule Regulations

WORK STATUS (Ref. Policy GD)

- Full-time: Employees who work thirty-seven and a half (37.5) hours or forty (40) hours per week, depending on the position.
- Part-time: Employees who work less than thirty-seven and a half (37.5) or forty (40) hours per week, depending on the position
- Twelve month: Employees who works 260 days per year.
- Eleven month: Employees who work more than 209 and less than 230 days per year.
- Ten month: Employees who work more than 189 and less than 210 days per year.
- Nine month: Employees who work up to 189 days per year.

NOTE: The above description of work status is for administrative purposes only and is not intended to imply or confer a promise or contract of employment for any specified term.

EMPLOYMENT STATUS (Ref. Policy GD)

- A. **Introductory:** A newly-hired, rehired, or recently promoted employee who is still within their initial ninety (90) calendar day period of employment.
- B. **Regular:** An employee who has completed his/her initial 90 days of employment and has been notified of a particular assignment.
- C. **Substitute:** A person who is employed on an as needed basis in place of a regular employee.
- D. **Temporary:** A person who is hired for a specific period of time to fill a vacancy or assist in an additional workload situation.

Employment status is only considered for purposes of determining an employee's entitlement to benefits.

A newly hired employee is considered an Introductory Employee for the first ninety calendar days of employment. Introductory employees have the following restrictions:

- **accrue, but cannot use paid annual leave**
- **accrue, but cannot use paid vacation**
- **are not eligible to use the Sick Leave Bank or Donate-A-Day**

Completion of the introductory period results in the employee becoming eligible to use all benefits accorded to a regular or temporary employee.

Classified staff employees are notified by the Human Resources Department when there is a change in their classification and/or salary. **All classified staff employees, regardless of employment status, are employees at-will and, as such, are employed for an indefinite term and may be terminated with or without cause.**

SALARY PLACEMENT OF NEW EMPLOYEES

An employee originally hired into a regular or temporary position is paid the Pay Range minimum salary for his/her class of work unless the Superintendent (or designee) determines that a rate of pay above the minimum is justified.

SALARY COMPUTATION FOR LESS THAN TWELVE MONTH EMPLOYEES (Ref. Policy GDB-R)

Employees occupying less than twelve-month positions (with the exception of Nutrition Services and Transportation) are paid based on the monthly equivalent of the annual rate.

Nutrition Services and Transportation employees are paid monthly for actual hours worked. All classified staff employees are paid on an hourly basis. Computation of twelve-month salary for less than twelve month employees is as follows:

$$\begin{aligned} \text{Hourly Rate} \times \text{Scheduled Hours} &= \text{Daily Rate} \\ \text{Daily Rate} \times \text{Number of Work Days} &= \text{Annual Rate} \end{aligned}$$

NOTE: Actual hours worked may vary from scheduled hours.

SUBSTITUTE PAY SCHEDULE

Substitutes placed through SubFinder receive \$58.88 / full day and \$29.44/one-half day. Any assignment over four hours constitutes a full day.

All transportation, nutritional services and custodial assigned substitutes are paid at the minimum of the Classified Staff Salary Schedule B Pay Range.

NOTE: Classified staff substitutes who work in a continuous position for over 20 consecutive days are paid at the minimum of the Classified Staff Salary Schedule B pay range for that classification starting on the 21st day.

Staff Conduct

EEO/SEXUAL HARRASSMENT (Ref. Policy GBA, GBAA, GBAA-R)

Thompson School District is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability or any other status protected by state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

The District prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complain investigation. If you believe there has been a violation of our EEO or retaliation standard, please follow the complaint procedure contained in the sexual harassment policy.

Americans with Disabilities Act

The District will make reasonable accommodation for qualified individuals with know disabilities unless doing so would result in an undue hardship to the district. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Sexual Harassment

Thompson School District strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term of condition of employment.

- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Inappropriate sexual conduct that could lead to a claim of sexual harassment is expressly prohibited by this policy. Such conduct includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, email.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on the protected classes outlined above, including sexual harassment, please use the following complaint procedure. The district expects employees to make a timely complaint to enable the district to promptly investigate and correct any behavior that may be in violation of this policy.

Report incident to an administrator or supervisor. Your complaint will be kept as confidential as practicable. If you feel you cannot go to either of these individuals with your complaint, you should report the incident to the Executive Director of Human Resources.

If the district determines that an employee's behavior is in violation of this policy, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

The district prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be promptly investigated.

DISCIPLINARY ACTION (Ref. Policy GDQD, GBEB-2)

The Board of Education believes that regular salaried classified staff employees should have an opportunity to correct inappropriate conduct related to their employment with the district if it is determined that the misconduct is remediable. Their immediate supervisor, upon the recommendation of the department supervisor (where appropriate) and after review by the Department of Human Resources, will initiate the following progressive discipline procedure:

- | | | |
|-------------------|---|---|
| First occurrence | - | written warning |
| Second occurrence | - | final written warning (possible suspension without pay) |
| Third occurrence | - | suspension without pay and/or dismissal |

Progressive discipline may not be available when the misconduct is serious enough to warrant immediate termination of employment.

Reasons:

- Insubordination.
- Possession, sale, or use of intoxicating beverages or drugs on or in District property or reporting for work under the influence of intoxicating beverages or drugs.
- Dishonesty, including any falsification or misrepresentation, providing incomplete, misleading or incorrect information in connection with the preparation of any records, including an application for employment.

- D. Fighting on or in District property.
- E. Willful destruction of District or District employee/visitor property, equipment, or supplies.
- F. Theft.
- G. Conviction of a crime that would jeopardize the District's ability to operate in a orderly and uninterrupted manner and not raise the fear or concern of citizens and students in the community.
- H. Unexcused absence of three (3) or more consecutive days. Failure to contact the immediate supervisor or designee within three consecutive days of absence will be considered a voluntary termination.
- I. Willful disruption of student activities and instruction.
- J. Gross disregard for sound safety practices resulting in physical endangerment of oneself, other employees, students and visitors.
- K. Violation of drug/alcohol testing policy (EEAEAA).
- L. Any other conduct which is of a serious nature and which in the sole opinion of the District, makes the employee unfit for further service or warrants discharge.

This list is meant for illustrative purposes and is not all inclusive.

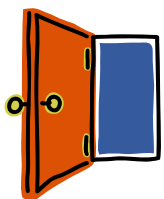
Suspension with pay is relieving an employee of all work responsibilities while continuing to pay the employee. This generally occurs when accusations or information indicate a serious misconduct may have taken place necessitating immediate action pending an investigation.

Suspension without pay is relieving an employee of all work responsibilities and not paying the employee for days he normally would be expected to work and receive pay. This generally will occur as disciplinary action in an attempt to identify and correct inappropriate conduct as it relates to continued employment with the District.

An employee who disagrees with disciplinary action taken against him or her may use the open door practice to resolve the issue.

Employees will be notified of district action to demote or dismiss them, and will be entitled to a hearing if they request one within seven days of the notification. The Superintendent or his designee will sit as the hearing officer and render a decision whether to sustain, reject, or amend the recommendation for dismissal. The decision will be final.

This policy in no way implies that classified staff are not "at will" employees of the district.



OPEN DOOR POLICY (Ref. Policy GBK)

The Board believes that an employee should be able to discuss a problem, issue, concern or idea with management about any work-related subject without fear of retribution. In most cases, the appropriate person with whom to initiate this discussion is the employee's immediate supervisor, relying on the chain of command (the next level supervisor) as needed to resolve the issue.

An employee who exercises this option with a representative of District management, and determines that he or she is not given a reasonable or thorough explanation, or is punished in some way as a result of using the "open door practice" should contact Human Resources for assistance.

GRIEVANCE PROCEDURE (Ref. Policy GBK-R)

A "grievance" is a formal written allegation by a grievant that he/she has been adversely affected by a violation, misinterpretation or inequitable application of the specific provisions of the Classified Staff's Salary Schedule Regulations, Insurance Benefits or Leave provisions of the District as outlined in the Classified Staff Personnel Handbook.

A grievance shall not include and the grievance procedure shall not apply to any of the following: (1) any policy or procedure of the Board of Education not specifically listed above, (2) any proceeding for the discipline or dismissal of any employee, (3) any proceeding for the layoff or reduction of work of any employee, (4) any attempt to alter or change any of the grievable regulations, benefits or provisions listed above, and (5) the evaluation of any employee.

A "grievant" may be any classified staff employee of the District.

A "day" is any day in which the central administrative office of the District is open for business.

The "immediate supervisor" is the lowest level administrator having line supervisory authority over the grievant.

Informal Level:

Before filing a formal written grievance, the grievant shall attempt to resolve the issue through an informal conference with his/her immediate supervisor.

Formal Level

Level 1: Within 10 days after the occurrence of the act or omission giving rise to the grievance, the grievant must present their grievance in writing on the district staff grievance form to their immediate supervisor. Forms are available in the district human resources office.

The statement shall be a clear, concise statement of the circumstances giving rise to the grievance, citation of the specific section and paragraph of the *Classified Staff Personnel Handbook* that is alleged to have been violated, the decision rendered at the informal conference, and the specific remedy sought.

The supervisor shall communicate the decision to the employee in writing within five days after receiving the grievance.

Within the above time limits, either party may request a personal conference with the other party.

Level 2: In the event the grievant is not satisfied with the decision at Level 1, the decision may be appealed on the district classified staff grievance form to the administrator designated on the Classified Staff Employees Grievance Levels Chart to hear Level 2 grievances for the employee's classification.

This statement should include a copy of the original grievance, the decision rendered and a clear, concise statement of the reasons for the appeal.

The Level 2 grievance administrator shall conduct an investigation into the allegations and shall communicate the decision within five days after receiving the appeal. Either the grievant or the Level 2 grievance administrator may request a personal conference with the other party within the above time limits.

Level 3: If the grievant is not satisfied with the decision at Level 2, the decision may be appealed within five days on the district classified staff grievance form to the superintendent or his designee.

This statement shall include a copy of the original grievance and appeal, the decision rendered and a clear, concise statement of the reasons for the second appeal.

The superintendent or his designee shall communicate his decision to the grievant within five days, and a copy shall be placed in the employee's personnel file. The decision of the superintendent or his designee shall be final, and no further appeal shall be available to the grievant within the provisions of this grievance procedure.

For a complete set of procedures and grievance levels contact the Human Resources Department.

DRUG-FREE WORKPLACE (Ref. Policy GBEC)

Thompson School District promotes a safe and secure work environment, free of illicit drug use and alcohol abuse, and complies with federal regulations enforcing such an environment.

It is well recognized that individuals who use illicit drugs or abuse alcohol perform their jobs in a substandard manner, are more likely to have workplace accidents and incur greater amounts of lost time.

Employees of the Thompson School District must not knowingly and unlawfully manufacture, use, distribute, dispense, possess or be under the influence of any alcoholic beverage, controlled substance(as defined by federal, not state, law), illicit drug or other drug, including anabolic steroids, while:

1. On school grounds or other district premises, whether or not school is in session, or while driving a district vehicle or a personal vehicle on district business;
2. At any school-sponsored or sanctioned activity or event;
3. At any time or in any place which may adversely affect the health safety or welfare of students or personnel, the operations of the district or the employee's fitness to perform his or her duties.
4. On the way to work.

"Unlawfully" means in violation of any federal, state or local law or regulation or in violation of any district policy, rule or regulation. "Controlled substances" means drugs specifically identified and regulated under federal law and include, but are not limited to, opiates, narcotics, cocaine, amphetamine and other stimulants, depressants, hallucinogenic substances and marijuana.

Observance of this policy is required. Employees who violate this policy are subject to appropriate disciplinary action, which may include suspension, termination in accordance with applicable Board policies, or referral for prosecution.

Recognizing that drug and alcohol abuse problems are treatable, the district encourages employees who use or abuse drugs or alcohol to contact the district's Employee Assistance Program for support, guidance and resources. If participation in a drug or alcohol abuse assistance or rehabilitation program is appropriate or necessary it will be at the employee's own expense; the employee's out-of-pocket cost may be reduced based on the employee's insurance coverage. Voluntary participation in or successful completion of such a program may be considered as a mitigating circumstance should the employee be subject to disciplinary action.

For additional information on the Employee Assistance Program (EAP) please reference the district website. (*Resources > Staff*)

TECHNOLOGY/COMMUNICATIONS SYSTEMS USE (Ref. Policy GBEG, GBEG-E) Systems

The Thompson School District's computer network, access on internet, e-mail and voice mail systems are intended for employees to use in performing their jobs. Therefore all messages, documents and files are the property of the District.

The District retains the right to review, store and disclose all information accessed from and/or stored on District systems for any legally permissible reason including, but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation, and accessing District information in an employee's absence. In this regard, employees should not assume that any such information is confidential, including e-mail either sent or received.

Computer equipment may not be removed from District premises without written approval from a department head. Upon termination of employment all portable computer hardware must be returned to the employee's immediate supervisor. Users are subject to all District policies, local, state and federal laws. All employees must read, sign and agree to the terms of the District's Internet/Network Acceptable Use Agreement before access to resources will be granted.

Access is a privilege. The District prohibits the display, transmittal, or downloading of material that is in violation of the Internet/Network Acceptable Use Agreement. Inappropriate use will result in suspension or cancellation of Internet/Network privileges and may also result in other disciplinary actions up to and including termination. Authorized personnel may close an account as warranted. The administration and staff may also request authorized personnel to deny, revoke, or suspend specific user accounts. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District assumes no responsibility or liability for any charges, costs or fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by accident, errors or omissions. Use of any information obtained via the Internet/network is at your own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

The District has taken precautions to restrict access to inappropriate or offensive materials. Filtering software is in use that meets CIPA (*Children's Internet Protection Act*) mandates, but it is impossible to control the quality of all materials that might be accessed.

Software & Copyright

The District fully supports copyright laws. Copyright guidelines are available at every site; misuse or plagiarism in any form will not be tolerated.

Unauthorized Use

Users are not permitted to use District resources for personal gain or commercial purposes, including advertising or purchasing products or services unless it involves an authorized District purchasing card. Any attempt to harm, alter, or destroy data of another user or any data on the network or related systems or agencies is prohibited. This can include installing or removing software/hardware without authorization. Employees may not attempt to gain access to another employee's personal e-mail or voice messages or send a message under another person's name without that individual's express permission.

Committee Activity

Classified staff employees actively serve on District committees created to foster understanding, cooperation and problem solving. All buildings and locations provide opportunities for classified staff to serve on committees. Classified staff employees are encouraged to play an active role.

The following committees have Classified Staff employee representation:

CLASSIFIED STAFF ADVISORY COUNCIL (CSAC) (Ref. Policy GBD-R)

The Board of Education and the Executive Leadership Staff consider the CSAC to be the primary communication and problem solving link with regard to classified staff issues, concerns and ideas.

CSAC members regularly meet with the Superintendent, Director of Human Resources and other members of the Executive Leadership Team.

For additional information please reference the CSAC conference in First Class. (*District > District Conferences > Click on the CSAC icon*)

EDUCATION REIMBURSEMENT COMMITTEE (Ref. Policy GDM-R)

A committee composed of classified staff and Human Resource employees. This committee meets three times annually to review requests for education reimbursement.

JOINT INSURANCE COMMITTEE (JIC) (Ref. Policy GCBD/GDBD)

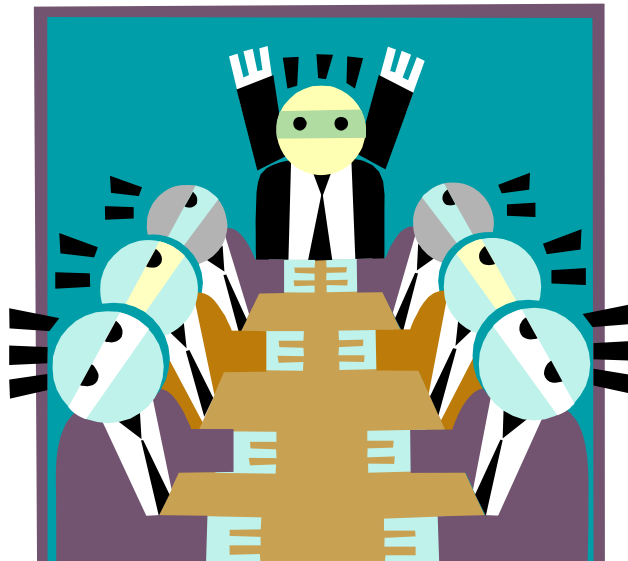
The JIC is comprised of three classified staff employees, four TEA appointed teachers, and two administrators. The group meets to review and make recommendations to the Board, through the Superintendent, concerning qualifications of a broker/consultant, insurance specifications such as the deductible amount, co-insurance, out-of-pocket cost, types of coverage and plan design, and alternative insurance financing plans such as self-insurance, self-funding, and trusts.

SICK LEAVE BANK COMMITTEE (SLB)

A committee composed of three classified staff members and a Human Resource designee. It is the responsibility of this committee to consider requests for hours from the Classified Staff Sick Leave Bank (CSSLB).

STRATEGIC PLAN

A new District strategic plan was approved by the Board of Education on December 8, 2010. This plan emphasizes the important areas of robust learning, equity in access, responsible stewardship, healthy constituent relationships and culture of excellence.



Glossary

ABSENCE - Not being available to work on a regularly scheduled work day for one or more hours.

ACCRUED LEAVE - Up to 320 hours (based on 1.0 FTE) from annual leave not used in previous years, which may be used for illness only. In unique circumstances, employees may request the use of accrued annual leave for other purposes from the Department of Human Resources.

ADMINISTRATIVE TRANSFER (Policy GCKA) - An employee transfer initiated by the District to a position of equal or lesser classification.

ANNUAL LEAVE (Policy GDCA) - Paid time-off for personal or family illness. All hours stated are for full-time (1.0 FTE) employees. Hours for employees on partial assignments will be reduced proportional to the reduction in their assignments (e.g. .50 assignment entitles employees to one-half the hours).

AT WILL EMPLOYEE - The nature of classified staff employment is such that employment is for an indefinite term and may be terminated at the district's discretion with or without cause.

BREAKS (Policy GDKA) - A paid period of time during the workday when an employee is allowed to rest without performing work.

COMPENSATORY TIME (Policy GDBC) - Time-off granted in lieu of overtime pay.

CSAC (Policy GBD-R) - Classified Staff Advisory Council

DEMOTION - An involuntary reassignment of an employee to a lower classification due to identified performance deficiencies.

DISCIPLINARY ACTION - A formal response by an employer to inappropriate conduct by an employee.

DISMISSAL - An involuntary cessation of employment with the District.

EDUCATION REIMBURSEMENT - A benefit to reimburse employees for tuition or tuition related fees for classes/seminars taken to improve the employees' skills.

ELEVEN MONTH EMPLOYEE - One who works more than 209 and less than 230 days per year.

GRANDFATHERED LEAVE - Classified staff employees who have accumulated more than 30 days annual leave by the end of 1993-94 assigned year can use those days for an extended, long-term illness (personal or of an immediate family member) or accident-related injury as verified by a physician's statement. Upon retirement, termination, or participation in an approved severance plan, all grandfathered leave days will be reimbursed at 50% of the current sub rate up to a total of 120 days.

GRIEVANCE - A formal written allegation by an employee that he/she has been adversely affected by a violation, misinterpretation, or inequitable application of the specific provisions of the Classified Staff Salary Schedule Regulations, Insurance Benefits or Leave Provisions of the District as outlined in the Classified Staff Personnel Handbook.

IMMEDIATE FAMILY - Immediate family is defined as spouse, children, step-children, parents, step-parents, parents-in-law, grandparents, grandparents-in-law, grandchildren, brothers, sisters, brothers-in-law and sisters-in-law.

JOB AUDIT - A process of reviewing job classifications for placement on the salary schedules.

JOINT INSURANCE COMMITTEE (JIC) - Established to review and make recommendations to the Board of Education concerning insurance specifications, alternative plans, broker/consultant selection.

LUNCH (Policy GDKA) - A non-paid period of time during the workday when an employee is free of all duties and responsibilities in order to replenish depleted energy reserves.

MILITARY LEAVE (Policy GDCL) - A leave without loss of pay for authorized training or active service not to exceed 15 days in a calendar year.

NINE MONTH EMPLOYEE - One who works up to 189 days per year.

NON-EXEMPT – Employees who are subject to the rules and regulations of the Fair Labor Standards Act (FLSA) and minimum wage and overtime pay provisions.

OPEN DOOR PRACTICE - The practice of discussing or reviewing with any level of management within an organization; an employee's opinion of work related issues.

OVERTIME (Policy GDBC) - Time worked in excess of forty hours in a regular work week.

PERA - Public Employee Retirement Association

PERFORMANCE PAY - A salary increase determined by the performance level or rating that an employee receives at the time of his/her performance appraisal.

PERSONAL LEAVE - Time-off granted without pay by an employee's department supervisor and the Department of Human Resources for emergency or unusual circumstances that cannot be avoided, other than medical (see Extended Sick Leave).

POSITION EVALUATION - A study of the duties and responsibilities being performed within a job classification along with comparative market research.

POSITION RECLASSIFICATION - Any change in Job Title or Pay Range for an individual employee or group of employees resulting from a Job Audit.

PROGRESSIVE DISCIPLINE - A series of discretionary responses intended to correct inappropriate conduct.

PROMOTION - Movement from a position to one of a higher pay range by meeting the qualifications of the higher level position.

REDUCTION IN FORCE (RIF) - A reduction in force is defined by the need or desire for a building or unit to decrease the number of employees in a job classification.

SUBSTITUTE - A person who is employed on a daily basis in place of a regular employee.

SUSPENSION WITH PAY - Relieving an employee of all work responsibilities while continuing to pay the employee. Generally occurs when accusations or information indicate a serious misconduct needing immediate action pending an investigation.

SUSPENSION WITHOUT PAY - Relieving an employee of all work responsibilities per the progressive discipline procedure for misconduct.

TEMPORARY - A person who is hired for a specific period of time, rather than on a daily basis, to fill a vacancy.

TEN MONTH EMPLOYEE - One who works more than 189 and less than 210 days per year.

TRANSFER (See Policy GDJ and GDBA-R) - Employee movement from one position to another.

TWELVE MONTH EMPLOYEE - One who works 260 days a year.

UNEXCUSED ABSENCE - Absences which do not qualify as approved personal leave, paid sick leave, vacation, bereavement, jury duty, military duty, compensatory time, or child care leave.

WORK WEEK - The period of time beginning at 12:01 A.M. Sunday and continuing through 12:00 midnight the following Saturday.

WORK YEAR - The number of days you are scheduled to work as determined by your job classification.

WORKERS' COMPENSATION - State mandated benefits which cover medical care and lost wages for employees injured at work.



Questions?

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