



THE OREGON TRAIL SCHOOL DISTRICT 46
CHILDREN THRIVE HERE

Message from the Superintendent

On behalf of your colleagues, I welcome you to the Oregon Trail School District and wish you every success here.

We believe that each employee contributes directly to the District's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the District's expectations for its employees and to outline the policies, programs, and benefits available to them. Please take some time to familiarize yourself with the *Employee Handbook*; it will answer many of your questions about employment with the District.

We hope that your experience here will be challenging and rewarding. Again, welcome!

Sincerely,

Aaron Bayer
Superintendent

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INTRODUCTION

The District has prepared this handbook to familiarize its employees with District policies, benefits and rules, as well as the privileges and responsibilities of District employment. It is important that all employees read, understand and follow the provisions of the handbook to make the District work environment as positive and productive as possible. More detailed information regarding the subjects discussed in this handbook may be found elsewhere in the District's policies, procedures and labor contracts.

The District continually strives to improve its policies and services. Therefore, employees are encouraged to suggest improvements. By working together, the District hopes to instill a sense of individual and organizational pride that reflects our school unity and shows in the work, products and services we provide to our community.

Mission Statement

To provide a high fidelity educational system that inspires all students to actively pursue educational excellence and responsible citizenship.

History

The District was established on July 1, 1997 by resolution of the Oregon Trail School Board. OTSD is a public school district in the U.S. State of Oregon.¹ It spans 424 square miles (1,100 km²) from the outskirts of the city of Gresham to the top of Mount Hood, on the Oregon Trail. It encompasses several distinct, mostly unincorporated, rural areas of Clackamas County, including the communities along the Mount Hood Corridor, Boring and Cottrell, and the city of Sandy. The district serves approximately 4,200 students. There are five elementary schools, one district initiated charter school (K-8), three middle schools, and one high school, Sandy High School. A new high school is being built that will open in fall 2012.

^{1.} It is the successor of six distinct districts that were merged under 1991 Oregon legislation requiring school unification



Human Resources Department

The Human Resources Department provides employees with information and assistance in understanding the District's personnel policies and procedures. Human Resources is the best place for employees to obtain current information on work rules, benefits, personnel policies and procedures, personnel records, job opportunities and training. Human Resources representatives are also responsible for maintaining complete and up-to-date personnel records for all current employees.

Disclaimer

This handbook describes important District policies, procedures, practices, and benefits and is intended to acquaint employees with the privileges and responsibilities of District employment. *However, it is not a legal document and does not constitute or create any expressed or implied contractual obligations between the District and its employees. Furthermore, this document should not be seen as a substitute for collective bargaining agreements (CBA), whose language always supersedes this document.*

SECTION 1

WORKPLACE STANDARDS AND CONDUCT

This section of the *Employee Handbook* addresses the conditions that contribute to a safe, healthy and productive workplace and establishes the standards of personal and professional conduct that is expected of District employees.

1.1 Work Environment

Drug and Alcohol-Free Workplace

The illegal use, possession, purchase, or distribution of alcohol or controlled substances while on the job is strictly prohibited. Such occurrences are cause for disciplinary action up to and including discharge.

While substance abuse will not be tolerated in the workplace, the District recognizes dependency on alcohol and other drugs as a treatable condition and offers programs and services for employees with substance dependency problems. Employees are encouraged to seek assistance, as appropriate, from health centers and counseling or psychological services. Information obtained regarding an employee during participation in such programs or services will be treated as confidential, in accordance with Federal and State laws.

Non-Smoking Policy

To protect the health and safety of its students, employees and visitors, and to comply with state and local regulations, the District has established a non-smoking policy that prohibits smoking on all district grounds and in all District facilities, including offices, classrooms, conference rooms, hallways, restrooms, break rooms, elevators, lobbies, temporary project offices, etc. In addition, smoking is not allowed in any District-owned or District leased vehicles.



Workplace Violence

The District is committed to providing a workplace that is free from violence or threats of violence. Threats, threatening behavior, or acts of violence against a student, employee, customer, contractor, visitor, or any other individual cannot and will not be tolerated. All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly.

Any form of violence or threat of violence – whether actual or perceived – involving a District employee or occurring in the workplace must be reported to a supervisor, Administrator, or the Human Resources Department. If the District determines that an employee has engaged in workplace violence, appropriate disciplinary action will be taken. Violent behavior by an employee outside the workplace that arises out of a contact made at the workplace may also result in disciplinary action.

As necessary, the District will report incidents of workplace violence to the appropriate law enforcement entity, whether or not the violence is committed by a District employee. Additionally, in all cases where violent behavior is directed at a student or District employee, the District will take appropriate legal action and/or other steps necessary to help protect the student/employee and/or the student/employee's family members.

Employees should also report the existence of any restraining order that covers the employee at the workplace or any other potentially violent non-work-related situation that could result in violence at the workplace.

Employees found in violation of this policy are subject to disciplinary action up to and including discharge.

Examples of Conduct that may be Considered Threats or Acts of Violence

- ▶ Violent physical actions
- ▶ Direct or implied threats to do harm to another or to property (including intimidating use of one's body or physical objects)
- ▶ Verbally abusive or intimidating language or gestures
- ▶ Threatening, abusive, or harassing communication (e.g., telephone calls, letters, memoranda, faxes, email)
- ▶ Unauthorized possession of a weapon at the workplace
- ▶ Destructive or sabotaging actions against District or personal property
- ▶ Engaging in a pattern of unwanted or intrusive behavior against another (e.g., stalking, spying, following)
- ▶ Violation of a restraining order



In an Emergency: Call 911 when a weapon is brandished or when there is an immediate and direct threat to someone's life. In other cases:

- Place a non-emergency call to the police for assistance in controlling the situation.
- Get medical and/or mental health assistance, if necessary.
- Immediately notify the building administrator.

If violence occurs, take immediate action to care for the needs of affected employees.

Sexual Harassment

The District is committed to providing a work environment that is free of discrimination. In keeping with this commitment, all forms of unlawful harassment, including sexual harassment or any other characteristic protected by the state and federal employment discrimination laws are prohibited. This policy applies to **all employees**, including executives, administrators, directors, teachers, coaches, supervisors and non-supervisory employees. It also extends to vendors, independent contractors, and others doing business with the District. Furthermore, this policy prohibits retaliation of any kind against individuals who file complaints or who assist in a District investigation.

Any employee who believes s/he has been harassed by a co-worker, supervisor or third party doing business with the District should promptly report the facts of the incident or incidents and the name of the individual(s) involved to the Human Resources Department. It is the responsibility of each employee to **immediately** report any violation or suspected violation of this policy to the District. Supervisors who observe, or become aware of such violations or suspected violations should likewise report them to the Human Resources Department *immediately*. Human Resources will conduct a confidential investigation of all complaints and take appropriate corrective action, including disciplinary action, as warranted. Employees who report valid claims will be protected from retaliation of any kind.

Examples of Conduct that may be Considered Sexual Harassment

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where:

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



Every employee must take the Oregon [Safe Schools](#) training, annually. Employees found in violation of this policy will be subjected to disciplinary action up to and including discharge.

Workplace Safety

Every employee is responsible for workplace safety. To achieve the District's goal of providing a completely safe workplace, all employees must be safety conscious (re: Board Policy [GBE](#)). Employees should report any unsafe or hazardous condition directly to their supervisor immediately¹. Every effort will be made to remedy problems as quickly as possible.

In case of any accident involving a personal injury, regardless of how serious, employees should notify their supervisor or the Human Resources Department immediately. Failure to report accidents may result in a violation of legal requirements and/or lead to difficulties in processing of insurance benefit claims.

If an employee is injured on the job, s/he may be entitled to benefits under the state workers' compensation law. The District maintains workers' compensation insurance and will assist employees in obtaining benefits to which they are legally entitled.

Children in the Workplace

As a general rule, children are not permitted in the workplace. Exceptions may occur on such occasions as a 'take your child to work' program or when children visit for *brief* periods of time, such as during an employee's lunch hour. Exceptions are highly discouraged, but may occur on a limited basis with prior approval from an employee's supervisor and Risk Management (Director of Business and Support Services). Any exception, however, should be confined to a very limited time period and to a specified location on District property. *Parents must closely supervise their children during workplace visits.*

Workplace Security

In the wake of recent activities around the globe, the District strongly encourages all staff to be aware of suspicious behavior and avoid situations that create opportunities for "victims." Employees should immediately notify their Building Administrator (Principal) if they observe persons who display threatening behavior or make unwanted advances toward students, employees or others.

Money, clothing, jewelry and all other valuables should not be left in areas where a theft might occur. The District will provide a lost and found area at each facility so that items may be returned to their rightful owner. The District is not responsible for lost or stolen property. In the event of property loss or damage, please use the following link – [form](#).

¹. "Safety First" comment cards are available in every staff room as a means of providing direct input to the District Safety Committee.



Housekeeping

All employees are expected to keep their work areas clean and organized. Common areas such as lunchrooms, break rooms and restrooms should be kept clean by those using them. Please clean up after meals and dispose of trash properly.

1.2 Employee Conduct (Code of Ethics)

The District and its employees operate under standards that spell out the District's requirements for personal and professional conduct. These standards are generally set forth in the Oregon Governmental Ethics Code,¹ which has been adopted by the District ([GBC](#)). The Ethics Code expresses the responsibilities of all District employees to uphold District standards. The District's specific policies and procedures provide detailed workplace standards and the District's expectations for employee conduct. All employees should become familiar with the District's standards of conduct and abide by them.

Like all organizations, the District requires order and discipline to succeed and to promote efficiency, productivity, and cooperation among its staff. Some types of conduct are clearly impermissible and may lead to disciplinary action. Although it is not possible to provide an exhaustive list of all types of impermissible conduct, some examples are listed below.

Examples of Impermissible Conduct

- ▶ Insubordination, including improper conduct toward a supervisor or refusal to perform tasks assigned by a supervisor in the appropriate manner.
- ▶ Possession, distribution, sale, use or being under the influence of alcoholic beverages or illegal drugs while on company property, while on duty, or while operating a vehicle or potentially dangerous District leased or owned equipment.
- ▶ Sexual or other unlawful harassment, whether verbal, physical, or visual.
- ▶ Actual or threatened violence.
- ▶ Unauthorized use of district equipment and/or facilities.
- ▶ Release of confidential information about the District or its employees/business.
- ▶ Theft or unauthorized use, removal or possession of property from the District, fellow employees, students, customers, or anyone on District property.
- ▶ Altering or falsifying any timekeeping record, intentionally altering another employee's time sheet, allowing someone else to alter your time sheet, removing any timekeeping record from the designated area without proper authorization, or destroying timekeeping records.
- ▶ Absence for one or more consecutive workdays without notice to the appropriate

¹ Ethics Code of the Oregon Trail School District. The complete Governmental Ethics Code is included on the District's website and may also be found under Oregon Government Standards and Practices @ [ORS 244.010](#).



supervisor or department head, unless a reasonable excuse is offered and accepted by the District.

- ▶ Falsifying or making material omission on an employment application or any other District record.
- ▶ Misusing, destroying or damaging property belonging to the District, fellow employee, customers, and/or visitors.
- ▶ Fighting on District property.
- ▶ Bringing dangerous or unauthorized materials, such as explosives, firearms, or other similar items onto District property.
- ▶ Misconduct as defined in the *Guide to District Disciplinary Standards*.
- ▶ Unsatisfactory performance.

Attendance

Employees are expected to be ready to begin and end work according to their pre-established work schedules. Adhering to work schedules and attending predetermined appointments on time is a District priority. As a public District, we exist to serve the communities we represent, the School Board and the children of this District.

The District's normal business hours are from 8:00 am to 5:00 pm, and the District's core hours are from 9:00 am to 4:00 pm. All employees are expected to be present for work during these core hours. Each department should have adequate coverage during the District's normal business hours. Full-time hourly employees must work 40 hours every week. Salaried employees generally work an average of 40 hours per week and are expected to work the hours necessary to complete their work.

Late arrival, early departure or other absences during scheduled hours should be avoided. All managers and supervisors are responsible for monitoring and observing their employee's adherence to work schedules. Repeated incidents of tardiness or leaving work early may result in disciplinary action.

Appearance

The District's professional atmosphere is determined, in part, by the image that its employees present to one another, to the students and to the public. The district expects its "professional staff" to dress in "business casual" attire. Therefore, employees should utilize good judgment in determining appropriate workplace dress and appearance.

Non-Solicitation Rules

The following rules apply to solicitations and distribution of literature on District property:

- Employees may not solicit. e.g., child's fundraising activity, staff solicitation of students for non-district trips (re: Board Policy [IGDK](#)) during work time. The only



exception is when said products are left in a common area with a sign denoting the cost per item. The honor system shall apply and the district is not responsible for any lost or stolen items/money.

- Employees may not distribute literature in working areas at any time.
- Persons who are not employed by the District may not solicit or distribute literature on District property at any time (no exceptions).

“Working Time” includes the working time of both the employee doing the soliciting or distributing and the employees toward whom any solicitation or distribution is directed. Working time does not include break periods, meal periods, or other times during the workday when employees are not intended to be engaged in work functions.

Confidentiality Policy

While much of the District’s records and work product are considered public information, there are still many aspects of the District’s operations where confidentiality is required by law and information is to be safeguarded. In many cases, the District’s ultimate success in reaching its goals depends upon its ability to safeguard confidential and sensitive information.

The District will comply with the requirements of the Oregon Public Records Law ([ORS 192-005 to 192-170](#)) and the Family Education Rights and Privacy Act ([FERPA](#)) in responding to requests for information. All requests for information shall be routed through the Office of Communications and Public Affairs or the Human Resources Department, as applicable. Copies of documents and other records that can be disclosed shall be reproduced and distributed accordingly, and all direct costs that can be charged to the requestor shall be collected in accordance with applicable law.

This requirement applies equally to all employees, not only to those whose positions are designated as confidential.

Customer Service

The District’s mission is to serve the citizens of the community. Employee attitudes, actions and appearances reflect upon the District, therefore, employees must exercise appropriate judgment, discretion and restraint when dealing with the public. It is the personal responsibility of each employee to be courteous, professional and helpful to all citizens and colleagues.

Media Contacts

Employees may be approached for interviews or comments by the news media. Any information on the District given to the news media (or to members of the public, the District Governing Board or other officials) must be current, accurate and complete. All news media requests should be forwarded to the Communications Office at DO ([KBC](#)). All publicity and



similar information should be discussed in advance with the appropriate Principal, Department or Cabinet Head, and coordinated through the Communications Officer.

Reference Requests

To avoid exposing the District to unnecessary liability, employees shall not provide any information regarding current or former employees to any outside community, organization, institution, or person who is not employed by the District. The Director of Human Resources or his/her designee are the only persons authorized to provide information of any kind regarding current or former employees unless otherwise specified and/or pre-approved. All exceptions to this policy must be authorized in writing by the Director of Human Resources.

Strict adherence to this policy is required.

Telephone Usage

Most District employees will find it within the duties of their job to use the District telephone system. All telephone calls should be conducted in a courteous and professional manner with a conscientious effort to minimize cost by using the telephone prudently.

Good telephone manners are important and mainly a matter of habit. A voice on the telephone is often the only District contact the customer remembers. Some basic rules for handling telephone calls include:

- Answer politely and promptly, announcing your name and the department.
- Speak clearly.
- Be considerate and polite.
- Give concise and accurate information. Do not attempt to provide information you are not qualified or able to give. If necessary, transfer the call to a person who you know is better able to help the caller.
- Make sure the caller is satisfied with the information provided before you politely disconnect.

The District recognizes that personal calls are sometimes necessary. Employees should, however, keep personal telephone calls to a *minimum*.

Use of District Property and Vehicles

District employees are responsible for the proper care and use of the District property (including vehicles, equipment, machines and supplies) assigned to them or that they use in the course of their work. Employees should immediately report any missing or damaged property to their supervisor. Under certain circumstances, employees may be responsible and liable for lost or damaged property.

All employees who have access to District-owned vehicles must hold a current, valid Oregon driver's license of the proper class and type for the vehicle being operated. The driving



records of all current and new employees' will be verified with the Department of Motor Vehicles. Any accidents, damage or equipment malfunction involving a District vehicle must be reported immediately to Risk Management (Business Office) and their supervisor. Likewise, employees who drive District vehicles must promptly report any loss, restriction or suspension of their driver's license to Risk Management and their supervisor.

Employee Suggestions

The District encourages employees to share their ideas regarding improvement and safety with their supervisor or department head – either directly or through the suggestion box located in the Human Resources Department. All suggestions are considered by management and evaluated for appropriate action. Employees who wish recognition for their suggestions should sign their name to their respective suggestions. Anonymous suggestions are equally welcome.

1.3 Conflict of Interest

District employees have an obligation to conduct business within guidelines that prevent the occurrence of actual, potential, or perceived conflicts of interest. The District's Code of Ethics and Conflict of Interest policy (OTSD 46 – School Board policy, Section G & [GBC/GBCA](#) 10.10.05, respectively) set forth the framework that defines how the District expects its employees to conduct themselves. This section of the handbook provides general information to help employees decide whether to seek clarification on issues concerning conflicts of interest.

What is a conflict of interest? An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for him or herself or for a relative as a result of District business dealings. For the purposes of this policy, a relative is any person who is related by blood or by marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

How can conflicts of interest be avoided? Transactions with outside firms (including vendors, suppliers, and contractors) must be conducted within the purchasing and procurement policies and procedures established by the District. Business with outside firms shall not result in unusual gains. Unusual gain refers to payments, bribes, product bonuses, special fringe benefits, unusual price breaks, or any other form of preferential treatment that benefits either the firm or a District employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific Superintendent approval.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that s/he disclose the existence of any actual, potential or perceived conflict of interest to a District officer as soon as possible so that safeguards can be established to protect all parties.



Political Activities

Since federal funds are a source of employee salaries, employees must comply with the Hatch Act, which restricts the political activity of certain state and local District employees. Permissible and non-permissible types of political activities for District employees are listed below.

Permissible political activities – covered State and local employees *may*:

- Run for public office in nonpartisan elections.
- Campaign for and hold office in political clubs and organizations.
- Actively campaign for candidates for public office in partisan and nonpartisan elections.
- Contribute money to political organizations and attend political fundraising functions.

Impermissible political activities – covered state and local employees *may not*:

- Be candidates for public office in a partisan election.
- Use official authority or influence to interfere with or affect the results of an election or nomination.
- Directly or indirectly coerce contributions from subordinates or those whom the solicitor has real or perceived power/authority over in support of a political party or candidate.

For more information on the Hatch Act, visit www.osc.gov/hatchact.htm.

Gratuities, Favors, Honoraria and Fees

District employees shall not accept any gifts, gratuities or favors of any kind that might reasonably be interpreted as an attempt to influence their actions with respect to District business. Acceptance of gifts in relation to the employee's official district capacity is discouraged but must otherwise follow district policy ([GBI](#)).

Outside Business Activities and Employment

The District is concerned that outside business activities and other employment relationships may adversely affect an employee's commitment to the District and job performance. Such activities may create distractions, conflicts of interest, scheduling problems, fatigue and other problems that could negatively impact an employee's performance or the District's interests.

Employees may not own or actively participate or engage in any outside business activity or employment relationship without obtaining specific written authorization from their building Administrator prior to engaging in such outside activity. Employment outside the District is permissible only if all of the following conditions are met:



- The employer is not an entity that regularly conducts business with the District.
- The requirements of the outside employment may be fulfilled outside District working hours.
- The requirements of the outside employment are not incompatible, inconsistent, or in conflict with the requirements of the employee's District duties.
- The outside employment does not induce or require the disclosure of confidential District information.

SECTION 2

Employment

This section of the manual provides a description of the District's equal employment opportunity and affirmative action programs as well as some basic employment conditions and practices.

2.1 Equal Employment Opportunity

The District is an equal opportunity employer for all applicants and employees. Employment decisions will comply with all applicable laws prohibiting discrimination in employment, including:

- [Title VII of the Civil Rights Act of 1964](#)
- [The Age Discrimination in Employment Act of 1967](#)
- [The Americans with Disability Act of 1990](#)
- [The Immigration and Nationality Act](#)
- Applicable state laws.

The District does not discriminate against qualified applicants or employees based upon race, color, religion, gender, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, sexual orientation, or any other characteristic protected by State or Federal law. All employment practices and activities are conducted on a non-discriminatory basis.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) is intended to enhance and protect the rights of individuals with disabilities in all life activities and to provide clear, consistent, enforceable standards for addressing discrimination against individuals with disabilities.

The ADA ensures that qualified individuals with disabilities, including both applicants and current employees, have the same employment opportunities available to them as people without disabilities. It includes, but is not limited to, the following areas:

- Hiring (application procedures, recruitment, etc.)
- Promotion and transfers



- Discharge (layoffs, terminations, rehires, etc.)
- All forms of compensation
- Job training
- Fringe benefits
- Job descriptions/classification
- All leaves of absence
- Other aspects of employment

Reasonable accommodations are available to any disabled employee whose disability affects his/her ability to perform essential job functions.

The District is committed to full compliance with the ADA and ensuring equal opportunity in employment for qualified persons with disabilities. The District will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

Affirmative Action

The District undertakes affirmative action for minorities and women, for persons with disabilities, and for covered veterans (special disabled veterans, Vietnam era veterans, or any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized). [E.O 11246](#), 29 USC §793, [38 USC §4212](#).

2.2 Verification of Work Status

Federal law requires each new employee to provide documentation that verifies his or her identity and legal authority to work, and to attest to this status on an I-9 form provided by the federal government. This verification must be completed no more than 48 hours after an individual begins work at the District.

2.3 New Employee Processing

Orientation

The District has established an orientation program to help new employees adapt to their new work environment. Attendance at an orientation session will be scheduled during a new employee's first 30 days of employment. The employee's department head or immediate supervisor will notify the new employee of the orientation program schedule. Work schedules will be arranged to permit program attendance on District-paid time.



Identification Badges

All new personnel will receive a District photo-identification badge identifying them as District employees. Badges must be carried by employees at all times during working hours and may be required to enter District facilities.

Probationary Period

All new employees serve some form of probationary period commencing with their first day of employment. The probationary period may be extended one or more times if the District and employee (bargaining group) mutually agree that such an extension is appropriate. Either the employee or the District may terminate employment at any time during the probationary period with or without cause in accordance with applicable laws and contractual agreements (see [contracts](#)).

2.4 Performance Evaluations

A performance evaluation will be completed for all employees by their supervisor at regularly scheduled intervals. The evaluation will be discussed with the employee and must be signed as an acknowledgment that the employee has read it.

2.5 Employee Transfers

Transfers are available to enhance employees' career advancement and growth possibilities as well as to strengthen the District's internal operations. An employee who wishes to be considered for an open position or possible future transfer must submit a letter of interest to the Human Resources department listing the specific position of interest, e.g. First Grade at Kelso Elementary.

The District management can transfer employees at its discretion in accordance with the respective collective bargaining agreements ([CBA](#)). However, whenever possible the District will make every effort to seek volunteers for imminent transfers. The performance review date of an employee who is transferred will be adjusted such that the date of transfer becomes the employee's new annual performance review date.

2.6 Personnel Records

Changes in Employee Information

All employees must promptly notify the Human Resources Department of any changes in their name, marital status, number of dependents, home address, telephone number and emergency contacts. This is necessary to ensure that Human Resources maintains current and accurate benefit status and information for all employees.



Access to Personnel Files

Access to personnel files is limited to the employee him/herself, the employee's supervisor, and confidential Human Resources department personnel. Employees must sign an acknowledgment form each time they review their personnel files stating that they will not remove any of the file contents.

2.7 Employment of Relatives

The relatives of District employees are not eligible for District employment in cases where potential problems of supervision, safety, security, morale, or potential conflicts of interest exist.

2.8 Casual Employee

"Casual Employee" means an employee who is assigned on an on-call or as-needed basis to supplement the work force and averages in the aggregate less than five hundred (500) hours over the previous year.

SECTION 3

Compensation

This section discusses items related to employee pay, including overtime.

3.1 Pay Schedule

Employees are paid on a monthly basis. Time sheets must be turned in by the second Friday of each month. If a District holiday falls on a scheduled payday, paychecks are issued on the closest workday before the holiday.

3.2 Overtime and Compensatory Time

Employees shall be paid for their hours worked according to all legal requirements including the Fair Labor Standards Act of 1938, as amended ([29 U.S.C. 201, et seq.](#)). Salaried employees are considered “exempt” and are therefore not authorized to receive overtime pay. All non-exempt employees qualify for overtime compensation.

Non-Exempt

Overtime is defined as time assigned and worked beyond forty (40) hours per week. The week is defined as any seven (7) consecutive day period.

All overtime worked by a non-exempt employee must be approved in writing in advance by the employee’s supervisor. Because unauthorized overtime violates District policy, employees who work unauthorized overtime may be subject to disciplinary action according to District policies and standards. Such unauthorized overtime is still considered time worked in excess of an employee’s normal workday/workweek and is therefore paid in accordance with FLSA guidelines on overtime pay.

Exempt

Employees who are classified by the District as exempt employees are not entitled to overtime compensation. Exempt employees are paid a predetermined salary that constitutes the employee’s compensation for the entire month. The salary is not subject to reduction



because of variations in the quality or quantity of the employee's work. Deductions from an exempt employee's salary may occur only when they are authorized under the Fair Labor Standards Act and any applicable state law.

3.3 Garnishment of Wages

The District is required by law to recognize certain court orders, liens, and wage assignments. When the District receives a notice of a pending garnishment or wage assignment, the department head is encouraged to discuss it with the employee in an effort to resolve the matter without involving the District. Although it is understood that anyone may be subject to a wage garnishment, the District strongly encourages employees to work out a financial problem before this occurs. Employees who believe that the District may be able to assist with resolving a financial situation should contact the Human Resources Department.

SECTION 4 Benefits

This section of the handbook summarizes some of the significant features of the District's benefit programs. More detailed information is set forth in the applicable Memorandum of Understanding and insurance policies that govern the plans. Employees who desire more detail on these plans may consult the applicable MOU or schedule an appointment with the Payroll Department for that purpose.

4.1 Insurance

Medical and Dental

The District offers medical and dental insurance coverage for all employees who wish to participate. A generous monthly subsidy is provided to full-time employees for this purpose. Participation is entirely voluntary. Employees must satisfy the insurance program eligibility conditions and agree to pay the applicable employee portion of the coverage costs for themselves and any eligible dependents for whom they wish to obtain coverage. * *Employees must be in paid status for more than half the pay period in order to receive benefits.*

Life

The District provides \$100,000 in term life insurance and accidental death and dismemberment coverage for each full-time employee during their term of employment with the District.

Flexible Spending Account

A flexible spending plan is available under which regular employees may choose to pay for a number of available benefit options, such as supplemental term life, dependent care, accidental death and dismemberment insurance, unreimbursed medical expenses, and out of pocket insurance premium cost for Medical, Dental, Vision and Cancer policies.



Worker's Compensation

The District subscribes to the Oregon Worker's Compensation Insurance Fund, which provides medical, surgical, and hospital treatment in addition to payment for loss of earnings that result from work-related injuries or illnesses. The cost of this coverage is paid completely by the District. Employees who are injured while working should report the injury immediately to their supervisor, regardless of how minor the injury may be.

Disability Insurance Plan

[OEBS](#) provides an employee option for a long-term disability plan, which covers up to 66.67% of their monthly salary. The plan is effective once an employee has exhausted all available sick leave banks.

Unemployment

The District participates in the State of Oregon Unemployment Insurance Program, which provides income protection for employees who are discharged or laid off through no fault of their own. Employees should inquire about unemployment insurance at the time of their separation from service. A claim must be filed with the local Unemployment Insurance Office (State Employment Development Department) to collect this benefit. Human Resources Department representatives are available to explain employee rights.

COBRA

The [Consolidated Omnibus Budget Reconciliation Act of 1986](#) (COBRA) and the Omnibus Budget Reconciliation Act of 1989 (OBRA) provide that virtually all employers who sponsor group health plans must permit covered employees who lose coverage under the plan(s) as a result of certain "qualifying events" set forth in COBRA. Covered employees may elect to continue their coverage under the plan(s) for a prescribed period of time on a self-pay basis.

Individuals who elect COBRA coverage must be provided with the same coverage that they received prior to the qualifying event, subject to the particular plan's amendment procedures. Qualified beneficiaries must be treated the same as "similarly situated" non-COBRA beneficiaries with respect to coverage options, benefit limitations, and conversion rights available under the group health plan.

4.2 Retirement

Oregon Public Employees' Retirement System

The District participates in the Public Employees' Retirement System ([PERS](#)), which provides retirement and health benefits to more than 1.2 million members. No money is deducted from the salaries of District employees for PERS. The total PERS contribution, equal to **28.48%** of the employee's annual salary, is paid by the District including the 6% that represents the employee's share. Individuals who leave PERS employment with less



than five years service (the number of years necessary to become fully vested) may request that this 6%, plus any credited interest, be paid to them by PERS, or they may leave it on deposit. If left on deposit with PERS, the funds will continue to earn interest at the current interest-crediting rate. Individuals may later apply for a refund or retirement (if service and age requirements are met). If not fully vested, withdrawal of funds cannot be made until after five (5) years of non-public employment.

Social Security

All District employees are covered under the provisions of the federal social security law (F.I.C.A.). Social security benefits are often a significant step toward providing employees and their families with a retirement income. The amount deducted from an employee's wages for social security taxes is matched by the District. The total contribution by the employee and the District is credited toward the employee's social security benefits, which may be available at the time the employee is eligible to retire. In addition, disability and survivors' benefits are financed through social security deductions.

4.3 Employee Development

Training

The District implements a District-wide Training and Development Plan. Programs are conducted to ensure that staff receive the appropriate training covering areas such as compliance (sexual harassment, violence in the workplace, diversity); management/supervisory skills (basic management skills, transition to supervision); team building and interpersonal skills, customer service and computer training. An executive training program is also offered.

To assure that institutional knowledge and expertise are captured and retained, other forms of training including on-the-job technical training, cross-training, mentoring programs, and job-shadowing are offered on an as-needed basis.

Tuition Reimbursement

The District provides a tuition reimbursement program for regular employees who enroll in specialized training courses determined to be of direct value to the District. Please consult your applicable collective bargaining agreement ([CBA](#)) for specific eligibility requirements and benefits.

SECTION 5

Time Off

This section identifies the paid District-recognized holidays and discusses the various types of paid and unpaid time-off that is available to DISTRICT employees.

5.1 Holidays

All regular full-time employees will receive a holiday benefit of eight hours at their normal hourly rate for the following 12 holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day Observed
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve¹
- Christmas Day

¹Christmas Eve shall be a paid holiday for year round staff whenever it falls on a regular scheduled work day, e.g. if Christmas Eve falls on a Friday, Thursday will be a paid holiday.

5.2 Vacations/Recess Periods

For all full-time, year-round employees (based on 2080 hr/year), the vacation benefit is based on the benefit schedule provided below, which includes recess periods, as appropriate.

<u>Length of Service</u>	<u>Vacation Accrual Rate</u>	<u>Days per Year</u>
Classified	1.25 days per month	15
Licensed	5.75	68
Administration	2.5 days per month	30



Employees may find additional information pertaining to vacation, such as vacation sell back and scheduling in their applicable MOU.

5.3 Sick Leave

Regular full-time employees shall accrue sick leave with full pay at the rate of eight hours per month, six (6) hours per month at 75 percent pay, and four (4) hours per month at 50 percent pay. The accrual of 50 percent sick leave is subject to the Disability Insurance article of the employee's MOU.

Regular part-time employees who work more than 20 hours per week **may be** eligible to earn sick leave at the rate of four hours per month at full pay. Employees should refer to their applicable MOU to determine eligibility. Temporary employees are not eligible for sick leave benefits.

Sick leave may be used for preventive care, in the case of an actual employee illness, or for the illness of an employee's spouse, parent or child, subject to FMLA and OFLA statutes. Sick leave benefits are available beginning with the first hour away from the job due to illness or injury.

Employees who are unable to report to work due to an illness or a qualified family member's illness must contact their supervisor no later than two hours before their normal starting time. If an employee becomes sick during the workday, the supervisor must be notified before the employee leaves the work site unless it is not possible to do so. Failure to follow these procedures may result in the treatment of the day as an unexcused absence.

If an employee is absent for three consecutive days, a physicians release is required to return to work.

Employees should consult their applicable MOU for more information about sick leave accrual, carry over, accumulation, and other details.

5.4 Other Paid Leave

Bereavement

Upon the approval of their supervisor, employees shall be allowed a leave of absence with full pay for each occurrence of a death in the employee's immediate family. The employee shall be permitted a maximum of three working days of leave when the funeral is within 200 miles of the employee's home or a maximum of five working days of leave when the funeral is beyond 200 miles of the employee's home. Employees shall furnish an original death certificate or other satisfactory proof of death to justify the absence. Represented employee



[MOUs](#) provide details concerning the definition of an “immediate family” member and what constitutes “proof of death.”

Jury Duty

Employees shall receive leave with regular pay and all accrued benefits if they are absent from work to serve jury duty. All fees received for jury service shall be reimbursed to the DISTRICT, except for mileage and out-of-pocket expenses.

The District also provides regular full-time employees various other leaves such as paid time for *Jury Duty* and *Court Time*, and *Military Leave*. Please refer to your respective Memorandum of Understanding for details.

All employees must provide the district (HR) with a copy of their “attendance certificate” upon completion of their jury duty service.

Court Appearance

Employees may take leave with regular pay if they must be absent to respond to a duly served court subpoena or request to appear by any legislative body regarding: (1) a matter relating to District business, (2) a Grand Jury investigation, or (3) any matter deemed to be in the District’s best interests by the Superintendent.

Any fees received for such an appearance shall be reimbursed to the District, except for mileage and out-of-pocket expenses.

5.5 Unpaid Leave

Leave of Absence

The District Administrator or his/her designee has the authority to grant a full-time employee a limited leave of absence without pay (see [CBA](#)). Normally, these are granted for educational, medical or some other unforeseen personal reason. The employee’s written request for leave must state the reason and dates for the requested leave of absence. If circumstances arise that indicate an employee might need a leave of absence without pay, the request should be submitted as far in advance as possible. All terms and conditions of the leave of absence without pay, including the determination of continuation of benefits, are at the sole discretion of the Administrator or his/her designee.

Family and Medical

Family and medical leaves of absence are available to eligible employees on a paid and unpaid basis. The Family and Medical Leave Act of 1993 ([FMLA](#)) provides that an employee may take up to 12 weeks of unpaid, job-protected leave each year for the following specified family and medical reasons: the birth, adoption or foster care of a child, dependent



care, the care of a seriously ill family member, or for the employee's own serious illness. To qualify for a leave, an employee must:

- Have been employed for at least 12 months.
- Have worked at least 1,250 hours of service during the 12-month period immediately prior to the beginning of the leave.

Employees are required to give advance notice of their need for a family or medical leave whenever such a need is foreseeable. A medical certification must be provided to support a request for a leave required because of a serious health condition. Employees who take leaves because of their own serious health conditions must provide medical certification verifying that they are able to return to work in the same manner as employees who return from other types of medical leaves.

Military

[Military leave](#) shall be granted to any regular full-time employee in accordance with the Military and Veterans Code of the State of Oregon and adopted policies of the District. Employees should contact the Human Resources Department for additional details regarding military leave.

Catastrophic

District employees are eligible for [Catastrophic Leave](#) when they are suffering from a non-industrial catastrophic illness/injury or life threatening disease. To be eligible for Catastrophic Leave, an employee must have exhausted all other forms of paid leave.

The District has established a Catastrophic Leave time bank consisting of time donated to a common pool for use by employees on Catastrophic Leave.

All applications for Catastrophic Leave are reviewed and approved/rejectedd by the Catastrophic Leave Committee, which is comprised, in equal parts, by representatives from both bargaining groups and the district.

SECTION 6

Employee Grievances and Disciplinary Actions

This section describes the general policies and procedures that pertain to employee grievances and disciplinary actions.

6.1 Grievance Procedures

A grievance is an allegation by the employee that s/he has been adversely affected by an interpretation or violation of any provision of an applicable [MOU/CBA](#) or any matter involving the interpretation or application of the DISTRICT's personnel policies and procedures.

The grievance procedure involves specific steps that are defined in each of the MOUs between employee bargaining groups and the District. Employees who have any questions or want further details, should contact their supervisor, union representative or the Human Resources Department.

6.2 Disciplinary Actions

The District retains the authority to discipline employees in instances where it determines circumstances warrant such action. While the District hopes to avoid initiating disciplinary action against any employee, it is sometimes necessary to ensure the proper functioning of the organization.

Any represented employee who is subject to a potential disciplinary action will be notified of the District's intent to discipline via a Skelly letter [[Skelly v. State Personnel Board \(15 Cal. 3d 194\) in 1975](#)] and will be afforded all their legal rights under [Weingarten](#).

Employees who receive such a letter are afforded the opportunity to defend themselves, present evidence of mitigating circumstances, offer a counter-proposal for discipline or accept the District's recommendation. Although progressive discipline is the preferred

method, it is not mandatory and the District reserves the right to deviate from this practice when it deems it necessary to do so.

Both collective bargaining agreements ([CBA](#)) include the key tenets of Skelly.

6.3 Job Abandonment

Any employee who does not come to work for three (3) consecutive workdays (no call/no shows) and who is not on an authorized/approved leave of absence shall be deemed to have voluntarily resigned their position with the district. The district will notify the employee of their status and proceed to separate them from district employment in accordance with district procedures and all pertinent state and federal laws.

SECTION 7

Separation from Employment

This section of the handbook discusses issues related to termination of employment from the DISTRICT.

7.1 Resignations

Employees who submit their resignations are requested to give their supervisor advance notice specifying the last day they will be at work. This date will be considered the effective date of the employee's resignation. Full-time or regular part-time employees are asked to give at least two weeks advance notice of the effective date of their resignation. Employees who do not provide the requested notice may be considered ineligible for rehire. All resignations are considered irrevocable unless otherwise designated by the district.

7.2 Exit Interviews

The District is committed to providing quality programs and a good working environment for employees. Exit interviews can be used to gather information about the success of District programs. In an informal setting, exiting employees can provide insights into the success of recruiting efforts, benefits, compensation, and training programs, as well as information on working conditions and employee relations.

Supervisors should encourage employees who are leaving the District to participate in an exit interview. Supervisors should notify the Human Resources Department when they are aware that an employee is leaving their department or section. With appropriate advance notice, an exit interview appointment can be set for the employee.