

St. John School District #3

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Ancillary Personnel Policy Handbook



Revised: July 20th, 2022

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Equal Employment Opportunities

St. John School District #3 is committed to a policy of equal opportunity for all employees. Discrimination on the basis of sex, race, creed, marital status, age, handicap, national origin, or color is prohibited.

The school system shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective cooperative living, including but not limited to:

- a. Respect for the individual regardless of economic status, physical or intellectual ability, race, creed, color, religion, sex, or age;
- b. Respect for cultural differences;
- c. Respect for the right of others to seek and maintain their own identities; and
- d. Respect for economic, political and social rights of others.

The school system shall strive to remove all vestiges of prejudice and discrimination in employment, assignment and promotion of personnel.

To ensure implementation of this policy the Superintendent will:

- a. Appoint an affirmative action officer;
- b. Distribute information emphasizing that St. John School District #3 is an Equal Opportunity Employer; and
- c. Develop a complaint and appeals procedure for use by any employee who believes they have been discriminated against or denied a benefit on the basis of race, color, national origin, sex, age, marital status or handicapping condition.

Equal Employment Guidelines

Statement

St. John School District #3, in the County of Rolette and the State of North Dakota, supports the provisions of Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1963 and Section 504 of the Rehabilitation Act of 1973 which commits all schools to the elimination of discrimination in employment on the basis of race, color, national origin, sex and physical handicap. This concept of equal opportunity will serve as a guide to the School Board, the administration, and the staff in making decisions related to the employment of personnel.

Location of Policy

A copy of the Board Policy is available for review in each school building administrative office.

Complaint Procedure

Any employee of the District, who believes he or she has been discriminated against or denied a benefit on the basis of race, color, national origin, sex or handicapping condition, may file a written complaint with the compliance administrator or follow other procedures outlined in the complaint procedure.

Terms of Annual Employment

Secretary, Home School Liaison, Janitors, and Bus Drivers

Twelve months of the year July 1 to June 30 or as deemed necessary by the Superintendent and/or School Board.

Cooks

One day before school begins to one day after the last day of school or until cleaning is done.

Teachers Aides

One day before school begins to the last day of the school term.

Compensation and Related Benefits

Payroll will be issued on a monthly basis on the 20th of each month beginning July 20th of each year and ending June 20th. If the 20th of the month falls on a holiday or weekend, payday shall be the last preceding workday. There are 12 pay periods each year for 12-month employees and varying number of pay periods for those employees who work less than 12 months. The number may vary from nine to twelve pay periods in a school year.

Payroll Deductions

Mandatory Deductions

Federal Withholding, Social Security, Medicare, Public Employees Retirement, State Withholding.

Voluntary Deductions

As provided and specified in the Flexible Benefits Plan provided to all employees by the District.

Employer Contributions

Social Security, Medicare, Public Employees Retirement, State Unemployment, Workers' Compensation.

Salary adjustments are made once each year at the discretion of the School Board and go into effect July 1st, of each fiscal year.

Sick, Bereavement and Personal Leave

Non-certified part time personnel, working less than 20 hours per week are not eligible for sick leave.

Allowable sick leave for ancillary personnel, employed full time, shall be 8 hours a month for each month worked, with a minimum of 80 hours, accumulative to 400 hours.

In the event it is necessary to be absent from duty because of personal illness or injury, continuance of salary will be based on the sick leave available. When no leave is available the employee shall not be paid for days missed.

Under normal circumstances, an employee may take up to 24 consecutive hours of unverified sick leave, but thereafter must have a leave slip signed by a doctor at the discretion of the Superintendent and/or Supervisor. However, a supervisor may require a signed leave slip for any amount of sick leave taken.

Allowable personal leave for ancillary personnel, employed full time, shall be 16 hours per school year at the discretion of the Superintendent and/or Supervisor, accumulative to 40 hours.

Leave accumulated above allowed hours shall be paid back at the end of the year at the following rate of pay. Personal leave pay back shall be paid back at the employee's regular rate of pay. Sick leave payback shall be paid back at \$3.75/hour for those employees who will continue employment for the next school year and at \$2.50/hour for those employees who are terminating employment.

General Provisions

All teacher aides shall be under the supervision of the Director, Instructor, or Administrator of the program they were hired under, with the Superintendent having the final authority on all matters.

Hot Lunch Head Cook, assistant cooks and helpers shall be under the direct supervision of the Hot Lunch Program administrator with the Superintendent having the final authority on all matters.

All other employees shall be under the Superintendent's authority.

For all ancillary employees the workday may be adjusted by the Superintendent to meet the needs of the district as long as forty hours are not exceeded in one week and the prescribed total work year for the employee is within the guidelines for the position. All full-time, hourly employees will work eight hours per day up to forty hours per week.

Any employee working overtime shall have pre-authorization by the Superintendent for that overtime, unless an emergency occurs. For information relating to overtime compensation and compensatory time off, refer to Board of Education Policy DCBB, page 99, in the School Board Policy Manual.

Paid Holidays

Paid Holidays for employees are as designated on the school calendar and are as follows: July 4th, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, President's Day, Good Friday, and Memorial Day. Whenever the question of a paid holiday arises the discretion will be left to the Superintendent.

Vacation Allowances

Those employees working 12 months of the year shall receive the following:

- 1st year of employment – 40 hours
- 2nd year of employment – 80 hours
- 10th year of employment – 120 hours
- 20th year of employment – 160 hours

Use it or lose it: Cannot carry over more than 80 hours after June 30th each year.

Drug Free Workplace

The St. John School District intends to maintain a drug-free workplace.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in any building belonging to or used by the St. John School District or on the grounds of any such building or on any property or in any vehicle belonging to the St. John School District.

Employees are required to notify the Superintendent of any criminal drugs stature conviction for a violation occurring in the workplace no later than five days after such conviction.

The Superintendent will notify any federal agency from which funds are received of any conviction resulting from a violation occurring in the workplace.

Any employee violating this policy is subject to discipline that may result in termination. Policy DBFD/DCDA – Positive Discipline and its procedures may be used if the violation is possession or use.

Other violations may result in more immediate action, including discharge and notification of proper authorities, including but not limited to, the federal agencies referred to here, within.

This policy shall be distributed to each employee and to each new employee at the time of employment. Agreement to this policy shall become a condition of employment.

Employee Conduct

All employees should familiarize themselves with regulations governing the student body. Employees who contribute to students' breaking of these regulations will be suspended or dismissed from their duties depending upon the seriousness of the infraction.

All employees have a responsibility to make themselves familiar with, and abide by, the laws of the state and federal government as these affect their work, the policies of the board, and the regulations to implement them.

School employees should be serving the school system as examples, and they should also take responsibility in corrective matters when they see the rules being broken or strained.

Since the realization of district goals is dependent upon the professional behavior of ALL EMPLOYEES OF THE DISTRICT, the following specific responsibilities will be required.

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Board and regulations of the school administration
3. Diligence in submitting required reports at the time specified.
4. Care and protection of school property.
5. Concern and attention for their own, and the school system's, legal responsibility for the safety and welfare of students, including the need to ensure that students are under proper supervision at all times.
6. Conduct befitting role models and avoidance of conduct unbecoming to an employee in public service, including but not limited to, intoxication or illicit drug use.

Grievance Policy for Ancillary Personnel

A grievance is a claim based upon an event or condition, which affects the conditions or circumstances under which a person works, allegedly caused by misinterpretation or inequitable application of established policies.

A grievance must be brought before the immediate supervisor within twenty (20) working days at the time the aggrieved employee knew or should have known of the grievance. If this deadline is not met, the grievance is barred for consideration.

1. An employee with a grievance shall first discuss their complaint with their immediate supervisor.
2. If the aggrieved employee is not satisfied, they may then have five (5) working days from the date of the supervisor's decision to transmit the complaint in writing to the Superintendent.
3. Within ten (10) working days after receiving the complaint, the Superintendent must meet with the aggrieved to seek an equitable solution.
4. If the parties have failed to reach an agreement, the School Board shall meet in special session at the earliest possible date to settle the matter.

The Business Manager of the School District shall prepare a written copy of the proceedings.

In-service Training

Employees will be allowed time and expense to participate in professional conferences, workshops, food shows and seminars as requested by their supervisor or by the Superintendent.

In-service training sessions will be held for employees at appropriate times during the school year. It shall be up to the Supervisor and/or Superintendent to select which in-service sessions should be attended by the ancillary employees.

Job Posting

The bulletin board located by the Superintendent's office shall be used for job postings and other employee notices.

When a job opening occurs, a notice will be placed on the designated bulletin board. The job posting notice will specify the job classification, rate of pay, and if applicable, the closing date for submission of applications. The job opening shall also be published in the official county newspaper.

Selection will be based primarily on the Superintendent and/or Supervisors evaluation of the applicant's qualifications for the position with appropriate regard for earned seniority within the District.

Each current employee selected for a new position will be allowed an appropriate trial period without loss of rights to their previous position.

All applications for posted job openings will be submitted to the Superintendent.

Rehiring Policy

In May, each employee of St. John School District #3 will receive written notice of the prospect of his/her position being funded for the following year.

At the same time, each supervisor, in consultation with the appropriate member of his/her staff, will be asked to evaluate each employee and make recommendations regarding rehiring for the next school year. Those who are recommended for rehiring in the fall will be expected to notify the administration before the end of the current school year if they plan to return, otherwise it will be assumed they do not wish to return and new recruiting will be done for their position in the fall.

Teacher aides who are recommended for rehiring and have given notice that they will return will be rehired providing the Title programs from which they are paid are funded.

Any employee who resigns before the end of the current school term is considered terminated and must re-apply as a new applicant if they wish to return in the fall.

Employees shall not at any time engage in any employment that would interfere with their effectiveness in performing their regular assigned duties. Employees shall not engage in any other employment or in any private business during the hours necessary to fulfill appropriate assigned duties.

Physical Examinations

A report of good health on a form supplied by the School District and signed by a registered physician is required for some positions, prior to employment. The physical, when required, shall be at the expense of the School District.

Those eligible to have a physical at United State Public Health Service, located in Belcourt, ND, will be required to have their physical exam at that facility.

Resignation

Should an employee wish to resign his position, a letter of resignation must be submitted to the Superintendent and School Board two weeks prior to the desired resignation date.

School Closed Due to Inclement Weather

Employees will not report to work when school is canceled for a full day due to inclement weather, unless the immediate supervisor or Superintendent requests the employee report to work.

When school is started late or released early due to inclement weather, the employee's immediate supervisor will determine delayed starting times and early release times for the employee. The supervisor will base his or her decision upon an evaluation of the individual's request, safety, building needs, program needs, student needs and parent needs. Employees that start late, or are released early, or do not have to work at all due to inclement weather, will be paid for only the time worked.

Separation

Whenever possible, support personnel are expected to give notice of intention to terminate employment two weeks prior to resignation. Written notice of resignation should be addressed to the School Board and presented to the employee's immediate supervisor.

The Board and/or Superintendent may terminate employment at any time for good and sufficient cause. However, whenever feasible, notice will be given two weeks prior to termination.

All twelve-month employees shall receive vacation pay as severance pay as provided by law.

Employees are subject to immediate dismissal for good cause, without limitation, for the following causes:

1. Unauthorized absence;
2. Commitment of conviction of any criminal act;
3. Conduct unbecoming an employee in public service;
4. Disorderly or immoral conduct;
5. Incompetence or inefficiency;
6. Insubordination;
7. Intoxication or under the influence of chemicals while on duty;
8. Neglect of duty;
9. Negligence or willful damage to public property or public supplies or equipment;
and
10. Violation of any lawful order given by Supervisor and/or Superintendent.

Supervision, Evaluation and Promotion

Each member of the support staff shall be under the direct supervision of the administrator/supervisor assigned the responsibility for that particular department:

Teacher Aides – Assigned Principal, Instructor for whom they are working or head of Title Program.

Head Cook, Assistant Cook/Helper – Hot Lunch Program administrator.

Secretary, Home School Liaison, Bus Drivers, and all Custodians – Superintendent

The Superintendent of Schools shall be the chief supervisor for all ancillary personnel.

Each supervisor shall evaluate the work of every employee under his or her supervision. Evaluation procedures are under the direction of the Superintendent, who establishes the process and assesses the date submitted by the appropriate supervisory personnel.

Whenever new jobs are created or vacancies occur in a higher rated position, present employees shall be eligible for consideration. Notices of such new jobs or vacancies shall be posted in buildings throughout the School District.

Support Staff Assignments

The District will employ classified personnel who have such training and skills as may be required to successfully carry out the requirements of the positions established by the School Board. Specific qualifications will be listed in regard to such positions. The administration will be responsible for recruitment and selection.

Support personnel shall be assigned and transferred at the discretion of the Superintendent to best fit the needs of the District.

Ancillary staff with extra-curricular coaching assignments: Employee will be paid 8 hours if they are required to punch out early for an assigned extra-curricular coaching activity.

Types of Employment

Permanent: Employees hired for duration of school term and/or school district fiscal year.

- a) 12 month or fiscal year employees: Work schedule – All weekdays except designated holidays. A normal workday shall consist of eight (8) hours per day, from 8:00 a.m. to 4:00 p.m. or as set by the Superintendent.
- b) School calendar employees: Work schedule – all days as designated in the annual school calendar.
- c) A normal workday shall be flexible and shall be limited to not more than eight (8) hours, or as set by the Superintendent.

Part-time Employees: Employees who work less than 20 hours per week. The Superintendent and/or Supervisor shall assign their work schedule. Fringe benefits will not be provided for part-time employees except those required by State and Federal laws.

Temporary Employees: Employees hired for a limited period of time to serve an immediate need or until a particular task is completed. The Superintendent shall set working schedule and rate of pay. No fringe benefits will be paid on temporary employees.

Teacher Aides

Aides are required to have 48 semester college units or pass the Para Pro Assessment. Aides should be energetic, willing to work and learn, and have a love for children.

The length of yearly employment shall correspond with the school term. The work year will include any days when teacher attendance is required, but in no event will exceed the student's attendance year plus workshops by more than two (2) days.

Under the direction of the Superintendent, the workday shall be flexible and the normal workday shall be limited to eight (8) hours unless otherwise approved by the Superintendent.