

CONCRETE SCHOOL DISTRICT NO. 11

EMPLOYEE



HANDBOOK

MISSION

We are committed to whole student development by providing a wide range of educational options to support diverse life choices.

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TO OUR EMPLOYEES

This handbook does not constitute an expressed or implied contract for employment. At any time any provision in this handbook may be changed or deleted at the sole discretion of Concrete School District No. 011. The provisions of this handbook are designed to serve as general guidelines rather than absolute rules. Concrete School District reserves the right to deviate from these guidelines.

ABOUT THE DISTRICT

Concrete School District serves a student population of about 490 students in one elementary school (Pre-School through Grade 6), one high school (Grades 7 through Grade 12), one alternative high school (Grades 7 through Grade 12). We employ about 39 teachers and administrators who are each dedicated to the field of education. In addition, we employ about 51 full-time equivalent support staff who provide essential services to the successful functioning of the District and its programs.

Concrete School District enjoys very strong support from parents, PTO's, the Booster Club, a variety of community service organizations, as well as local and county public agencies. Our community also provides consistent support for school levies.

BOARD OF DIRECTORS

The Board of Directors of Concrete School District consists of five members, elected by ballot by the registered voters of the district. The Board of Directors must approve all new permanent employees before their employment is considered official.

SCHOOL BOARD MEETINGS

The School Board is comprised of five directors representing the District. Their collective job is to set policy that governs the district. The Superintendent is the School Board's Secretary. Meetings are held twice a month.

Work Sessions:

On the Monday preceding the board meeting, work sessions are scheduled and open to the public. They are held in the high school commons and attended by the five directors, Superintendent and building Principals. The upcoming school board agenda is discussed, occasional presentations are made and information is gathered relating to the agenda topics. No decisions are made at the work sessions.

Regular Meetings:

Regular monthly school board meetings are held on the last Thursday of the month in the board room and beginning at 6 pm. The public is encouraged to attend. These are decision-making meetings.

Agenda:

The Superintendent, with input from the Board Chair, will develop the monthly agenda. The school board agenda is distributed the Friday preceding the work session

STRATEGIC PLAN PROCESS:

In 2018 the Concrete School District Board of Directors invited volunteers to work together to design a Mission Statement, Vision Statement, and Belief Statement for the Concrete School District. Those serving on the team represented families, school personnel, students, businesses, local governments, community members and organizations to develop a strategic plan. The outcome was positive and will continue to be a joint effort between the Strategic Plan Team Members and the School District Personnel. A five-year strategic plan was adopted by the Concrete School Board of Directors in August 2018.

Goal #1

Partner with teachers and parents to provide diverse learning strategies.

Goal #2

Provide opportunities for every student to be engaged in activities or sports that foster strong interpersonal skills and leadership.

Goal #3

Actively seek strategic involvement and partnerships with parents and the community.

Goal #4

Ensure each student clearly demonstrates the employability skills required to support their career and has the opportunity to integrate their career interests with the community.

Goal #5

Identify and develop partnerships with organizations to support meeting students' basic needs.

Goal #6

Implement a fiscal focus on facilities and infrastructure which creates a safe, positive climate for student learning.

AFFIRMATIVE ACTION

The district shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without discriminate with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identify, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. The district is a smoke-free/drug free workplace. Inquiries regarding compliance and complaint procedures can be directed to:

*Affirmative Action/Title IX/ADA/Section 504 Officer
Wayne Barrett, 45389 Airport Way, Concrete WA 98237 (360) 853-4000*

*ADA/Section 504 Officer
Leilani Thomas, 45389 Airport Way, Concrete WA 98237 (360) 853-4008*

If you feel your child needs extra help to learn, please contact your child's teacher. The director of each of these student programs is Leilani Thomas, who can be reached at 360- 853-4008.

APPEARANCE

We take pride in the appearance of our staff and students. Your dress reflects pride in yourself and your conduct. It also reflects the quality of the school, ones work and ones profession.

As representatives of our school, staff is expected to dress and groom themselves in a clean and appropriate manner, which will not disrupt the normal process of education or abuse the rights of others.

CASH HANDLING

All school district funds collected by school district employees from whatever source, such as student fees, fund raisers, fines and damages, rentals or sale of school breakfast and lunches and milk are to be receipted at the time of collection on a district receipt form at the school office. Monies shall be deposited intact in an authorized bank account without delay by each school. Intact means that total cash received must match total cash deposited and total checks received must match total checks deposited. Monies may only be accepted by the school office staff.

At least once a week, the money collected will be reconciled and transmitted to the District Fiscal Assistant accompanied by a financial report giving all pertinent detail. Upon final reconciliation, the Fiscal Assistant will transmit all monies to the County Treasurer for deposit in the appropriate district fund.

CODE OF CONDUCT

The goals of this policy are to protect the health, safety and general welfare of students, to assure the citizens of Washington State that education practitioners are accountable for acts of unprofessional conduct and to define and provide notice to education practitioners in Washington of the acts of unprofessional conduct for which they are accountable. Violations should be reported to a supervisor and will receive prompt follow-up.

The Code of Professional Conduct for Education Practitioners (Teachers, Educational Staff Associates and Administrators) is contained in Chapter 180-87 of the Washington Administrative Code. The purpose of this chapter establishes policies and procedures related to reprimand, suspension and revocation actions respecting certification of education practitioners in the State of Washington for acts of unprofessional conduct.

Effective June 10, 2004, all applicants for Certificated and Classified positions in the Concrete School District will be required to complete the Washington State Sexual Misconduct Disclosure Release Form prior to being hired per RCW 28A.400.301. If you have questions please call 360-853-4000 and ask to speak to the Superintendent.

COLLECTIVE BARGAINING GROUPS

Most employees of the Concrete School District fall within three collective bargaining groups or are considered non-represented, exempt employees:

Upper Skagit Valley Education Association (USVEA), (part of Washington Education Association)

This association represents all non-supervisory certificated employees such as teachers, counselors, psychologists, and other certificated specialists. The USVEA representatives bargain with respect to wages, hours, and terms and condition of employment with the District Superintendent and the School Board. The group representative will contact all new non-supervisory certificated employees for membership. If the employee chooses to enroll there will be a monthly payroll deduction for union dues.

Public School Employees of Concrete School District (PSE), (part of Public School Employees of Washington State)

This bargaining unit consists of all classified employees in the general job classifications: grounds/custodial/maintenance, food services, transportation, para-educators, secretarial, and support services. If the employee chooses to enroll there will be a monthly payroll deduction for union dues.

Upper Skagit Coaches Association (USCA)

This bargaining unit consists of all persons employed as coaches.

Non-Represented Employees

This group of employees consists of all district administrative office personnel as well as other district employees who do not fall within the PSE bargaining group such as the Administrative Assistant, and the Fiscal Assistant. This group does not collectively bargain with respect to wages, hours, and terms and condition of employment.

Administrative Team

This group of administrative staff consists of the Transportation Supervisor, Food Service Supervisor, Facilities Supervisor, Technology Supervisor, Business Manager, Director of Special Education, Elementary School Principal, Secondary School Principal, and Superintendent. The administrative team meets on a regular basis once a month.

COPYRIGHT COMPLIANCE

Federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for

unauthorized copying or using of audiovisual or printed materials and computer software, unless the copying or using conforms to the “fair use” doctrine.

While the district encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of district staff to abide by the district’s copying procedures and obey the requirements of the law. Refer to district policy for additional compliance regulations.

DOCUMENTATION OF EDUCATION AND EXPERIENCE FOR CERTIFICATED AND CLASSIFIED EMPLOYEES

It is the responsibility of the employee to ensure all applicable official documents pertaining to education and previous work experience is on file in the district office. This information determines appropriate placement on the respective salary schedule for the employee and provides the necessary documentation for state reporting of personnel. It is each employee’s responsibility to review his/her placement on the salary schedule and to ensure that it is accurate.

DRUG - FREE SCHOOLS, COMMUNITY AND WORKPLACE

No employee of Concrete School District, whether engaged in work in connection with a federal grant, or any of the work of the school district, shall unlawfully manufacture, distribute, dispense, possess or use or be under the influence on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed on employees who violate these standards of conduct.

As a condition of employment, each employee shall notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring in the workplace as defined above. Such notification shall be provided no later than 5 days after such conviction. For more information, refer to district policy 5201 on file in the district office and in each school building and the Concrete School District web site.

EMERGENCY CLOSURE

In the event of inclement weather, the Transportation Supervisor and Superintendent may order the closure or delays in the school day. The school superintendent and the transportation supervisor will monitor all road conditions early in the morning and generally make a determination regarding school closure or a school delay at approximately 6:00 am. The Transportation Supervisor will notify the Flash Alert network which then contacts the radio and television stations of the district’s plans.

The Transportation Supervisor will immediately activate the automated School Messenger system. The system calls all employees. Activities scheduled on days when school is closed will be cancelled and rescheduled and the Athletic Director will be responsible for contacting all affected parties. Pending express approval of the Superintendent, no team or individual will compete on this day. Practices will be held only after consultation with the Athletic Director or the Building Principal.

If the start of the school day is delayed, a decision regarding all after school activities will be made prior to noon by the Superintendent after consultation with the Athletic Director, Principals and Transportation Supervisor. Whether school is cancelled or delayed, transportation will not be provided for Preschool and Head Start programs.

There may be cause to release students from school early due to severe adverse weather conditions. The superintendent will make this decision based upon available input and evidence. Because parent's work and transportation from many bus stops is difficult when an early release takes place, students will be kept at school unless weather conditions have deteriorated. If school is closed early, each building principal will implement emergency closure plans and the Flash Alert network will be notified.

Changes in the school day can be monitored by tuning into a favorite radio or television station that broadcasts in the general area.

HAZARDOUS COMMUNICATION (HAZCOM)

Chemicals pose a wide range of health hazards (such as irritation, sensitization, and carcinogenicity) and physical hazards (such as flammability, corrosion, and reactivity). OSHA's Hazard Communication Standard (HCS) is designed to ensure that information about these hazards and associated protective measures is disseminated to workers and employers. This is accomplished by requiring chemical manufacturers and importers to evaluate the hazards of the chemicals they produce or import, and to provide information about them through labels on shipped containers and more detailed information sheets called safety data sheets (SDSs). The district offers annual training for all potentially exposed employees.

KEYS AND SECURITY CODES

The district has a standardized system of key control and security code control. Serious consequences could arise out of the loss, duplication of, or misuses of keys, as well as the inappropriate use of security codes. Losses to property, jeopardy of the safety of students and staff, vandalism, theft, or acts of violence are examples of serious consequences when access to facilities is not strictly controlled.

Employees will be assigned keys and codes based on their need to have access. Any employee assigned a key and/or a security code will be held responsible for appropriate use of keys and codes. No students will be assigned or given keys or codes, either temporarily or on an ongoing basis. Employees will be trained in the use of the security system. Loss of keys will result in a financial cost to the individual assigned the keys.

Any employee who is assigned a key fob to the Weight Room and are found giving it to anyone will have the fob taken away.

MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES

Purpose

This policy provides all staff, students, volunteers and community members with information about their role in protecting children from inappropriate conduct by adults. This policy applies to all district staff and volunteers. For purposes of this policy and its procedure, the terms “district staff,” “staff member(s),” and “staff” also include volunteers.

General Standards

The Concrete Board of Directors expects all staff to maintain the highest professional standards when they interact with students. District staff are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries.

Professional staff/student boundaries are consistent with the legal and ethical duty of care that district employees have for students.

The interactions and relationships between district staff and students should be based upon mutual respect, trust, and commitment to the professional boundaries between staff and students in and outside of the educational setting, and consistent with the educational mission of the district.

District staff will not intrude on a student’s physical and emotional boundaries unless the intrusion is necessary to serve a demonstrated educational purpose. An educational purpose is one that relates to the staff member’s duties in the district. Inappropriate boundary invasions can take various forms. Any type of sexual conduct with a student is an inappropriate boundary invasion.

Additionally, staff members are expected to be aware of the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will notify and discuss issues with their building administrator or supervisor whenever they suspect or question whether their own or another staff member’s conduct is inappropriate or constitutes a violation of this policy.

The board recognizes that staff may have familial and pre-existing social relationships with parents or guardians and students. Staff members should use appropriate professional judgment when they have a dual relationship to students to avoid violating this policy, the appearance of impropriety, and the appearance of favoritism. Staff members shall pro-actively discuss these circumstances with their building administrator or supervisor.

Use of Technology

The Concrete Board of Directors supports the use of technology to communicate for educational purposes. However, when the communication is unrelated to school work or other legitimate school business district staff are prohibited from communicating with students by phone, e-mail, text, instant messenger, or other forms of electronic or written communication. District staff members are prohibited from engaging in any conduct on social networking websites that violates the law, district policies or procedures, or other generally recognized professional standards. This prohibition includes prohibiting staff from “friending” and/or “following” students on social media.

Staff whose conduct violates this policy may face discipline and/or termination consistent with the district's policies and procedures, acceptable use agreement, and collective bargaining agreements, as applicable.

The superintendent/designee will develop staff protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

PESTICIDE NOTIFICATION, POSTING AND RECORD KEEPING REQUIREMENTS

The District shall comply with all legal requirements for record keeping regarding the application of pesticides to school grounds or school facilities. This includes creation of an annual summary report of pesticide usage and compliance with state Department of Agriculture rules regarding record keeping. Such records will be available on request by interested persons under the state Public Records Act and other laws.

The Districts Facilities Supervisor shall be responsible for recording pesticide usage and include it in the annual report.

Procedure 6895 shall be printed and distributed annually in employee handbooks and student handbooks to employees, students and parents at the start of the school year or when an employee begins work or a student enrolls.

At least 48 hours before the application of pesticide to school facilities or school grounds, the district shall notify parents and staff of the planned application in writing, including the heading "Notice: Pesticide Application." This notice shall be posted in a prominent place in the building in addition to being provided to parents and staff. This pre-notification is not required if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. If the application is not made within 48 hours of the notification, another notification shall be made prior to the application. The pre-notification is not required in the case of an emergency application of pesticides to a school facility, such as an application to control stinging pests, but full notification shall be made as soon as possible after the application.

Following the application of a pesticide to facilities, a sign shall be posted at the location of the application. The notice shall be at least 8.5 x 11 inches in size, shall include the heading "Notice Pesticide Application," and shall state the product name; and a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

Following the application of a pesticide to school grounds notice shall be posted at the location of the application and at each primary point of entry to the grounds. The notice shall be at least 4 x 5 inches in size and state the landscape recently has been treated with a pesticide and provide a name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

These notices are not required for the application of antimicrobial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, and algae). These notices are not required for the placement of insect or rodent bait that are not accessible to children.

APPROVAL OF CREDIT PROCESS

Credits earned after September 1, 1995 must meet criteria established by the 1995 Legislature before the credits can be used for placement on LEAP salary allocation documents. At the time credits are recognized by the school district the content of the course must meet at least one of the six criteria identified on this form.

1. It is consistent with the school district's strategic plan for improving student learning.
2. It is consistent with a school-based plan for improving student learning developed under student learning improvement grants for the school in which the individual is assigned.
3. It pertains to the individual's current assignment or expected assignment within the district for the following school year.
4. It is necessary for obtaining endorsement as prescribed by the State Board of Education.
5. It is specifically required for obtaining advanced levels of certification.
6. It is included in a college or university degree program that pertains to the individual's current assignment or potential assignment as a certificated instructional staff of the school district where the potential of the future assignment is agreed upon by the school district and the individual.

Please consult with your building principal prior to enrolling in a class for credit/clock hours final approval by the Superintendent.

REPORTING IMPROPER GOVERNMENTAL ACTION (Whistleblower)

The district encourages the reporting of improper governmental actions by any district officers or employees and will protect employees against retaliatory employment actions for reporting improper governmental actions when the reports are made in compliance with district policy and related procedures. District officers and employees are prohibited from taking retaliatory action against an employee because the employee has in good faith reported alleged improper governmental action. Refer to district policy 5271 on file in the district office and in each school building and the Concrete School District web site.

SCHOOL TELEPHONE USE

Personal calls should be made only in an emergency, kept to a minimum, and during non-peak times. No personal long distance calls may be charged to the district. Collect calls will not be accepted by the district. **Cell phones are not to be used for personal business during class or on the job including texting.** For district-issued cell phones, refer to district policy 6250 for acceptable use.

SEXUAL HARASSMENT AND HARASSMENT FREE ENVIRONMENT

The district is committed to an educational and working environment free from discrimination, including sexual harassment. Employees, volunteers, parents, and students are prohibited from engaging in sexual harassment of students, employees, and others involved in school district activities. The district will take prompt, effective remedial action within its authority on substantiated reports of sexual harassment. Individuals engaging in sexual harassment will be

subject to appropriate discipline or other sanctions. Refer to district policy 6590 on file in the district office and in each school building and on the Concrete School District web site.

SEXUAL HARASSMENT OF DISTRICT STAFF PROHIBITED

This district is committed to a positive and productive working environment free from discrimination, including sexual harassment. This commitment extends to all employees and other persons involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class or school training held elsewhere.

Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur student to adult, adult to adult or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of district employees by other students, employees or third parties involved in school district activities.

Under federal and state law, the term “sexual harassment” includes:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s employment performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining a work opportunity or other benefit;
- sexual demands where submission or rejection is a factor in a work or other school-related decision affecting an individual.

A “hostile environment” for an employee is created where the unwanted conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, the district will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and, as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority every time a report, complaint and grievance alleging sexual harassment comes to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what

occurred and take appropriate steps to resolve the situation to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending staff or other third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district's Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Notice and Training

The superintendent will develop procedures to provide information and education to district staff, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, parents, volunteers and visitors. Information about the policy and procedure will be easily understood and conspicuously posted throughout each school building, provided to each employee and reproduced in each staff, volunteer and parent handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be

included in the report. The superintendent is encouraged to involve staff, volunteers and parents in the review process.

- Cross References:** 3205 – Sexual Harassment of Students Prohibited
3207 - Prohibition of Harassment, Intimidation and Bullying
3210 –Nondiscrimination
3211 – Transgender Students
3240 - Student Conduct
3421 - Child Abuse, Neglect and Exploitation Prevention
5010 - Nondiscrimination and Affirmative Action
- Legal References:** RCW 28A.640.020 Regulations, guidelines to eliminate discrimination
Scope — Sexual harassment policies
WAC 392-190-058 Sexual harassment
[20 U.S.C. §§ 1681-1688](#)

Management Resources: 2015 – July Policy Alert

TECHNOLOGY USE AGREEMENT

Concrete School District offers staff and students access to technology such as computer hardware, computer software, electronic communications and internet access. The smooth operation of these technologies relies upon the proper conduct of the users who must understand and follow strict rules so that both students and staff have a clear understanding of their responsibilities regarding technology use in the school setting. Each student and staff will be required to sign a Technology Use Agreement authorizing their use of district technology each school year. This agreement is legally binding and indicates that the signers have read and agreed to abide by the terms and conditions specified. Penalties for violations will be immediately addressed. An agreement is included within this handbook and also available through district policy 2022 on file in the district office and in each school building and the Concrete School District web site.

TIMELINES FOR SUBMITTING AND FOR PROCESSING PAYROLL AND ACCOUNTS PAYABLE INFORMATION

Final cut-off dates for submitting invoices and payroll information to the District Office for current month processing is the fifth (5th) of each month. If you have invoices, packing slips, and/or receiving information available prior to the 5th of the month, please forward immediately upon receipt instead of waiting as this will provide an earlier start on the monthly accounts payable process. Timesheets will need to be submitted to the building/department administrator for their signature of approval and their submission by the 5th of the month to the district office for payroll processing. Exceptions to the filing timeline are during the months of November, December, and

April for reasons of the shorter period of time to complete the monthly fiscal processing due to the school breaks scheduled within the respective month. During these months, please attend to accounts payable and payroll information intended for payment during the respective current month no later than the 2nd of the month. **Failure to submit timesheets could be a delay in your monthly pay.**

USE OF DISTRICT VEHICLES

District motor pool vehicles shall be used only on official business and the purchase of fuel, oil, and other such items for the vehicle will be on a district gas or district credit card. Since the intent of a district vehicle is to travel in the most cost-efficient manner, the vehicle must be considered first over any other mode of transportation. In most cases, bus transportation must be used when transporting more than 12 students. All items applicable to the travel are to be completed on an Advanced Travel/Field Trip form that can be obtained in the main office of each building. If the Advanced Travel/Field Trip form is denied the employee may then take their personal vehicle, then employee will be reimbursed after submitting a Travel Expense Claim to the District Office. Submit the completed forms to your building/department administrator/supervisor for approval and processing.

USE OF SECURITY EQUIPMENT

The Board authorizes the use of security equipment on district-operated transportation vehicles and throughout the school premises for the purpose of reducing discipline problems and providing a safe and secure environment for students, staff, and patrons. The purpose for using security equipment is to provide school officials, drivers, and parents/guardians/custodial parents with documentation when dealing with inappropriate behaviors. Disciplinary action will be in accordance with policies and procedures consistent with building policies, school board policies, and state statutes. Refer to district policy 6608 on file in the district office and in each school building and the Concrete School District web site.

EMPLOYEE ENTRANCE INTERVIEW (ORIENTATION)

Each new employee to the district is to schedule a meeting with the District's Fiscal Assistant within 10 days of their first work day to become aware of salary information, mandatory and fringe benefit programs, leave information, union membership, full-time equivalency, and payroll processing timelines. This time will prove to be quite beneficial for each new employee in terms of understanding the processes and in their selection of benefits. This orientation will also provide a barometer with respect to the status of the employee background check and applicable certification requirements.

EMPLOYEE EXIT INTERVIEW

Each departing employee is to schedule a meeting with the District's Fiscal Assistant within the 10 days prior to their departure date to ensure: all necessary paperwork has been completed; awareness of termination dates for benefit coverage; awareness and selection of programs available for continued benefit coverage after employment has ceased; to ensure all keys and other district property has been returned; and an opportunity to share comments regarding the district.

EVERY STUDENT SUCCEEDS ACT (ESSA)

Federal law states that all paraprofessionals performing instructional duties who are funded with Title I funds, including all paraprofessionals performing instructional duties working in a Title I school wide building, must meet the following specific requirements:

- 1) Must earn a secondary school diploma or its recognized equivalent and have a) completed at least two years of study at an institution of higher education (or 72 quarter credits); or b) obtained an associate's (or higher) degree; or c) met a rigorous standard of quality and can demonstrate this through a formal state or local academic assessment that measures: (1) knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or (2) knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.
- 2) Paraprofessionals who are hired primarily as translators or solely to conduct family involvement activities do not need to meet the new requirements, except they must have earned a secondary school diploma or its recognized equivalent.

FINGERPRINTING

In June of 1992 a Washington State law was passed that requires any person hired by a school district who has regularly scheduled unsupervised access to children to be fingerprinted for a State and National background check. Since all school district employees have the potential to have access to children at the Concrete School District, all new employees must be fingerprinted. This includes all employees who have transferred to our school district from another district. They must be fingerprinted if it's been over two years since their last clearance.

The Fingerprint Process

The background check will go through the WSP and will be forwarded to the Federal Bureau of Investigation. Employee will go through the ESD 189 electronic fingerprinting and it takes 72 hours for clearance. This fee is the sole responsibility of the individual. Instructions for the fingerprint process will be made available at the time an employee is hired. Failure to be fingerprinted will result in dismissal. Results from fingerprint background checks will be kept confidential. Action taken against the employment of an individual who has had a fingerprint background check, which shows reason for dismissal, will be kept within the guidelines of the law. If you have questions please call 360-853-4000.

REFERENCE:

RCW 28A.400, RCW 28A.410.090

RCW 43.43.830 through 43.43.838, 10.97.030, 10.97.050

RCW 28A.400.320, RCW 28A.400.340

RCW 28A.645, RCW 28A.405

NEED FOR CURRENT ADDRESS AND TELEPHONE NUMBER TO BE ON FILE

At times, the district mails information to an employee at their residence. This could be in the form of training bulletins during the summer months, payroll information, W-2 information, and the like. During times of inclement weather, it becomes necessary to implement the telephone tree so staff are aware of daily plans. For these reasons, it is important that each employee maintain current address and telephone number on file with the district office and within their respective building.

PAYDATE

Payday is the last working day of the month with the exceptions of November and December, they are the last day of the month.

RETIRE/REHIRE GUIDELINES

On July 1, 2001, Engrossed Substitute Senate Bill 5001 took effect. This is commonly known as the "Retire-Rehire" Bill that prescribes the number of hours that public school retirees can work in Washington State school districts without a reduction in their retirement benefits. For the most current information regarding retire/rehire guidelines, consult the Department of Retirement Systems. For general questions please consult the district's fiscal assistant.

ACCIDENT REPORTING

Worker's compensation is an insurance program through the Department of Labor and Industries that covers job related injuries and occupational diseases. Medical costs resulting from qualifying job injuries are paid and qualifying injured employees are paid a partial wage while off work because of the job injury or illness due to on-the-job-causes. Employees are to immediately report all injuries to their Supervisor and contact Shirley Moody at 360-853-4000 to fill out an "Employee report of Accident." Employee must fill out an Accident report within 48 hours of accident or illness.

When a staff member is injured on the job with a time loss, Concrete School District will grant full sick leave provided the staff member has accumulated said sick leave. For each day covered by workers' compensation, the employee may use accumulated sick leave to make up the difference between the workers' compensation payments and the employee's regular salary. In such instances, total pay shall not exceed the staff members' regular pay.

COBRA (Consolidated Omnibus Budget Reconciliation Act)

On April 7, 1986 a new federal law was enacted (Public Law 99-272, title X) which requires most state and local governments, who sponsor group health plans, to offer employees and families the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. If you are an employee of Concrete School District, you are covered by a group medical, dental, and/or vision

plan and have the right to choose this continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part). Under certain circumstances, COBRA benefits may be available for the spouse and/or dependent child of an employee. Contact the payroll department for more detailed information regarding this benefit.

EMPLOYEE HEALTH BENEFITS

General Information

Medical – Dental – Vision – Life – Long Term Disability – Section 125 Plans – Retirement

Employees must sign up for benefit coverage on the HCA SEBB Website within 30 days of employment or during the annual open enrollment period of each school year. After the open enrollment period, additions of family members to insurance policies may take place when there is a family status change (i.e., marriage, birth, legal adoption, divorce, death, etc). Deletions of coverage may be made at any time by going onto HCA SEBB Website and submitting it for approval. On rare occasions additions of coverage may be made outside the open enrollment period when a spouse becomes unemployed and loses their medical coverage.

FAMILY AND MEDICAL LEAVE

Concrete School District recognizes that employees may, on occasion, need extended leave in order to care for himself or herself or for an immediate family member. The District shall provide for family medical leave for all eligible employees in accordance with the provisions of the Family and Medical Leave Act of 1993, as it and the implementing regulations currently exist and as they are hereafter amended, and related state law. Refer to district policy 5404 on file in the district office, in the payroll department, and in each school building and the Concrete School District web site.

MILITARY LEAVE

Concrete School District shall grant each staff member who is a member or spouse of a member of a United States Military Reserve Unit or a member of the Washington National Guard. The District shall provide for military leave for all eligible employees in accordance with the provisions of the Military Leave Act, as it and the implementing regulations currently exist and as they are hereafter amended, and related state law. Refer to district policy 5407 on file in the district office, in the payroll department, and in each school building and the Concrete School District web site.

LEAVES AND ABSENCES

When an employee becomes ill or injured while at work, the immediate supervisor shall dismiss the employee to go home or to a doctor.

In the case of a critical illness or injury, emergency treatment or first aid may be required. It is the responsibility of the staff to see that immediate attention is given to the victim, 911 is called, and a call is made to the victim's emergency contact. The principal, supervisor, or person in charge shall

be notified and proper arrangements for medical treatment shall take place. Following any accident a written report shall immediately be completed and submitted to the immediate supervisor.

With any absence from work, the employee is expected to complete a Leave Request for all dates of absence. Aside from sudden illness and injury, absences from work need prior approval of the supervisor. Extended absences require the prior approval of the Superintendent.

Information regarding absences from work applicable to the Family Medical Leave Act (FMLA) or for Leave Sharing, refer to policies 5404 and 5401 respectively. For general information regarding these leaves, contact the district's fiscal assistant.

Consult appropriate negotiated agreement or School Board Policies, Series 5400, for more information regarding approved leaves.

SHARED LEAVE

Shared leave is a leave sharing plan in which eligible employees may donate excess leave for use by a staff member who is suffering from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition. Refer to district policy 5406 on file in the district office, in the payroll department, and in each school building and the Concrete School District web site.

STAFF IMMUNIZATION

Vaccine Requirements:

In order to safeguard the school community from the spread of certain vaccine-preventable diseases and in recognition that prevention is a means of combating the spread of disease, the Board strongly urges that susceptible school staff members (including volunteers) provide evidence of immunity against tetanus-diphtheria and measles, mumps, and rubella. In the event of an outbreak of a vaccine-preventable disease in school, the local health officer has the authority to exclude a susceptible staff member. A staff member granted an exemption for religious, philosophical or medical reasons or without an acceptable immunization record on file may be excluded, as he/she is considered to be susceptible. If excluded he/she is not eligible to receive leave benefits because of the exclusion itself. To qualify for benefits, he/she must be ill or temporarily physically-disabled.

Infectious Disease Reporting:

Employees who knowingly has contracted a medically-diagnosed reportable disease that could be transmitted in the school setting is expected to notify the superintendent immediately. A reportable disease must be reported to the local health officer. In such situations, the employee may be excluded from school by written order of the local health officer. Decisions to exclude employees from the work place shall be made only after the written concurrence of the health officer and the employee's private physician that the staff member's admittance poses significant risk to the staff member, other staff members or students.

Infection Control Program:

The hepatitis B vaccine shall be provided at the district's expense to all employees identified as having risk of directly contacting blood or other potentially infectious material at work.

The district provides annual training to all employees with reasonably anticipated exposure to blood or other potentially infectious material. All employees shall receive district provided training on HIV/AIDS at the beginning of each year and within six months of initial employment.

For vaccine requirements, infectious disease reporting, and infection control program refer to district policy 6512 on file in the district office and in each school building and the Concrete School District web site.

PURCHASING PROCEDURES

The delivery of supplies and services on a timely basis requires that the staff person intending to use the item/service make their needs known far enough in advance to ensure that the least expensive method of ordering is utilized and that the order is initiated far enough in advance to allow the district office to ascertain if the account to be charged has unencumbered balances sufficient to cover the proposed expenditure. Ordering by telephone or fax with paperwork to follow will not be an option.

Budgetary control implies that the approved budget establishes an amount of resources to be devoted to a particular task and that these resources are to be used for only that purpose. Budgetary control also requires that spending be monitored sufficiently such that no more than the budgeted amount be spent. If circumstances suggest that more resources than budgeted are needed, then additional unencumbered funds must be found and reassigned. It is not likely that many additional funds will be available.

It is the interest of the district office to process purchase orders as expeditiously as possible. Under normal circumstances, approved purchase orders will be processed within a one-to-three-day time frame

All purchasing of supplies and services shall be done via a purchase order. Failure to fill out a purchase order could result in the employee covering the cost of items.

Use appropriate codes from the chart of accounts. Show percentage or dollar amount to be charged to each account. Be sure to apply at the current rate for Washington State sales tax. Sales tax is paid even for purchases made outside the State of Washington. Also allow for sufficient shipping and handling charges.

More complete guidelines regarding purchasing may be obtained from each administrator or school secretary.

REIMBURSEMENT FOR TRAVEL EXPENSES

Travel expenses of a director, administrator, or staff member of the district incurred in the course of performing services for the district, whether within or outside of the district, may be reimbursed in accordance with the approval and reimbursement procedures of the district as defined within Policy 6213 on file in the district office and the district website. Travel reimbursement claims are to be submitted to the building/department administrator no later than the 5th of the month following the month for which they apply.

APPENDIX A



I have gone onto the Concrete School District website www.concrete.k12.wa.us, and read the 2020-2021 Concrete School District Employee Handbook.

Sign, date, and return this page to Shirley Moody that you have read a copy of the 2020-2021 Employee Handbook.

Signature _____ Date _____

Printed Signature _____