

# SUPPORT STAFF



# HANDBOOK

**EPPING SCHOOL DISTRICT  
2009-2010**

## **SUPPORT STAFF HANDBOOK 2009-2010**

### **RECEIPT AND ACKNOWLEDGEMENT**

All support staff members are to return this page with their signature to the Superintendent's Office.

My signature acknowledges that I have received the 2009-2010 Support Staff Handbook of the Epping School District. I understand it is my responsibility to read; understand; abide by the policies, rules, and regulations; and ask questions if I do not understand any information contained within it.

Name: (Please Print):

---

Signature:

---

Date:

---

# HANDBOOK OVERVIEW

The Epping School District Support Staff Handbook is designed to be an informational resource to assist staff, supervisors, and administrators in the following areas.

- A. General Provisions
- B. Employment Provisions
- C. Compensation Provisions
- D. Benefit Guidelines
- E. Leave Provisions
- F. Miscellaneous Benefit Guidelines
- G. Career and Professional Development Provisions
- H. Communication Guidelines
- I. Confidentiality, Safety, Security, and Energy Guidelines

School Board Policy governing personnel can be referenced on the School District website [www.sau14.org](http://www.sau14.org) under the School Board webpage. School District personnel forms can also be located on the website.

The contents of the Handbook reflect current School Board policies and administrative practices and procedures. You are responsible for utilizing this Handbook to become familiar with its information and to understand what is expected of you as an employee. For a complete copy of the Epping School District Policy Manual, please visit the school district website at [www.sau14.org](http://www.sau14.org).

You will receive updates to this Handbook to reflect changes in School Board policy and administrative practice and procedure. Please let us know if we have inadvertently missed any pertinent information that reflects current district practice. This Handbook may be modified, deleted, or changed at anytime. For an updated copy of this Handbook, please visit the school district website.

On behalf of the children in the Epping School District, your contributions are greatly appreciated. If you have any questions, comments, or concerns regarding the information contained within this Handbook, please contact the Superintendent's Office at 679-8003.

All support staff will have to verify in writing the receipt of this Handbook and any subsequent updates and the acknowledgment of one's responsibility to review its contents.

This Handbook is not intended to be a contract or part of a contractual agreement between the employer and the employee. If any provision of this Handbook or any application of this Handbook is held to be contrary to law or an existing collective bargaining agreement, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law or the collective bargaining agreement, but all other provisions or applications shall continue in full force and effect.

## TABLE OF CONTENTS

RECEIPT AND ACKNOWLEDGEMENT	2
HANDBOOK OVERVIEW	3
EPPING SCHOOL DISTRICT MISSION STATEMENT	9
SUPERINTENDENT’S WELCOME	9
EPPING SCHOOL DISTRICT MISSION STATEMENT, VISION, AND GOALS	10
EPPING SCHOOL COMMUNITY RIGHTS & RESPONSIBILITIES	11
EMPLOYEE RIGHTS & RESPONSIBILITIES	12
SECTION A – GENERAL PROVISIONS	
Administration of the Support Staff	13
Handbook Amendments	13
At-Will Employment	13
Collective Bargaining Agreement	13
Equal Opportunity Employment/Non-Discrimination	13
Sexual Harassment	14
Proof of US Citizenship and/or Right to Work	14
Conditions of Employment	14
New Hire Probationary Period	15
Staff Dress Code	16
Use of Tobacco Products (No Smoking)	16
Drug-Free Workplace	16
Employee Assistance Program	16
Non-Solicitation and Employee Gift Prohibition	16
Staff Ethics and Employee Conflict of Interest	17

Employee-Student Relations	17
School Cancellation/School Delay Due to Inclement Weather or Special Circumstances	18
Food Service Program	19
Change of Name and/or Address	19
<b>SECTION B – EMPLOYMENT PROVISIONS</b>	
Support Staff Assignment and Reassignment	20
Support Staff Labor Definitions & Classifications	20
Job Descriptions	21
Discipline	21
Termination	21
Timely Return of Notice of Intent to Employ	22
Exit Interview	22
Rehiring of Employees	22
Other Employment	23
Tutoring for Pay	23
<b>SECTION C – COMPENSATION PROVISIONS</b>	
Pay Periods and Salary Administration	24
Time Cards for Hourly Employees	24
Direct Deposit	24
Payroll Deductions	25
Rates of Pay	25
Annual Raises and Notice of Employment	25
Overtime	25
Supplemental Compensation	26
Salary Advances or Other Flexible Payments	26
Work Schedules	26
Lunch and Other Breaks	26
Attendance	27
Notification of Absences	27
Leaving the School Building	27

## SECTION D – BENEFIT GUIDELINES

General	28
Section 125 Benefit Plan	28
Annual Open Enrollment	28
Timely Return of Benefit Enrollment Forms	28
Benefit Plan	28
Qualifying Events for Benefit Changes	29
Benefit Eligibility for Children 19 to 25 Years of Age	29
Health Insurance	29
Life Insurance	30
Long Term Care	30
Insurance Benefit Deductions	30
Option to Continue Health/Dental Insurance Coverage	30
NH Retirement	30
Transportation and Other Expenses	31

## SECTION E – LEAVE PROVISIONS

General	32
Holidays	32
Vacation	32
Sick Leave	33
Sick Leave Bank for Paraprofessionals	33
Contribution of Sick Days to Other Employees	33
Personal Leave	34
Part Time Support Staff	34
Revised Family and Medical Leave	34
Bereavement Leave	38
Other Leaves	38
Jury/Witness Duty	38
Military Leave	38

## SECTION F – MISCELLANEOUS BENEFIT GUIDELINES

General	40
Computers for Staff Program	40
Section 403(b) Accounts (Tax Sheltered Investment Instrument Options)	41
Children of Non-Resident Employees Attending Epping Schools	41

## SECTION G – CAREER AND PROFESSIONAL DEVELOPMENT PROVISIONS

Support Staff Orientation	42
Support Staff Development Opportunities	42
Workshop Days and Professional Days	42
Early Release and Delayed Opening Days	43
Compensation for Professional Development	43
Participation in Professional and Related Activities	44
Support Staff Promotion	44
Support Staff Position Vacancies	44
Support Staff Evaluation	44

## SECTION H – COMMUNICATION GUIDELINES

Employee Involvement in Decision-Making	45
Board-Employee Communications	45
Employee Complaints and Grievances	46
Use of School Staff Notice Systems, Bulletin Boards, and Mailboxes	47
School and District Staff Communication Via E-Mail	47
Epping School District Office News	47
Replying to Non-School/District E-Mail	47
E-Mail Retention	47
Scheduling of School and District Events	48
School Board Meeting Schedule	48
Requests for Public Information	48
Public Gifts/Donations	48
Acceptable Computer, Network, E-Mail, and Internet Use Policy	49
Employee Use of Social Networking Websites	52

Copyright Compliance	53
Employee Use of Cellular Telephones	53
SECTION I – CONFIDENTIALITY, SAFETY, AND SECURITY GUIDELINES	
Staff Confidentiality	55
Personnel Files	56
Health Insurance Portability and Accountability Act (HIPAA)	56
HIV/AIDS Policy	58
Emergency Contact Information	61
General Safety	61
Registered Sex Offenders	61
Use of Automated External Defibrillators (AED)	61
Reporting a Workplace Injury/Illness	61
Staff Safety Reporting Requirements	62
School Searches	62
District Vehicle	63
Hired Vehicles Driven by School Employees	63
Use of Private Vehicles to Transport Students	63
Safety Committee	64
Work Requests for Maintenance	64
Employee Identification Badges	64
Children of School Staff	64
Leaving the Building	64
Employee Protection	64
Fraud Prevention	65
Use of Office Equipment and Communication Devices	65
Username and Passwords	65
Technology Issues	65
Energy Plan	65
AVAILABLE ON DISTRICT WEBSITE	68
School Board Policy	
Personnel Forms	

## **EPPING SCHOOL DISTRICT MISSION STATEMENT**

*The mission of the Epping School District is to focus on the potential of every student and engage each to be passionate, confident learners who demonstrate competence and have strength of character to reach their highest aspirations and thoughtfully contribute to a diverse and changing world.*

### **SUPERINTENDENT'S WELCOME**

Welcome to the 2009-2010 school year.

Our mission is our purpose and it begins with a belief in the potential of every Epping student. Our focus is student learning (competence) and effort (character) so that our students are passionate, confident learners ready to reach their highest aspirations and thoughtfully contribute to a diverse and changing world.

We also believe in the potential of every school district staff member. The school district continues to dedicate significant professional development resources to improve our competence as educators. We begin the 2009-2010 school year stronger with returning staff members demonstrating new skills and strength of character and new staff members bringing new skills and strengths of their own. I am immensely proud of our staff, students, and parents for their commitment and accomplishment.

I believe that our greatest asset is our small community, and in that we will find our greatness as Epping School District. It is both an honor and privilege to work for the Epping School District and to work with you. I look forward to working with all of you as we strive to live up to our mission.

Barbara Munsey

Handbook sections changed from the previous year are highlighted in yellow.

## **EPHING SCHOOL DISTRICT MISSION STATEMENT**

The mission of the Epping School District is to focus on the potential of every student and engage each to be passionate, confident learners who demonstrate competence and have strength of character to reach their highest aspirations and thoughtfully contribute to a diverse and changing world.

## **EPHING SCHOOL DISTRICT VISION**

We believe that the most promising strategy for achieving the mission of the Epping School District is to function as a professional learning community focusing on learning, collaborative culture, and results. This will require school and district structures, staff, and resources to be aligned in support of the professional learning community.

### **LEARNING**

1. Curriculum is aligned to state curriculum frameworks.
2. Learning is assessed by state testing and district assessment protocols.
3. Curriculum is taught to common curriculum of essential learning.
4. Learning is routinely assessed using common assessments and proficiency benchmarks.
5. Timely interventions are provided to students who are not learning at proficiency levels.

### **COLLABORATIVE CULTURE**

1. All staff members are assigned as a member of a team.
2. All teams have developed team norms.
3. All teams have written goals that are strategic and specific, measurable, attainable, results-oriented, and time-bound (SMART).
4. All teams are organized by grade, subject, or other common responsibility within school and/or the district.
5. Team assignments are determined by the supervisor. Other team assignments may be by personal choice.

### **RESULTS**

1. All staff members shall collect student data and share information with team members.
2. All teams shall use data to formulate goals and monitor progress.
3. All teams shall produce evidence of goal completion.
4. All teams shall celebrate success with school and district staff.
5. All staff members and teams will provide timely feedback to students, staff members, and parents.

## **EPHING SCHOOL DISTRICT GOALS**

**STUDENT LEARNING** – Each student will demonstrate proficiency on school, district, and state learning assessments in reading and mathematics, and effort as defined in the school and district work habit standards.

**COLLABORATIVE & ACCOUNTABLE CULTURE** – Each staff member and School Board member will demonstrate collaboration and accountability as outlined in the district professional development master plan and district evaluation standards.

**COMMUNICATION** – Each school leader and School Board member will communicate school values, goals, and specific actions that will be taken and have been taken to meet the Epping School District Mission. Each staff member will communicate specific actions that will be taken and have been taken to enable students to demonstrate their highest potential.

## **EPHING SCHOOL COMMUNITY RIGHTS & RESPONSIBILITIES**

Our goal is to provide rigorous learning opportunities for all members of our school community in a personalized learning environment. To achieve this end, our strategy is to implement a learning community of disciplined people, thought and action focused on high expectations for teaching and learning. We expect all of our school community, including school staff, to:

1. Support the individual in determining his or her learning purposes and the means for achieving them.
2. Provide a rigorous educational program to promote success for all learners.
3. Balance the educational program with real world and service learning.
4. Be engaged in the learning process by setting high expectations and collaborating with others to meet these expectations.
5. Respect the right to learn for all and at all times.
6. Be responsible for one's own learning and encourage the learning of others.
7. Behave in an appropriate manner considerate of one's self and the community.
8. Be accountable for one's actions and choices.
9. Be truthful, courteous, and take pride in one's work.
10. Be present and on time.

The Board is also interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff. The Board's specific personnel goals are to:

1. Recruit, select, and employ the best qualified personnel to staff the school system.
2. Provide staff compensation and benefits programs sufficient to attract and retain qualified employees.
3. Provide an in-service training program for all employees to improve their performance, and to improve the overall rate of retention and promotion of staff, including a work-site wellness program that encourages health and disease prevention through attention to their physical, mental, and emotional well-being.
4. Conduct an employee appraisal program that will contribute to the continuous improvement of staff performance and overall school performance.
5. Assign personnel so as to ensure they are utilized as effectively as possible.
6. Administer collective bargaining agreements.
7. Develop the quality of human relationships necessary to obtain maximum staff performance and satisfaction, and high expectations for teaching and learning.

(Reference GA Community Rights and Responsibilities)

## **EMPLOYEE RIGHTS & RESPONSIBILITIES**

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which shall be required of all personnel:

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 promptly at the times specified.
4. Care and protection of school property.
5. Concern and attention toward their own and the Board's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

School employees shall set examples that are an important part of the educational process. Their manner, dress, courtesy, and attitudes establish models that affect the development of young people. The Board expects its staff members to set exemplary standards, as well as focus on high expectations for teaching and learning per the School Community Rights and Responsibilities.

Although there is no specific dress code for school staff, it is understood that in order to achieve our District goal, staff must serve as role models for students wearing appropriate attire worthy of the education profession and not detracting from our educational purpose.

(Reference GBE Employee Rights and Responsibilities)

## **SECTION A – GENERAL PROVISIONS**

### ADMINISTRATION OF THE SUPPORT STAFF

It shall be the duty of the Superintendent of Schools to administer the guidelines as described in this Handbook. This Handbook is intended to provide an overview of the District's personnel practices and does not represent all such policies, practices, and procedures described in the Epping School District Policy Manual.

### HANDBOOK AMENDMENTS

The Superintendent of Schools shall submit revisions to the Handbook for School Board approval as changes in conditions and/or circumstances may justify. Support staff members are welcome to suggest changes to the Superintendent.

### AT-WILL EMPLOYMENT

All employment and compensation for support staff is “at-will” and can be terminated with or without cause, and with or without notice, at any time, at the option of either the Epping School District or yourself, except as otherwise provided by law or collective bargaining agreement. This means that the District has not established any specific terms of employment and that either you or the District may initiate termination of employment at any time.

It is the Epping School District's hope that your career with the district will be successful. Our intent is to have a long relationship of job satisfaction and opportunity for staff that perform well and conduct themselves in a manner consistent with our goals, policies, and procedures. (Reference GDB Support Staff Responsibilities)

### COLLECTIVE BARGAINING AGREEMENT

The Epping School Board recognizes The Epping Paraprofessional Association as the exclusive representative of all paraprofessionals, including positions such as aides, media assistants, educational assistants, monitors, tutors, behavior coaches, and nursing assistants. If your position is subject to a collective bargaining agreement, you will be notified at the time of hire, and a copy of the collective bargaining agreement provided. Copies of the collective bargaining agreement can be requested from the Superintendent's Office at any time.

### **EQUAL OPPORTUNITY EMPLOYMENT/NON-DISCRIMINATION**

The District will recruit, consider, and employ candidates without regard to gender, sexual orientation, marital status, race, color, religion, nationality, ethnic origin, age, or disability, and who meet the physical and mental requirements and have the education, training, and experience established as necessary for the performance of the job. When there are opportunities for promotions and qualifications are equal, consideration will be given first to district employees. Equal opportunity applies to all employees of the District. All members of the school community shall learn and work in a safe, healthy, and positive school environment.

The District will not tolerate harassment of any kind. Inquires, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination shall be received by the Superintendent or his/her designee.

This policy of non-discrimination is applicable to all persons employed or served by the district. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title VI or VII of the Civil Rights act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination. (Reference GBA Equal Opportunity Employment and GBA-R Nondiscrimination Procedure) (Epping School District Discrimination and/or Harassment Report Form (GBA-FORM) can be referenced on the District Website.)

### SEXUAL HARASSMENT

It is the policy of the district to maintain a learning and working environment that is free from sexual harassment and sexual violence. The District will not tolerate sexual harassment or sexual violence of students or employees by anyone, whether on school property, at school or work-related assignments off school property, at school-sponsored social functions, or elsewhere. The District will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the District.

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate District official. The District encourages the reporting party or complainant to use the District's report form, although it is not mandatory. (Reference GBAA Sexual Harassment and Sexual Violence Policy) (The Epping School District Sexual Harassment and Violence Report Form (GBAA-FORM) can be referenced on the District Website.)

### PROOF OF US CITIZENSHIP AND/OR RIGHT TO WORK

Federal regulations require that within three (3) business days of becoming employed, all employees must complete and sign the Federal Form I-9, Employment Eligibility Form, and present documents of identity and eligibility to work in the United States. This information will be provided during the new employment process.

### CONDITIONS OF EMPLOYMENT

All new employees are required to start the employment process in the Superintendent's Office and complete the required new-hire paperwork for conditional employment.

- a. Criminal History Records Check (including fingerprinting):  
In accordance with RSA 189:13-a, all school district personnel shall complete a criminal history records check that includes fingerprinting. The Epping School District will assume the full cost of the criminal records check and fingerprinting shall be performed by the Epping Police Department. The final offer of employment is subject to a successfully completed criminal history records check. (Reference GBCD Background Investigation and Criminal Records Check)
- b. Pre-Employment Medical Examination:  
In accordance with RSA 200:36, all school district personnel are required to have a pre-employment medical examination by a licensed physician. The examining physician shall supply the District with a written recommendation indicating that the employee is medically

capable of performing the designated assignment. The employee will assume the full cost of the pre-employment medical examination. Additional examinations may be requested by the Superintendent at any time. (Reference GBGA Staff Health)

c. State Certification:

1. Paraprofessional Support Staff - In accordance with School Board policy and the NH Department of Education Rules and Regulations, all paraprofessional support staff shall be certified or eligible for state certification per the collective bargaining agreement. As a condition of employment the employee will provide evidence of state certification or eligibility. Per the collective bargaining agreement the District shall reimburse District employed paraprofessionals for the NH Department of Education certification fee per the NHDOE fee schedule and amount.
2. Salaried Support Staff - As needed the School District may also employ salaried staff to provide administrative, supervisory, and/or professional support services. All salaried support staff although working in non-teaching positions may still be required to be certified or eligible for state certification if their position supports the student educational program. As a condition of employment the employee will provide evidence of state certification or eligibility. The salaried employee will assume the full cost of state certification. (Reference GDB Support Staff Responsibilities)

d. Highly Qualified Status:

In accordance with the Federal Law No Child Left Behind, certain paraprofessional and salaried support staff must demonstrate “highly qualified” status per the NH Department of Education Rules and Regulations. As a condition of employment “highly qualified” status must be met by June 30, 2006. The employee will assume the full cost of demonstrating being “highly qualified” as defined by state and federal law. (Reference GDB Support Staff Responsibilities)

### **NEW HIRE PROBATIONARY PERIOD**

Paraprofessional Support Staff - Newly hired paraprofessional staff are not covered by the paraprofessional collective bargaining agreement until they have completed a probationary period of ninety (90) calendar days from the first working day. Upon successful completion of the probationary period, the paraprofessional employee will then receive the contractual benefits such as insurance, sick leave, holidays, educational development, etc. Specifically, this means that prior to completing the probationary period paraprofessionals do not receive compensation for sick, personal, or holidays, and are not eligible for insurance benefits.

Other Support Staff – The District has designated a probationary period of ninety (90) days for newly hired support staff. The employee shall receive regular compensation and benefits per their position. However, during this probationary period the employee will accrue sick, personal, vacation, and other such leaves with time worked. If the employee requires leave for a particular purpose and has not earned such leave, the employee may be granted the time, but not as paid time. Following the probationary period the employee will receive full leave benefits.

Support staff subject to a probationary period will receive a letter acknowledging their hire subject to the probationary period. Upon successful completion of the probationary period, paraprofessionals will receive an employment contract per the collective bargaining agreement and support staff will receive a letter of intent. (Reference GDF Support Staff Hiring)

## **STAFF DRESS CODE**

Although there is no specific dress code for professional staff, it is understood that in order to achieve our District goal, staff must serve as role models for students wearing appropriate attire worthy of the education profession and not detracting from our educational purpose. (Reference GBE Employee Rights and Responsibilities)

The Professional Dress Committee met last year to define professional dress in the Epping School District and it is still a work in progress. Staff members are expected to dress according to their position and to wear appropriate safe shoes. Flip flops are not considered safe footwear. The committee offers that dress communicates authority for students, parents, and staff members. There is a fine line between dressing too formally so we are not approachable to students, but if we are too informal we lack professionalism. The overall consensus is that we need to “portray a professional appearance.”

Custodial staff are required to wear the District issued shirts unless authorized by the Facilities Supervisor.

## **USE OF TOBACCO PRODUCTS (NO SMOKING)**

In accordance with RSA 126-K:7, no person shall use any tobacco product in any facility maintained by the School District, nor on any of the grounds of the District. This ban also applies to vehicles on school grounds. (Reference GBED Tobacco Products Ban)

## **DRUG-FREE WORKPLACE**

The Epping School District provides a drug-free workplace in accordance with the Drug-Free Schools and Communities Act of 1988 and 1989. Employees in violation of this act will be subject to disciplinary action as outlined in the Epping School District Policy Manual. As a condition of employment, all employees agree to and abide by the terms of the Drug-Free Workplace Policy, and will notify the District of any drug statute conviction resulting from workplace conduct within five (5) days of the conviction. As required by law, the employee is advised to read this policy in full. (Reference GBEC Drug-Free Workplace Policy)

## **EMPLOYEE ASSISTANCE PROGRAM**

All employees of the District are eligible to receive free, confidential work/life services including counseling, resources, and referrals. This program is made available through the District's medical insurance provider and is available 24 hours a day, 7 days a week. Employees do not have to receive medical insurance from the District to be eligible for this program. Employees can contact LifeResources directly at 1-800-759-8122 to obtain assistance with medical, legal, financial, work, or family challenges. A pamphlet outlining services is available by contacting your School Office or the Superintendent's Office.

## **NON-SOLICITATION AND EMPLOYEE GIFT PROHIBITION**

To insure a workplace free of financial pressures for both the employee and the District, no organization may solicit funds of staff members, nor may anyone distribute flyers or other materials related to fund drives, without the approval of the Superintendent. All employees are prohibited from accepting things of material value from companies or organizations doing business with the District. Exceptions to this policy are the acceptance of minor public relation type items such as coffee cups, pens, sample educational materials, etc. (Reference GBEC Employee Gifts and Solicitations)

## STAFF ETHICS AND EMPLOYEE CONFLICT OF INTEREST

An employee by his/her special position in the community carries special obligations. The employee must remember that the public may judge the profession and institution by his/her written or spoken statements. The employee is advised, at all times, be accurate, exercise appropriate constraint, show respect for the opinion of others, and make every effort to indicate that he/she is not a school spokesperson.

Employees will not engage in, or have a financial interest in, any activities that raises a reasonable question of conflict of interest with their duties and responsibilities as employees.

The School Board also directs that no employee be assigned in any position unless approved by the Superintendent to cover special circumstances where the employee would be responsible to a relative. (Reference GBEA Staff Ethics)

## EMPLOYEE-STUDENT RELATIONS

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to the following guidelines.

- a. Staff members shall not make derogatory comments to students regarding the school and/or school staff.
- b. The exchange of purchased gifts between staff members and students is discouraged.
- c. Staff members shall neither invite students to their homes nor give out their home addresses.
- d. Staff members shall not fraternize, written or verbally or electronically, with students except on matters that pertain to school-related issues.
- e. Staff members shall not associate with students in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol, or drugs.
- f. Dating and/or sexual relationships between staff members and students is prohibited.
- g. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
- h. Staff members shall maintain a reasonable standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities.
- i. Staff members shall not send students on personal errands.
- j. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
- k. Staff members shall not attempt to counsel, assess, diagnose, or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health, and/or family relationships but, instead, should refer the student to the appropriate school staff member or agency for assistance.
- l. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

Violation of this policy shall be considered unprofessional conduct for school staff and shall be subject

to disciplinary measures, up to and including dismissal. (Reference GBEBB Employee-Student Relations)

### **SCHOOL CANCELLATION/SCHOOL DELAY DUE TO INCLEMENT WEATHER OR SPECIAL CIRCUMSTANCES**

It is the policy of the Epping School District to either delay school for two (2) hours or cancel school for the day due to inclement weather or special emergency circumstances. In most cases decisions regarding school opening are made prior to 6:00 am. Please note that if a delay is called this decision may change to a cancellation depending on the weather or special circumstances. All attempts will be made to make this change prior to 8:00 am. All employees will be notified by the school's telephone tree and/or the district's ALERT NOW® automated calling system. If you must leave a message for someone on your telephone tree, please call the next person in line to insure that the telephone tree continues. If you are not receiving an automated notification call, notify the school office so that you may be added to the notification list. Please note that the automated notification call is voice activated. Employees may also access delays and cancellations by watching WMUR Channel 9 or accessing the WMUR website, also accessible through the school district website at [www.sau14.org](http://www.sau14.org).

School-Year Support Staff - "School year" employees (working less than 215 days) are instructed to arrive at their regularly scheduled time plus two hours. On days when the opening of school has been delayed or an early dismissal of school due to inclement weather or special emergency circumstances, the employee will receive their normal day's pay. When school is canceled for the day, school year support staff will be required to make-up the day per District practice.

Full-Time Support Staff – On days when school is not in session due to snow and/or any other emergency, the District expects the school buildings will remain open with business "as usual."

As a general rule of thumb in cases of school delay, full-time support staff members are instructed to report to school as soon as possible, but no later than two hours after their regularly scheduled time. On days when the opening of school has been delayed or an early dismissal of school due to inclement weather or special emergency circumstances, the employee will receive their normal day's pay.

As a general rule of thumb in cases of school cancellation, full-time support staff members are instructed to contact their supervisor as to reporting to work. On days when a full-time support staff member feels that reporting to work is too hazardous, the employee may use an accumulated vacation day, personal day, compensatory time, or may make up the time lost (with the approval of his/her immediate supervisor). Otherwise, the employee will not be compensated. The use of sick time is not appropriate for this purpose. Employees are advised to discuss this matter with their immediate supervisor at the start of the new school year.

When it is the best course of action to close the school building for all employees, every effort will be made to notify the staff before they leave home to come to work. The District will take into consideration unusual circumstances limiting employee's access to their assigned working location.

Custodial Staff – Securing the school facility and ensuring the safety of the school staff and students are of primary concern. The Facilities Supervisor will keep a list of emergency duty custodial staff members who may be called when school is cancelled or delayed. Emergency duty will be compensated at a rate of time and a half and is subject to approval by the Facilities Supervisor.

### FOOD SERVICE PROGRAM

The District provides a food service program for students and staff. This program is not funded with Epping tax dollars and is expected to pay for itself. As a result all staff are expected to pay for all meals, drinks, and snacks obtained through the food service program. An adult entree or salad bar lunch is \$3.50. Breakfast is available at \$2.00. All adults are expected to pay the adult cost. Requests for student prices will not be honored. Ala carte items are also available and are individually priced.

Only kitchen staff members are allowed in the kitchen area per the federal food code. No staff or students are permitted in the kitchen area unless authorized by the Food Service Director. School staff are not allowed to eat their meals in the kitchen area. If you are in need of assistance, please speak with the kitchen by phone at extension 223 or by using the serving window areas. All requests to use the kitchen area must be approved by the Food Service Director and a food service staff member must be present for approved use of the kitchen. No staff member will be allowed to charge for more than three (3) meals in any given month per the food service collection policy. (Reference EF Food Service Management)

### CHANGE OF NAME AND/OR ADDRESS

All employees with a name and/or address change are required to notify the School Principal's Office and Superintendent's Office. All employees will need to complete the necessary paperwork available at the Superintendent's Office. Please note that a change to a name or address will impact payroll and benefits, and changes should be reported as quickly as possible.

## **SECTION B – EMPLOYMENT PROVISIONS**

### **SUPPORT STAFF ASSIGNMENT AND REASSIGNMENT**

The Superintendent or his/her designee will assign and/or reassign support personnel to employment positions as necessary to fulfill the District's educational mission. Each support employee is under the direct supervision of the School Principal or his/her immediate supervisor where no school assignment is involved.

Support personnel may request reassignment to other positions within the District for which they are qualified. Such requests must be made to the employee's immediate supervisor and will be forwarded to the Superintendent. When a reassignment is made, the employee will be paid according to the level of the position. This may result in an increase or decrease in salary for the employee.

All changes in job title, assignment, or rate of pay will be documented and placed in the employee's personnel file.

This policy may be superseded by a collective bargaining agreement. (Reference GDJ Support Staff Assignment and Reassignment)

### **SUPPORT STAFF LABOR DEFINITIONS & CLASSIFICATIONS**

**Salaried Support Staff** – Personnel under a written intent to employ for a specified period of time, whose compensation is set and determined on a per-pay-period basis, and whose normal workday coincides with that of the regular school day. Compensation for salaried support employees will be determined on an individual basis, and will be recommended by the Superintendent to the School Board each year.

The Fair Labor Standards Act classifies salaried support staff as exempt and not eligible to receive overtime pay.

The District employs salaried support staff in professional, supervisory, and administrative positions. Salaried support staff currently include the Athletic Director, Facility Manager, Home to School Coordinator, Adventure Based Counselor, and Adjustment Counselor. (Reference GDB Support Staff Responsibilities)

**Hourly Support Staff Definition** – Personnel under a written intent to employ for any specified period, whose compensation is calculated according to time spent on the job, and whose workday may vary according to specific assignment. Compensation for hourly employees will be according to a salary schedule approved annually by the School Board. Paraprofessionals are defined as hourly support staff subject to a collective bargaining agreement.

The Fair Labor Standards Act classifies hourly support staff as non-exempt and eligible to receive overtime pay.

The District employs hourly support staff as paraprofessionals, reading coaches, instructional coaches, behavior facilitators, administrative assistants, nursing assistants, custodians, and food service workers. (Reference GDB Support Staff Responsibilities)

Support Staff Classifications - The following table shows the support staff classifications defined by the minimum hours worked per day and the minimum working days per year from July to June. Please note that the number of paid working days per year includes days paid for holidays and vacation days if applicable.

Support Staff Classifications	Minimum Hours per Day	Paid Working Days per Year
Part-Time Support/Paraprofessional	Less than 6.5	Less than 180
Full-Time Paraprofessional	6.5	Per contract
Full-Time School-Year Support	6.5	190 to 200
Full-Time Extended-Year Support	6.5	201 to 226
Full-Time Year-Round Support	6.5	227 to 260
Salaried Support	Per contract	Per contract

Exceptions - Coaches, substitutes, temporary workers, and staff receiving stipends are not considered Support Staff.

### JOB DESCRIPTIONS

Support staff positions shall have a written job description that is on file at the Superintendent's Office. An employee's job description will be made available upon employment and/or request. All job descriptions shall be reviewed periodically and are subject to change. New job descriptions and revised job descriptions are subject to approval by the Superintendent.

Each support staff member is also required to carry out assignments from the Building Principal or other responsible administrator in conformance with School Board policies, regulations of the School Board and Superintendent, and School Board directives. Each support staff member is required to abide by all state and federal laws, School Board policies, regulations of the School Board and Superintendent, and School Board directives. (Reference GDB Support Staff Responsibilities)

### DISCIPLINE

All support staff are required to carry out their assigned duties as assigned by their immediate supervisor; to abide by School Board policy, regulations of the School Board and Superintendent, and School Board directives; and to uphold local, state, and federal law including the rules and regulations of the NH Department of Education. In the event that a support staff member fails to perform to these expectations, the District will discipline the employee using fair consequences as determined by the immediate supervisor, Superintendent, and/or School Board to fit the performance deficiency. This discipline could include various administrative action leading up to dismissal or outright removal and dismissal. This policy is subject to collective bargaining agreement language and state and federal law. A bargaining unit member is entitled to representation of his/her choosing when he/she is being disciplined or discharged. (Reference GBE Employee Rights and Responsibilities)

### TERMINATION

Suspension/Dismissal - If at any time during the employment of a support staff employee there is an indication that he or she is not carrying out his or her duties as assigned, he or she may be suspended

from that duty immediately, and further action, including dismissal, may be recommended by the Superintendent. The Superintendent shall provide a written notice of termination to any employee who has been terminated.

The Superintendent may suspend a support staff employee at any time when deemed necessary.

Support personnel may have their employment terminated at anytime pursuant to the dismissal terms of that employee's contract, for violation of school policy, for violation of any law, or for other matters deemed appropriate by the Superintendent. Support employees are not entitled to a hearing before the Board unless that right is expressly granted in the employee's employment contract. If such an employee is entitled to a hearing, the hearing will be conducted in accordance with the procedures set forth in Department of Education Rule 204.01. (Reference GDQ Termination of Support Personnel)

Retirement/Resignation - Upon retirement or resignation, support personnel will give the immediate supervisor written notice of resignation at least two (2) weeks in advance of the effective date of voluntary termination. This notice should include the date of last employment with the District. Accrued paid time off is not intended for use in lieu of working during a period of notice. These requirements may be waived by the Superintendent upon request for justifiable reasons. (Reference GDQ Termination of Support Personnel)

Reduction in Support Staff Work Force - When the Board finds it necessary to reduce the number of full-time and/or part-time support staff positions for reasons of declining enrollments, budget reduction, change in or consolidation of Board-authorized programs, or for any other reason determined necessary or desirable by the Board, the decision to implement the reduction in force shall be made at the sole discretion of the School Board. Termination procedures and policy may be affected by a collective bargaining agreement. (Reference GDQ Termination of Support Personnel)

#### TIMELY RETURN OF NOTICE OF INTENT TO EMPLOY

Support staff issued a notice of intent to employ with the District are required to return such notices in a timely manner. Employees will be notified the time in which notices are to be returned to the Superintendent's Office. If a notice has not been returned by the deadline, it will be assumed that the employee has voluntarily resigned and will not be returning to the District.

#### **EXIT INTERVIEW**

Upon termination from the District, employees should make an appointment with the Superintendent's Office to discuss compensation and benefits as appropriate, including the right to continue insurance coverage under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), and to sign separation paperwork. Although not required, separating professional staff may request an exit interview with the Superintendent. The Superintendent and/or School Board may also request an exit interview with the separating support staff member. (Reference GDQ Termination of Support Personnel)

#### REHIRING OF EMPLOYEES

After separating from the District, all rehired support staff will begin their career as a new employee of the District. All accrued sick and/or vacation days will be "zeroed out" upon the employee's previous termination and the employee's new hire date will begin with zero accrued days and available leave subject to the employment contract or the probationary period for new hires. (Reference GDF Support

Staff Hiring)

Rehired support staff members with a break in service are subject to the criminal history records check including fingerprinting. Exceptions may be made for a break in service over the summer vacation period. All rehired support staff will also need to go through the new employee hiring process. (Reference GDF Support Staff Hiring)

#### OTHER EMPLOYMENT

Other employment by full-time support staff is permitted as long as it does not adversely affect the performance of an employee and/or the interests of the Epping School District. The Board expects employees to give the responsibilities of their positions in the District precedence over any type of outside work.

An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that she/he needs to fulfill the responsibilities of the position. Each support staff member is expected to restrict his/her outside work to his/her non-District paid hours. Nor will an employee use any District facilities, equipment, or materials in performing outside work.

#### TUTORING FOR PAY

No support staff employee may receive pay for tutoring one of his/her own pupils. It is recommended that the employee should also avoid tutoring any child from his/her building. Questions are to be referred to the School Principal. This policy does not apply to homebound instruction assigned by the school administration.

## **SECTION C – COMPENSATION PROVISIONS**

### PAY PERIODS AND SALARY ADMINISTRATION

Compensation records and related payroll information is a function of the Epping School District Payroll Department. Questions regarding paycheck distribution, direct deposit, payroll deductions, employment verification, and payroll practices should be directed to Payroll. The Payroll Office is located at the Superintendent's Office and can be contacted at 679-8003.

Paychecks are processed and distributed every two (2) weeks on Fridays. Paycheck distribution schedule will be supplied to the School Principal Offices. Checks are generally available at the schools after 9:00 am on pay day. Special arrangements may be made when school is not in session on a pay day.

Paychecks will include information regarding compensation and deductions. The employee is responsible for reviewing his/her paycheck stub to verify accuracy of personal, compensation, and deduction information. Questions or possible errors should be directed as soon as possible to the Payroll Office.

### TIME CARDS FOR HOURLY EMPLOYEES

Per state law, the Epping School District is obligated to keep accurate records of time worked by hourly (non-exempt) employees. In accordance with this requirement, hourly employees must accurately track their time worked using a time card provided by the District. This time card will be the only way that Payroll will know how many hours were worked and need to be paid. The employee needs to record all arrival and departure times as well as unpaid lunch/meal breaks, and absences with an explanation. The employee also needs to sign the time card attesting to its accuracy. The employee will have his/her immediate supervisor sign his/her approval of the time card as well. The employee is responsible for maintaining this card and submitting it to the designated school individual for forwarding to the Payroll Office.

Time cards or any other form of payment request such as substitute days must be received by the Payroll Office by 9:00 am Friday of the week prior to a pay day. If an employee is absent on the Friday after submission of the time card, an adjustment in compensation or accumulated leave will be made to reflect this absence. Exceptions to this rule may be necessary to accommodate holiday and vacation schedules.

A sample time card can be found on the District Website at [www.sau14.org](http://www.sau14.org). Please note that the time card is for a two-week period.

### DIRECT DEPOSIT

Direct deposit is available and is encouraged to be used by all employees for automatic deposit of compensation received from the Epping School District. Direct deposit is subject to individual bank policies.

For information regarding direct deposit contact the Payroll Department. Initiating direct deposit can take up to two (2) pay periods and an actual check will be generated until direct deposit is activated. It is important that the employee inspect his/her paycheck stub for several pay periods to insure accuracy.

Direct deposit forms are available from the Payroll Department. Please contact the Payroll Department if you presently have direct deposit and are planning to change banking institutions.

### PAYROLL DEDUCTIONS

Appropriate payroll deductions will be made from the compensation of all personnel. These will include federal income tax and social security. Other deductions may be made on a voluntary basis. These deductions may include dues, health insurance premiums, etc. (Reference GDB Support Staff Responsibilities)

### RATES OF PAY

The Superintendent of Schools will determine hourly/annual rates of pay for all new support staff, conferring with the collective bargaining agreement if applicable. (Reference GDB Support Staff Responsibilities)

### ANNUAL RAISES AND NOTICE OF EMPLOYMENT

Paraprofessionals – Paraprofessionals will be notified of the District's intention regarding employment for the following year as outlined in the collective bargaining agreement.

The salary schedule for the school year is included in the collective bargaining agreement. Compensation is determined by step and certification. Annual raises are based on the fiscal school year, July 1 to June 30. A paraprofessional must have worked at least ½ of the days of his/her contract, and in no event less than ninety-one (91) contract days to be eligible for an incremental step increase.

Other Support Staff - Support employees will be notified of the District's intention regarding employment for the following year no later than ten (10) days prior to the end of the current school year. (Reference GDB Support Staff Responsibilities)

Other support staff members, receiving a favorable evaluation, are eligible for a salary increase as approved by the Epping School Board. Annual raises are based on the fiscal school year, July 1 to June 30. Support staff starting employment late in the school year may not be eligible for an annual raise the following school year.

### OVERTIME

Overtime work from time to time may be required of an employee. Overtime for the purposes of this Handbook is defined as hours worked above and beyond hours the regular work day or week as stated on the intent to employ document. All efforts will be taken to equitably distribute overtime work as much as possible. Generally, overtime work is discouraged and all overtime work in excess of the employee's regular hours per week shall be pre-approved by the Superintendent or Business Manager.

All authorized time worked in excess of forty (40) hours in one week will be paid to eligible employees at time and one-half their hourly rate. For employees regularly working less than forty (40) hours per week, the hours worked in excess of their normal work schedule up to 40 hours a week will be paid at the employee's regular hourly rate. When determining the total hours worked for calculating overtime pay, the hours paid for, but not worked, such as sick leave, personal leave, bereavement leave, holidays, and vacation shall not be counted in the total.

The overtime provision only applies to employees classified as non-exempt.

An employee may enter an agreement with his/her supervisor for compensatory time for hours worked, but not approved for overtime. The supervisor will honor the request to use the accrued compensatory time within a reasonable period of time unless to do so would unduly disrupt school operation. Upon termination for any reason, the employee will be paid for unused compensatory time at the regular rate. State law limits the accrual of compensatory time to 160 hours of actual time worked. The supervisor is responsible for recording the receipt and use of such compensatory time.

#### SUPPLEMENTAL COMPENSATION

Supplemental compensation may be awarded to employees that perform additional duties above and beyond what is expected in their regular duties. All such compensation is to receive prior approval from the Superintendent or Business Manager. Payment of supplemental compensation is to be submitted using the District's Stipend Authorization Form with appropriate supervisory signature of approval. Supplementary compensation paid on a stipend basis is subject to a 15% tax rate unless otherwise directed. All supplemental compensation is subject to federal tax law. Timely payment of supplemental compensation is subject to timely submittal.

Support staff receiving stipends for administrative functions or federal grant sponsored activities are subject to available funding.

Supervisors are responsible to submit the proper paperwork for payment to the Payroll Department in a timely manner. Supplementary compensation payments must be received by the Payroll Department by 9:00 am Friday of the week prior to a pay day. Exceptions to this rule may be necessary to accommodate holiday and vacation schedules.

#### SALARY ADVANCES OR OTHER FLEXIBLE PAYMENTS

There shall be no salary advances or other flexible payments available.

#### WORK SCHEDULES

Daily and weekly work schedules shall be determined by the Superintendent of Schools conferring with the School Principal and collective bargaining agreement if applicable, and taking into account supplemental duties as well as meeting the Public School Standards set by the NH Department of Education. Work schedules are subject to student instructional program, school duty schedules, and the school calendar. As a result the School District does not offer flexible hours, telecommuting, or off-site options.

Support staff shall report to work promptly at their designated starting time and leave according to a pre-determined schedule. Support staff members are not authorized to work additional hours beyond their scheduled work week without pre-authorization from District Office. Supervisors shall be responsible for arranging work schedules so that budget allotments are not exceeded.

Please refer to your notice of intent to employ regarding actual number of working days and hours. Job descriptions shall also include work schedule information. Questions regarding work schedule can be directed to the School Principal and/or Superintendent's Office.

#### LUNCH AND OTHER BREAKS

Each support staff member will be issued a school day schedule including a designated lunch break.

In accordance with labor laws, each employee working five (5) hours or more is entitled to an unpaid ½ hour meal period.

Salaried and full-time support staff members working a minimum of seven (7) hours a day are entitled to a paid ½ hour meal period.

Support employees working more than twenty (20) hours per week will be provided no less than two (2) paid fifteen (15) minutes breaks during each regular workday. Employees working twenty (20) hours per week or less shall be entitled to one (1) break. (Reference GDB Support Staff Responsibilities)

#### ATTENDANCE

One of the Epping School Community Rights and Responsibilities is to be present and on time. All support staff are required to be in attendance and at their designated starting time and place to perform their duties. Excessive absence, tardiness, and/or unauthorized leaving from school grounds will be subject to disciplinary action up to and including dismissal, and may affect the employee's compensation when granted leave is exceeded. (Reference GBE Employee Rights and Responsibilities)

#### NOTIFICATION OF ABSENCES

All unplanned absences due to illness or personal emergencies should be reported by the employee to the School Principal as soon as reasonably possible, preferably prior to 6:00 am of the day of absence. The School Principal will advise you as to the appropriate procedure.

Planned absences are subject to School Principal approval and in some cases Superintendent approval. As soon as a planned absence is anticipated the employee is required to notify the School Principal. Support staff may be required by the administration to furnish satisfactory medical proof of illness when the staff member is absent for several consecutive days.

#### LEAVING THE SCHOOL BUILDING

All support staff members are expected to remain in the school building or on school grounds during the school day to facilitate communication and to address safety and emergency situations. Staff must receive permission from the School Principal before leaving the school building or grounds.

## **SECTION D – BENEFIT GUIDELINES**

### GENERAL

Due to the extent and scope of the School District's benefit program, the information in this section is summary in nature. Employees are responsible for becoming familiar with the full scope of policies and procedures for insurance plan(s) in which they are enrolled. Information materials and enrollment forms are available at the Superintendent's Office. Questions should be directed to the Superintendent's Office at 679-8003.

### SECTION 125 BENEFIT PLAN

The School District offers a Federal Section 125 Benefit Plan. In doing so, the District offers employees special tax considerations for the payment of insurance premiums. Insurance premiums paid by the employee are done so on a pre-tax basis saving the employee federal and FICA taxes. Section 125 applies to all school staff. If you do not wish to have your health/dental insurance premium contributions deducted on a pre-tax basis, you must contact the Superintendent's Office.

### ANNUAL OPEN ENROLLMENT

Annual open enrollment for existing employees is normally during June for the Plan Year of July 1 to June 30. Employees may make changes to their individual benefit program during the open enrollment period only. Employees will be notified of the annual open enrollment period. Changes can be made throughout the year following qualifying events such as marriage, divorce, birth, death, spouse's job loss, etc.

### TIMELY RETURN OF BENEFIT ENROLLMENT FORMS

Benefit forms must be completed and returned to the SAU Office prior to the first of the month in order for benefits to be activated for that month. This process is dictated by the School District's insurance carrier. If forms are not returned as stated above, insurance coverage may not be activated until the next first of the month following the submission date of the required paperwork.

### BENEFIT PLAN

Full-time support staff are eligible for benefits per their notice of intent to employ if not a member of a bargaining unit, or per the collective bargaining agreement if a member of the bargaining unit. Each plan year the Superintendent's Office receives the health insurance renewal rates. This information will be communicated to employees on a yearly basis prior to and/or during open enrollment.

Part-time support staff may also be eligible for benefits on a limited basis. Employees not eligible for insurance benefits may elect insurance provided that they pay the premium in full through payroll deduction. Employees not eligible for spouse or family insurance coverage may also elect insurance coverage for their family member(s) provided that they pay the premium difference not paid by the District through payroll deduction. Failure to pay for insurance not provided by the District as part of the notice of intent to employ will result in the immediate cancellation of insurance coverage.

Benefits for support staff are reviewed on a yearly basis and the District reserves the right to change benefits and/or the provider of benefits.

### QUALIFYING EVENTS FOR BENEFIT CHANGES

Once benefits have been selected during the enrollment period, changes can only be made due to qualifying events. These events include marriage, divorce, death of a spouse, the birth/adoption of a child, a child ceasing to qualify as a dependent, an employee's decrease in work hours and/or change in job position, or a spouse's change in employment or insurance status. When qualifying events occur, employees are responsible for notifying the Superintendent's Office as soon as possible, but at least within thirty (30) days of the event date, so that appropriate paperwork and payroll adjustments can be processed in a timely manner.

### BENEFIT ELIGIBILITY FOR CHILDREN 19 TO 25 YEARS OF AGE

Local Government Center (LGC) will provide coverage for qualified dependent children between the ages of 19 and 26 who are not covered under any other health benefit plan or policy provided the dependent is unmarried and is a New Hampshire resident or is enrolled as a student at a public or private institution of higher education. Certification is required on an annual basis for all covered dependent children within this age group. Failure to certify your dependent child will result in cancellation of the child's medical and/or dental coverage due to ineligibility. Please note that there may also be tax implications of dependent coverage for qualified children. Benefit eligibility includes health insurance and dental insurance. The Dependent Child Certification Form and Tax Implications of Dependent Coverage are available at the Superintendent's Office.

### HEALTH INSURANCE

The School District's current health insurance carrier is Anthem Blue Cross/Blue Shield through the Local Government Center (LCG). There are two plan options through LCG: Blue Choice and Matthew Thornton. Blue Choice is a point-of-service (POS) plan, while Matthew Thornton is a health maintenance organization (HMO). Both plans are subject to conditions and the employee is encouraged to review these conditions prior to selection. Paraprofessional support staff health insurance is covered by the collective bargaining agreement and is limited to Matthew Thornton. Prior to July 1, 2004 employees selecting Plan JY are grandfathered until leaving the District.

The health insurance premium rates and plans offered by the District may change subject to collective bargaining and other such constraints. Employees will be notified of any change in the rates, plans, and/or insurance carrier.

Each employee is expected to pay for a portion of his/her health insurance costs. The District percentage payment for each health insurance plan is determined by notice of intent to employ or by collective bargaining agreement if applicable.

Individuals involved in a same gender domestic partner relationship can now enter into a civil union and have the same rights regarding access to benefits coverage that a heterosexual couple entering into marriage does. New Hampshire law does recognize civil unions from Connecticut, New Jersey and Vermont, and marriages from Massachusetts and Canada. As other legislative action takes place this list may change.

As required under Section 125, any employee who declines health insurance coverage must provide the District proof of active coverage with an alternative health insurance plan.

Support staff not covered by District health insurance may be eligible for a stipend in lieu of receiving

health coverage. Eligible employees are required to notify the District if taking the health stipend option, by June 1<sup>st</sup> of the year prior or at the time of hire.

### LIFE INSURANCE

The School District offers a term life insurance plan to eligible employees. Life insurance is paid in full by the District for eligible employees. Employees will be notified of any change in the benefit. Eligibility is determined by employment contract or by collective bargaining agreement, if applicable. Employees are responsible for completing the required paperwork and maintaining current beneficiaries on file at the Superintendent's Office. Employees should refer to their certificate of insurance for more detailed information.

### LONG TERM CARE

Long term care is available to all employees at the employee's expense, subject to the insurance provider's rules and regulations. If you wish to join, please contact the Superintendent's Office.

### INSURANCE BENEFIT DEDUCTIONS

The employee's cost of elected insurance benefits will be deducted from the employee's paychecks over the Plan Year. Any failure on behalf of the employee to pay for required premiums may result in cancellation of insurance coverage.

### OPTION TO CONTINUE HEALTH/DENTAL INSURANCE COVERAGE

Employees who are eligible for retirement per the NH Retirement System may elect to continue their health benefits as long as the Group Plan is in effect at the time of retirement and the School District's Plan permits such continuation. The employee is required to pay the full monthly cost of their elected insurance premium(s). Any failure on behalf of the employee to pay for required premiums may result in cancellation of insurance coverage.

Employees who are retiring should contact the Superintendent's Office about sixty (60) days prior to the date of retirement to discuss benefit options and to complete the appropriate paperwork.

The NH Retirement System may also provide a medical subsidy to retirees who meet the eligibility criteria established by the State of New Hampshire. The NH Retirement System is responsible for notifying retired individuals if they qualify for a medical subsidy. Questions should be directed to the NH Retirement System by calling toll free 1-877-600-0158.

### NH RETIREMENT

Participation in the NH Retirement System (NHRS) is mandatory for all employees working 35 or more hours a week on a regular basis. Enrollees contribute 5% of their gross earnings on a tax-sheltered basis. The District contributes an additional amount as set by the State Legislature.

Employees who are planning to retire should schedule a counseling appointment with NHRS prior to actual retirement. In order to receive pension benefits, employees must file with NHRS no sooner than 90, but no less than 30 days before the date of retirement.

Employees who leave the District, and are not planning on retirement, should contact NHRS no sooner than 30 days after termination to discuss a refund or rollover of the employee's contribution.

Employees are responsible for updating current addresses and beneficiary information on file with the NH Retirement System.

The Superintendent's Office has available information booklets and forms. Questions are best directed to NH Retirement System, 54 Regional Drive, Concord, NH 03301, toll free 1-877-600-0158.

#### TRANSPORTATION AND OTHER EXPENSES

When personal vehicles are used for school business, the employee will be reimbursed for transportation costs at the IRS recommended rate. Transportation reimbursement is to be calculated using the miles traveled to and from Epping, not the employee's home. Reimbursement of transportation costs is subject to School Principal approval prior to actual transport. (Reference GDB Support Staff Responsibilities)

Employees incurring expense on behalf of school business is discouraged per school audit guidelines. Employees are encouraged to purchase materials through the School District's purchase order system. It is acknowledged that occasionally this practice is not practical. In these cases, prior approval to the employee incurred expense is required from the School Principal.

All reimbursements are conditional upon the employee submitting within thirty (30) days the proper documentation including the reimbursement form and receipts.

## SECTION E – LEAVE PROVISIONS

### GENERAL

The support staff work schedule follows the school calendar unless specifically stated otherwise in the notice of intent to employ. Eligibility for leave is outlined in the collective bargaining agreement for paraprofessional staff. Other support staff members not covered by the collective bargaining agreement have leave outlined in their notice of intent to employ. (Reference GDB Support Staff Responsibilities)

### HOLIDAYS

Holidays are outlined per the collective bargaining agreement or per notice of intent to employ. Eligible employees are entitled to receive holiday pay based on normally scheduled work hours in a day for recognized holidays identified each year by the Superintendent.

To be eligible for recognized holiday pay, an employee must work the scheduled workday prior to the recognized holiday unless otherwise authorized by his/her supervisor, on bereavement leave, or on sick leave with documentation from a medical provider. Approved sick, bereavement, vacation, and/or personal leave will not be used to negate holiday pay, unless the employee is approved for sick or bereavement leave.

### VACATION

Full-time support staff members are eligible to receive vacation time. Part-time support, school-year support, paraprofessional, and temporary employees are not eligible for vacation benefits. Vacation for salaried employees is designated per the intent to employ.

The anniversary date of employment will be used to calculate an employee's length of service upon which vacation time will be determined. Service is defined as completed years in the District. Employees transferring from a school year or part-time position to a full time extended year position will receive a full year's credit for each year employed on a school year or part time basis in the determination of eligible vacation time.

Employees are encouraged to take their vacation time to benefit their well being as a person and their productivity at work. Employees cannot accumulate vacation time from one year to the next. Vacation time must be taken in the employee's contract year contained within the district's fiscal year running from July 1 to June 30.

Supervisors and School Principals must ultimately approve/deny vacation time requests. The District's needs must be considered when approving these vacation requests and employees should not assume that their requests will be automatically granted.

An employee may request that his/her vacation be staggered throughout the school year, however, if this does not conform to the work schedule, the supervisor may request that the employee take his/her vacation at a time convenient to the work requirements of the District.

Vacation days will be used in a minimum of ½ day increments.

“Buy out” of time not taken is not allowed unless a staff member's employment is terminated. Upon termination employees will be paid for unused, accrued vacation time.

### SICK LEAVE

Employees who have a personal or family illness may use their available sick leave for the school year or accrued sick leave for this purpose. For purposes of sick leave, family is defined as unmarried children or dependent family members residing with the employee.

The administration may require the employee to provide medical proof of illness and/or a doctor's certificate verifying that the employee is healthy to perform regular duties as outlined in the employee's job description. It is advised that employees stay in contact with school administration throughout extended periods of sick leave. Abuse of sick leave may result in disciplinary action up to and including termination.

Sick time may be used in a minimum of ½ day increments.

An employee is responsible for contacting the school via the School Principal or the school's call-in system as soon as practically possible, preferably before the start of their work day, but not less than one hour prior to his/her starting time whenever he/she cannot come to work due to illness.

Unused sick leave at the end of the school year may be carried over to the following school year as outlined in the collective bargaining agreement or per notice of intent to employ.

Employees, unless subject to a probationary period, receive full access to their annual sick leave entitlement and any accumulated sick leave from prior years.

Abuse of the sick leave benefit is subject to disciplinary action up to and including termination.

Employees are not compensated for unused sick leave upon termination.

Employees cannot use sick days on days when school has been delayed or canceled due to inclement weather or other emergency circumstances. Exceptions may be granted for employees that were out sick prior to the delay or cancellation.

### SICK LEAVE BANK FOR PARAPROFESSIONALS

Paraprofessionals, who have met the probationary period, are required to deposit one day of their annual sick leave entitlement to the sick leave bank per the collective bargaining agreement. This day will be deducted from the employee's total number of sick days for the school year. Rules governing the sick leave bank are outlined in the collective bargaining agreement.

Only members of the collective bargaining agreement are permitted to participate in the sick leave bank.

### CONTRIBUTION OF SICK DAYS TO OTHER EMPLOYEES

Employees are not permitted to contribute sick days to other employees with the exception of the sick leave bank outlined above.

## PERSONAL LEAVE

Personal leave is to be used for personal matters that cannot be accomplished outside of the normal workday. Support staff members eligible for personal leave are requested to notify the School Principal in writing by completing the District Personal Leave Request Form at least twenty four (24) hours in advance of such leave, except in the case of emergencies. Personal days are subject to the approval of the School Principal. Personal days on the day before or immediately following a school holiday or vacation period will not be approved. Exceptions may be granted by the Superintendent. The Superintendent may also grant additional days for extraordinary circumstances.

Personal time will be used in a minimum of ½ day increments. Staff members, who do not wish to use a half day of personal time, may request permission to either take the time off without pay or make arrangements with his/her supervisor to make up the missed time. Abuse of the personal leave benefit is subject to disciplinary action up to and including termination.

Personal leave does not accumulate from year to year.

Employees upon termination are not compensated for unused personal leave.

## PART TIME SUPPORT STAFF

Sick, personal, bereavement, educational, and jury leave shall be pro-rated for those paraprofessionals and support staff members who work less than full time. Pro-ration will be equal to the percentage of time worked. Part time employees shall also receive pro-rated holiday pay if applicable.

## REVISED FAMILY AND MEDICAL LEAVE

All requests for Family and Medical Leave are subject to School Board Policy GBCBC Family and Medical Leave Act as stated below:

Pursuant to the Family Medical Leave Act of 1993, the School District will provide up to 12 weeks of unpaid family/medical leave per year for employees eligible for such leave. The following policy outlines the basic requirements for obtaining leave, the amount of leave that may be taken, and how the leave relates to other time off provided by the School District.

Employee Eligibility – Employees who have worked for the School District for at least 12 months and who have worked at least 1,250 hours in the 12 months preceding the date that requested leave is to begin are eligible for family/medical leave. Employees also must work with at least 50 other employees and within 75 miles of the same School District to be eligible. Employees who do not satisfy these requirements are not eligible for family/medical leave, but may be eligible for other leave under other School District policies.

Employees may take family/medical leave in the following circumstances:

1. To care for a newborn child, so long as leave is completed by the child's first birthday;
2. Placement of a child for adoption or foster care, so long as the leave is completed by one year following initial placement;
3. To care for a spouse, child or parent of an employee who requires such care because of a serious health condition; or
4. Because the employee has a serious health condition which renders him unable to perform

his/her job.

5. Because a family member has been called to active military duty.
6. Because a family member requires care with a serious illness or injury incurred in the line of active duty.

Definition of Serious Health Condition – A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Amount of Family/Medical Leave – In no event can family/medical leave last for longer than 12 weeks per year. The year, for these purposes, shall be July 1 through June 30. Employees who wish to take family/medical leave will be required to substitute any accrued but unused vacation and other leave for family/medical leave (i.e., use of other leave will count as concurrent use of family/medical leave). If other accrued leave is exhausted in less than 12 weeks, employees may augment such leave with family/medical leave until the total of all leave equals 12 weeks. No additional vacation or sick leave will accrue while an employee is on family/medical leave. However, upon returning to work, employees will continue to accrue vacation and other leave.

An employee who is taking family/medical leave on account of a serious medical condition of himself/herself, a spouse, a child, or a parent may take leave intermittently or on a reduced-schedule basis. Employees taking family/medical leave for any other reason are not entitled to leave on an intermittent or reduced-schedule basis. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the district’s operations. When necessary, an employee on intermittent or reduced-schedule leave may be transferred to another position, with no loss in pay or benefits, which will more easily accommodate the need for leave. Intermittent or reduced-leave is limited to no less than ½ day.

Special Rules for Military Entitlements – Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. Leave due to qualifying exigencies may be taken on an intermittent basis.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is

undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Special Rules for Teachers – Congress created special rules for teachers who must take family/medical leave intermittently due to their own or covered relatives' serious health conditions. If the teacher would be on leave for more than 20 percent of the working days in the period for which the teachers seeks intermittent leave, the School District may require the teacher to elect either (1) to take non-intermittent leave for the period not to exceed the duration of the planned medical treatment or (2) to transfer temporarily to an available alternative position that the employee is qualified to hold, that has equivalent pay and benefits, and that better accommodates intermittent leave than the employee's regular position.

Special provisions also limit teachers' rights to take family/medical leave, either intermittent or non-intermittent, close to the end of an academic term. The United States Department of Labor's regulations define “academic term” to mean a semester. If a teacher wishes to begin family/medical leave (for any purpose) more than five weeks before the end of the term and to return with less than three weeks left in the term, the School District may require the teacher to remain on leave until the end of the term. If the employee wishes to begin family/medical leave (for any purpose except his/her own serious health condition) more than three but less than five weeks before the end of the term and to return during the last two weeks of the term, the School District may require the teacher to remain on leave until the end of the term. If the teacher wishes to begin family/medical leave (for any purpose except his/her own serious health condition) during the last three weeks of the term and wishes to take leave of more than five working days, the School District may require the teacher to remain on leave until the end of the term.

Health and Other Insurance Benefits – During family/medical leave, an employee's health insurance will continue on the same terms as when the employee had continued to work. If this requires employee contribution for health insurance, the employee must make timely premium payments in order to maintain insurance for himself/herself and dependents. If an employee does not return from family/medical leave, the School District is entitled to collect all health premiums paid during the family/medical leave from the employee.

It may be necessary for the employee to continue other benefits as well, such as disability or life insurance, in order to be entitled to the same coverage upon return from leave. Employees will be required to pay premiums for any coverage which must be continued during the leave.

Employee Responsibilities – Employees seeking leave must provide, to the extent practicable, 30 days' notice that they intend to take family/medical leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and must comply with the school/district normal call-in procedures, absent unusual circumstances. If an employee does not provide at least 30 days' notice, an explanation must be provided as to why less notice was given. The School District may either permit the employee to begin the leave as requested or require him/her to wait 30 days until after notice was provided to begin leave. Forms for notifying the School District of the need for leave are available from the Superintendent's Office.

Employees must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include, but is not limited to that the employee is unable to perform job functions, the family member is

unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Forms for medical certifications are available from the Superintendent's Office. These forms must be provided within 15 days after the request for leave is made. Employees who do not provide this information in a timely manner may be denied leave.

If the medical certification form is found to be incomplete or insufficient, the District will specify in writing what information is lacking, and give the employee 7 calendar days to cure the deficiency.

Employee Responsibility for Regular Contact - It is advised that employees taking family and medical leave stay in contact with school administration throughout their extended leave.

District Responsibility for Notice of Eligibility - The District shall inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District will provide a reason for ineligibility.

The District will inform employees if the leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District will notify the employee.

District Contact of Health Provider – The District may contact the employee's health care provider regarding information provided on the certification form. Contact will be made by the Superintendent's Office. No contact will be made by the employee's direct supervisor.

Reinstatement – At the beginning of the family/medical leave, the employee is to inform the Superintendent of his/her expected return date. Except as otherwise provided by law, employees will be returned to the same or an equivalent position to the position occupied before the leave begins. An equivalent position is one that is similar in terms of pay, benefits and terms and conditions of employment. Under certain conditions a "key employee" may not be reinstated to the same or a similar position.

If the employee takes leave on account of his/her serious medical condition, he/she will be required to present a medical certification of "fit for duty" to perform the essential functions of his/her job before being permitted to return. If an employee fails to provide this certification within 50 days after the conclusion of the leave, the employee may be terminated.

Early Return to Work – An employee may return prior to the granted period of time at the discretion of the District.

Other Employment or Unemployment Benefits – The employee is prohibited from seeking or accepting employment with another employer during the time that FMLA leave is granted by the Epping School District. Receiving or applying for unemployment benefits during the time that FMLA leave is granted

is prohibited and is cause for termination.

District Notice - The District shall post a notice prepared or approved by the Secretary of Labor stating the pertinent provisions of the Family and Medical Leave Act, including information concerning the enforcement of the Act. The District shall also include FMLA information in personnel handbooks. (Reference GBCBC Family and Medical Leave Act) (Forms may be found on District Website)

### BEREAVEMENT LEAVE

Bereavement leave is outlined per the collective bargaining agreement or per notice of intent to employ. Leave will be granted for death in the immediate family. Immediate family for bereavement is defined as spouse, children, dependents, father, mother, father-in-law, mother-in-law, grandparents, siblings, or other family members at the discretion of the Superintendent. Bereavement leave for non-immediate family is per the collective bargaining agreement or discretion of the Superintendent.

An employee who experiences such a loss should contact the School Principal as soon as possible.

Unused bereavement leave may not be carried over to the next school year, and is not paid upon termination.

In the circumstance where school employees experience a death in their immediate family, school and district representation at church and/or funeral services will be approved by the Superintendent on a case by case basis.

### OTHER LEAVES

Upon the recommendation of the School Principal and Superintendent and approval of the School Board, a full-time support staff member may be granted a leave of absence without pay or benefits. Reasons for such a request may include, but are not limited to, extended illness beyond sick leave, family medical leave, or family obligations.

The employee shall notify the Superintendent at least thirty (30) days prior to the date on which the leave is to begin, except in cases of emergency.

Disability resulting from illness, pregnancy, miscarriage or childbirth shall entitle the employee to collect their pay for accrued sick leave (prior to their disability) while on the leave of absence.

### JURY/WITNESS DUTY

Employees are eligible for paid time off to serve as a juror, or as a witness in a judicial proceeding in which the Federal, State or School District is a party. Employees must reimburse to the School District fees paid for service as a juror or witness.

Employees are requested to notify the School Principal as soon as jury/witness duty is known. Proof of such notice will be required. (Reference GBCC Court Leave)

### MILITARY LEAVE

Employees may be eligible for military leave per School Board policy. The employee must provide the District with advance notice except in emergency situations.

An employee granted military leave shall be paid their regular pay and benefits for the first 10 calendar days in any one school year. The employee is required to reimburse the District for any military pay received during this school district paid leave. An employee who is not eligible for such leave or surpasses the 10 day limit may have such absence charged to accrued sick leave or shall be without pay. (Reference GBCCA Military Leave)

## **SECTION F – MISCELLANEOUS BENEFIT GUIDELINES**

### **GENERAL**

The Epping School District may provide opportunities for discounts through local area vendors to employees as part of the benefits package. These opportunities only apply as long as the local vendor permits and is subject to the local vendor's policies and procedures. Employees will be notified of any such opportunities as they occur.

Cell Phone Plan Discount - As an employee of a school district you may be eligible for a discount on the cost of your personal cell phone. To inquire about a potential discount visit your cell phone vendor with proof of Epping School District employment. Proof of employment with a school identification badge or check stub will be required.

Book Purchase Discount - As an employee of a school district you may be eligible for a discount on the purchase of books for use in your classroom or in your position. To inquire about a potential discount visit your bookstore with proof of NHDOE certification.

### **COMPUTERS FOR STAFF PROGRAM**

The Epping School District offers support staff the opportunity to purchase a computer and computer accessories for personal use through payroll deductions. Employees are encouraged to take advantage of educational pricing which is available to the District from certain vendors. A list of vendors is available from the Business Manager. The District is only responsible for ordering, receiving, and distributing the computer equipment to the employee and setting up payroll deduction. All other responsibilities are between the employee and the vendor.

The employee must submit a detailed receipt to the Business Manager. The District will either reimburse the employee for the cost of the computer equipment if the equipment is already paid for or will pay the vendor if unpaid. The employee will then reimburse the District in full through payroll deductions. The computer loan is to be paid by the employee by the end of the fiscal year in which the computer was purchased.

The District will generally allow loans as early as September and as late as November to be paid off by June of the same year. Staff will be provided with information at the beginning of the school year that outlines the terms and guidelines of this benefit.

A limit of one computer purchase is allowed each fiscal year July 1 to June 30.

Staff leaving the District or retiring employees are responsible for paying any balance due on their computer purchase prior to leaving the District.

Support staff members in a probationary period are not eligible for this benefit.

Questions can be directed to the SAU Business Manager at 679-8003.

#### SECTION 403(b) ACCOUNTS (TAX SHELTERED INVESTMENT INSTRUMENT OPTIONS)

The District currently offers an automatic payroll deduction service for employees who wish to save money for investment or retirement purposes. This program is voluntary. Employees can set aside a portion of their compensation in an IRA, annuity, or mutual fund plan under the guidelines of a 403(b). Contributions are subject to limitations under Section 403(b), and deductions will be excluded from federal income tax. It is important to note that the District is not licensed to sell or qualified to give advice on 403(b) plans.

Due to legislative action plan providers are limited to those approved by the District. A list of approved providers is available at the Superintendent's Office. The District holds no responsibility for the selection of the employee's financial institution and the return on the employee's financial investments. It is understood by the District and the employee that the 403(b) voluntary benefit authorized by the employee indemnifies and holds harmless the District against any and all actions, claims and demands whatsoever that may arise from the employee's participation in the 403(b) plan.

Interested employees must establish an account with a broker or investment institution directly. Once an account is established by the employee, the employee should submit a signed payroll authorization form providing the necessary payroll deduction and payment information as well as authorizing the deduction. Deductions will be taken only from regular paychecks. Initial requests and changes to existing 403(b) plans will be implemented by the District with sufficient employee notice in the order of two (2) weeks prior to the payroll date of the requested activation.

Questions may be directed to the Business Administrator.

#### CHILDREN OF NON-RESIDENT EMPLOYEES ATTENDING EPPING SCHOOLS

At this time the District does not permit the admission of employee's children unless the employee is a resident of the Epping School District or the employee's resident school district has accepted responsibility for all tuition costs. The tuition responsibility for children of employees attending their parent's school district of employment is under review by the legislature. (Reference JFAB Admission of Non-Resident Students (And Tuition))

## **SECTION G – CAREER AND PROFESSIONAL DEVELOPMENT PROVISIONS**

### SUPPORT STAFF ORIENTATION

Prior to the beginning of the student school year, all support staff will be provided an orientation focusing on the changes which have occurred during the previous school year, general goals for the coming year, and school safety procedures and crisis management. Workshop day(s) will be dedicated to this purpose and designated on the School District calendar.

Orientation of support staff new to the District may extend over a longer period of time and will provide a wide range of information and background details to enhance the new employee's understanding of the District's framework – including policy, rules and regulations, evaluation process and procedures, safety procedures, crisis management, and the instructional program. (Reference GDF Support Staff Hiring)

### SUPPORT STAFF DEVELOPMENT OPPORTUNITIES

Support staff employees are an integral part of the District's total staff. Their training and development are essential to the efficient and economical operation of the Schools.

All support employees are encouraged to grow in job skills and to take additional training that will improve their skills on the job. It shall be the responsibility of all School Principals to assist in the training of support staff employees assigned to their buildings.

The Superintendent or designee may approve participation by support staff in workshops, conferences, and other educational activities. Support staff employees who attend approved functions will be reimbursed for expenses incurred according to the School Board's travel allowance policy and budget for this purpose. An employee must receive prior approval to attend such activities by submitting a request which includes the time and funding required. A form for this purpose can be found on the District Website. (Reference GDM Support Staff Development Opportunities)

This policy is also subject to the paraprofessional collective bargaining agreement.

### WORKSHOP DAYS AND PROFESSIONAL DAYS

The Superintendent will designate specific day(s) as paid professional development workshop days for salaried, school-year, and paraprofessional support staff. These days are required work days unless approved otherwise by the immediate supervisor, and professional development will be provided with no cost to the employee. In order to coordinate district-wide professional development the work day will start at 8:00 am and end at 3:00 pm with a thirty (30) minute lunch.

Support staff members are encouraged to make recommendations to the School Principal/Director for in-service training. Funding is provided by the District for this purpose, and District initiatives are a priority.

Support staff may attend teacher professional development workshops, which are not specifically designated as support workshop days, at their discretion without pay. If the support staff member has

been requested to attend by his/her School Principal/Director, the support staff employee will be paid.

Support staff may also request days for professional development activities. These requests are subject to school administration approval, substitute availability, and school funding. Additional restrictions in the collective bargaining agreement including cost limitations and number of days may apply. All support staff are required to request approval from the School Principal/Director and Superintendent's Office using the designated District form. Staff members are requested to give at least two (2) weeks notice for professional days.

Support staff may request the District to issue a purchase order to cover the out-of-district expenses. The District is not responsible for vendors not accepting purchase orders, nor is the District responsible for costs above and beyond that required by the collective bargaining agreement or available in the fund for this purpose. If using a purchase order to pay for workshop expense, the employee is required to submit satisfactory proof of attendance to the Superintendent's Office within thirty (30) days of the workshop's completion. Failure to do so may result in the cost of the conference, workshop, or meeting being deducted from the employee's salary.

Support staff may choose to pay for the workshop and request reimbursement from the District. The staff member must submit satisfactory proof of payment and attendance to the Superintendent's Office within thirty (30) days of completion to receive reimbursement as noted above.

School administration may also from time to time request support staff to attend workshop activities on behalf of the School District. In this case employees will not have this time deducted from their personal workshop time allowance, and the District will pay all associated costs.

Support staff attending out-of-district workshops, school visitations, or out-of-state conventions/conferences shall share their experiences and knowledge upon their return with school administrators and professional colleagues. This shall be in the form of a written summary, report, or a presentation (with an audio or video recording) at a regular staff meeting or professional development event. A package including copies of relevant materials obtained at the original event will be submitted to the Principal, Superintendent, or School Board if applicable for recording and filing. Compliance or noncompliance with this follow-up reporting will be a future determinant of additional off site professional staff development events. The Superintendent shall be copied or notified of special presentations.

#### EARLY RELEASE AND DELAYED OPENING DAYS

The District may also designate regular school days to be student early release days or delayed opening days for the purpose of professional development for staff or for special purposes. Early release days and delayed opening days are considered regular work days and attendance is required for all support staff. School principals, in consultation with support staff, shall set the professional development activities on these shortened student days.

#### COMPENSATION FOR PROFESSIONAL DEVELOPMENT

Professional development activities performed by support staff within the District are considered a service to the school community and are to be performed without fee. The advertisement or selling of educational materials within the District not specifically authorized by the School Board is not permitted.

### PARTICIPATION IN PROFESSIONAL AND RELATED ACTIVITIES

When a support staff member is invited to speak, serve on a panel, or similar assignment, all costs shall be borne by the District when feasible or paid by the organization sponsoring the event, unless other arrangements are approved by the Superintendent, upon recommendation of the School Principal.

### SUPPORT STAFF PROMOTION

All personnel will be notified, through school postings, of any opening of increased responsibility that might exist. As with other opportunities in the District, the qualifications, performance and suitability of the applicant shall be the primary criteria for selection. The general rule, if possible, will be to promote/reclassify on one-year probation with the employee being reassigned to the previous position or a similar position when the promotion/reclassification does not work out. This clause is to be included in the employee's notice of intent to employ if so enacted.

### SUPPORT STAFF POSITION VACANCIES

Vacancies existing when an employee leaves a support position or the District creates a new support position will be posted in the Superintendent's Office and the Main Office (or designated location for such postings) of all schools.

### SUPPORT STAFF EVALUATION

The performance of each support staff member shall be monitored throughout the year. The employee's immediate supervisor is responsible for a formal written assessment of the employee's performance based on his/her specifically assigned duties, which will be submitted according to District procedures. (Reference GDO Evaluation of Support Staff)

It will be the responsibility of the Superintendent to implement appropriate evaluation procedures for support staff.

This policy may be superseded by a collective bargaining agreement. A paraprofessional's immediate supervisor shall conduct a written evaluation of the employee at least once annually or more at the administration's option with the first being conducted no later than April 30<sup>th</sup>.

## **SECTION H – COMMUNICATION GUIDELINES**

### EMPLOYEE INVOLVEMENT IN DECISION-MAKING

The Superintendent and designees shall establish channels for open communications with employees for ideas regarding the operation of schools. Staff members should be encouraged to:

- a. Participate in planning school programs and activities.
- b. Feel free to express, without fear, their own opinions, recognizing that every privilege and right has a corresponding responsibility.
- c. Be involved in school initiatives to improve teaching and learning.
- d. Participate in staff organizations and/or advisory organizations that provide staff with a voice in school and/or district affairs.
- e. Participate in a variety of professional development activities to broaden their educational experiences and expertise.

The Superintendent and designees may involve professional and support staff employees for the ready inter-communication of ideas regarding the operation of the schools. They will consider with care the counsel given by employees when appropriate, and shall inform the Board of all such counsel in presenting reports of administrative action and in presenting recommendations for Board action. (Reference GBB Employee Involvement in Decision-Making)

### BOARD-EMPLOYEE COMMUNICATIONS

The Board desires to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Superintendent of Schools following the school chain of command.

Staff Communications to the Board - All official communications or reports to the Board or any Board committee from principals, supervisors, teachers, or other staff members shall be submitted through the Superintendent.

Board Communications to Staff - All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent, and the Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's problems, concerns, and actions.

Visits to Schools - Individual Board members interested in visiting a school or classroom(s) will inform the Superintendent of such visits and make arrangements for visitations through the School Principal. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Board members will be carried out only under Board authorization and with the full knowledge of the Superintendent and Principals. This policy does not apply to Board members visiting a school as a parent of a student in attendance.

Social Interaction - Staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that, when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations and general District

problems. However, individual Board members have no special authority excepting when they are convened at a legal meeting of the Board or are vested with special authority by Board action. (Reference GBD Board-Employee Communications)

### EMPLOYEE COMPLAINTS AND GRIEVANCES

A complaint or grievance\* is an assertion by an employee that there has been a violation, misinterpretation, or inequitable application of District policies, regulations and procedures, existing laws, or other actions that adversely and directly affect the employee personally and/or his/her work.

It is the intent of the following procedure that employee complaints will be identified and corrected at the earliest possible time\*\*, and at the lowest level of supervision.

Complaint processing should be viewed as a positive and constructive effort which seeks to establish the facts upon which the complaint is based and come to a fair conclusion. Employees will not be discriminated against nor will reprisal be attempted against an employee because he/she has filed a complaint.

Complaints will be processed according to the step-by-step procedures outlined below:

1. Working Site Level (Level I)
  - a. A complaint will be presented orally and informally to the immediate supervisor. If the complaint is not promptly resolved, it will be reduced to writing, and submitted to the immediate supervisor.
  - b. Within five (5) workdays of receiving the complaint, the immediate supervisor will render a decision, in writing, to the complainant and the person or persons originally involved in the complaint.
  
2. Site Level (Level II)
  - a. Within five (5) workdays after receiving the decision at Step 1, the complainant may appeal the decision, in writing, to the appropriate Principal.
  - b. The Principal will, within ten (10) workdays of receipt of the appeal, investigate and render a decision, in writing, to the complainant, the immediate supervisor and to the person or persons originally involved in the complaint.
  
3. District Level (Level III)
  - a. Within five (5) workdays after receiving the decision at Step 2, the complainant may appeal the decision, in writing, to the Superintendent, or official designee.
  - b. The Superintendent, or official designee, will, within ten (10) workdays of receipt of the appeal, investigate and render a decision, in writing, to the complainant, the Principal, or immediate supervisor, and to the person or persons originally involved in the complaint.
  - c. If the Superintendent's or his/her designee's answer fails to resolve the complaint, then the employee may, within five (5) workdays, refer the matter to the School Board.

The District requires the reporting party or complainant to use the District's report form which can be located on the District Website.

\* Note: A grievance claiming an alleged violation of the collective bargaining agreement is subject

to the grievance procedure outlined in the collective bargaining agreement.

\*\* Note: If the grievance is time sensitive it is understood by all parties that resolution may necessitate more expedient action by higher authorities and no repercussion will occur.

(Reference GBK Employee Complaints and Grievances, GDB Support Staff Responsibilities, and GBK-FORM Employee Complaint and Grievance Report Form on District Website)

#### USE OF SCHOOL STAFF NOTICE SYSTEMS, BULLETIN BOARDS, AND MAILBOXES

School Principals may have systems in place for sharing information with all school staff in the form of staff notices. All staff members are to abide by the rules and regulations set by the School Principal in using available staff notice systems. Bulletin boards for sharing information and displaying student work are available throughout the school and are also subject to the rules and regulations set by the School Principal. School mailboxes are limited to school business only. Questions can be directed to the School Principal.

#### SCHOOL AND DISTRICT STAFF COMMUNICATION VIA E-MAIL

School and district administrators will be sharing information via e-mail. This technology provides the school and district with timely communication and reduced paper use. If you were issued an e-mail account you are required to check these communications on a daily basis. It is recommended that staff check e-mail throughout the school day, at least once in the morning and afternoon. Training sessions will be provided.

#### EPPING SCHOOL DISTRICT OFFICE NEWS

District information is disseminated on a monthly basis using an e-newsletter format and distributed via the District e-mail system. Please keep informed by reading The Epping School District Office News.

#### REPLYING TO NON-SCHOOL/DISTRICT E-MAIL

E-mail communications are subject to the Family Educational and Privacy Act (FERPA) and NH Right to Know Law. Do not reply directly to e-mails containing student information as it is unknown if the e-mail contains blind copies to others. Instead open a new e-mail to reply. Please keep in mind that e-mails may be forwarded by the receiver and e-mail may not be the proper communication vehicle.

#### E-MAIL RETENTION

It is recognized for legal purposes that electronic communication (e-mail) is no different than a paper document. E-mail may contain information that should be retained in the official records of the school district and yet be subject to technical limitations. E-mail may also be subject to the Right-to-Know Law or need to be protected as confidential data per School Board policy and law.

Any e-mail that would be saved if it had been transmitted in paper form should be printed and retained in the school and/or district record in accordance with Policy EHS-R Local Records Retention Schedule. If an e-mail message that should be retained is not described in the Local Records Retention Schedule, it should be retained for one calendar year.

An e-mail recipient's decision on whether to print and retain e-mail should be made within sixty (60) days of receipt of an e-mail message.

Staff members with questions regarding the retention of particular e-mail messages should consult with their supervisor on how to proceed. (Reference Policy EHBA E-Mail Retention)

Examples of messages that may be deleted without printing a hard copy are:

1. Messages that address routine administrative, student activities, meeting announcements, event schedules, etc.
2. Messages that take the place of informal discussion and if printed would not be retained in school records.
3. Messages that transmit generic information and are not specific to a student's educational program.
4. Messages that address personal matters unrelated to the School District.

Examples of messages that should be printed and retained are:

1. Messages that address significant aspects of a specific student's educational program including communication with school staff and/or parents.
2. Messages that provide information used in making policy decisions, student programming, and/or student activities.
3. Messages that concern personnel actions or that relate to business transactions of the District.
4. Messages that address activities of significant interest in the District and community.

#### SCHEDULING OF SCHOOL AND DISTRICT EVENTS

School staff members are encouraged not to schedule school and district events on School Board Meetings per the following schedule. When scheduling a school event it is also advised not to schedule your event on the same day and time as events in the elementary, middle, or high schools to accommodate families with children in more than one school. Please reference the District calendar on the District's website for information regarding scheduled school events.

#### SCHOOL BOARD MEETING SCHEDULE

September 3 and 17	February 4 and 18
October 1 and 15	March 4 and 18
November 5 and 19	April 1 and 15
December 3 and 17	May 6 and 20
January 7 and 21	June 3 and 17

#### REQUESTS FOR PUBLIC INFORMATION

All requests for public information are to be forwarded to the Superintendent immediately upon receipt. (Reference EH Data Management (Public Use of School Records))

#### PUBLIC GIFTS/DONATIONS

Gifts from organizations, community groups and/or individuals including staff members which will

benefit the District shall be encouraged. A gift shall be defined as money, property, and personal services provided without consideration. Such public gifts/donations are subject to School Board Policy. All individuals or groups contemplating presenting a gift to a school or the district are to be directed to the School Principal or Superintendent.

Gifts of a value of \$100 or less may be accepted by the authority of the appropriate School Principal. Gifts of a value in excess of \$100 but less than \$500 will be accepted by the authority of the Superintendent or designee. Contributions of a value in excess of \$500 will be presented to and acted on by the School Board. The Board will post notice of the gift in the meeting agenda and will include notice in the minutes of the meeting in which the gift is discussed. Additionally, pursuant to RSA 198:20-b, gifts in the amount of \$5,000 or more shall require the Board to hold a public hearing regarding any action to be taken with the gift. (Reference KCD and KCD-R Public Gifts/Donations)

#### ACCEPTABLE COMPUTER, NETWORK, E-MAIL, AND INTERNET USE POLICY

Background – The Epping School Board recognizes that telecommunications and other new technologies have changed the ways that information may be accessed, communicated, transferred and exchanged by members of society. Those changes will also affect student instruction and learning. The Board is committed to the effective use of technology as a tool to advance the District’s educational program and curriculum and to enhance the quality of student and staff learning, as well as to promote the efficiency of District operations.

The District’s electronic communications system (“Network”) will provide unprecedented opportunities for students and staff to communicate, learn, access, exchange and publish information. The resources available through this Network and the electronic communication and information research skills that students will develop using it, are of significant and growing importance in the learning process and preparation of students for success in the future.

This Network includes the Internet, which is global information and communication network that provides tremendous opportunity to bring previously unimaginable education and information opportunities to our students. The Internet is, however, a public space. As is true with all public spaces, there is a potential that students may come in contact with potentially harmful or inappropriate material or people. Therefore use of the Internet by students necessarily raises concerns about safety and security. The District will provide guidance to help students learn to use the Internet in a safe and responsible manner.

The Board believes that the advantages to students and staff from access to the valuable information and interaction available on the Network outweigh the risk that users may misuse the Network for purposes that are inconsistent with the curriculum and educational goals of the District. The Board further believes that these risks can be reduced through the adoption of this policy and related procedures.

Definitions – The term “Network” shall be interpreted to include any and all District owned computers, servers, any hardware or software, the District’s local area network (LAN), municipal area network (MAN), all wireless access points, the Internet, the District Intranet, self-contained electronic mail systems, and any other elements of the District’s computer, telecommunications or electronic communication/information systems.

Objective – To provide for and establish a reasonable and equitable policy for the use of the District’s

Network by students and staff and for development of applicable rules and regulations regarding the acceptable use of the Network as a tool to support and advance the District's educational program, curriculum and internal operations and to promote a policy of Internet safety.

Acceptable Network Use – The Network may be used only as a tool to support and advance the functions of the District and curriculum and educational program. Access to the District's Network is a privilege and not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the District's rules and regulations as may be adopted and amended from time to time. All staff and students (and/or the students' parents depending upon the age of the student) who wish to use the Network must sign one or more Network agreements whenever requested by the District. Computer access will be denied to any user that has not submitted either a signed agreement, or a signed receipt or acknowledgment of agreement in a parent/student or employee handbook.

Students may use the Network only in support of education and research consistent with the educational objectives of the District. Faculty and staff may use the Network primarily in support of education and research consistent with the educational objectives of the District. Faculty and staff may access the Network for limited personal use, but not for any commercial or business use, however such personal use may not violate any applicable rules and regulations or applicable administrative procedures or interfere with job performance. Use of the Network must be in compliance with applicable laws, including the copyright law and all materials on the Network should be presumed to be copyrighted.

Staff or students who claim that this policy is denying them access to material that is not within the prohibitions of this policy shall direct their claim, in writing, to the District's Director of Technology or his/her designee, who shall review the matter and respond promptly. If overriding the technology protection measure that blocks and/or filters Internet access is warranted to enable a student (minor) to access a site for bona fide research or other lawful purposes, the student will be monitored directly by an authorized staff member.

Inappropriate Use and Activities – The District reserves the absolute right to define inappropriate behavior or improper use of the Network, adopt rules and regulations applicable to Network use, determine whether an activity constitutes inappropriate use of the Network, and determine the consequence of such inappropriate use. Network use shall not involve obscene, pornographic or offensive matter; vulgarity, harassment, intimidation, insult or ridicule of another; damage or waste of property; use of another's password or misrepresenting one's identity; use for commercial purposes or illegal purposes; instant messaging or chatting in chat rooms; on-line gaming; promoting political causes, religious causes, commercial products or services; soliciting for non-job related activities; linking to non-educational sites; use of chain or other type messages; intentional use of viruses, hacking or other such detrimental activities; use of unauthorized, confidential student or employee information; plagiarism; or any other use deemed inappropriate by the District, or in violation of any other District policy, administrative procedure, or code of conduct.

Inappropriate use of the Network may result in suspension or cancellation of Network privileges. In addition to suspension or cancellation of privileges, inappropriate use of the Network may result in disciplinary action up to and including suspension or expulsion from school, in the case of a student, or suspension or termination of employment in the case of an employee. Where circumstances warrant,

inappropriate use of the Network may be referred to law enforcement authorities and the Department of Education. Users who intentionally violate the District's policy and who intentionally damage the Network shall assume legal and financial liability for such damage.

**Electronic Mail Guidelines** – The content of electronic mail is not secure. Users must not disclose confidential information in electronic mail messages. Time sensitive information should not be communicated by electronic mail since there is no guarantee that an addressee will receive, read, and/or respond to a message in a timely manner. When sending electronic mail it should be assumed that the information provided is a matter of school record as with official school letters on school letterhead. It must also be warned that electronic mail messages may be forwarded to others without the originator's permission.

**Publishing Guidelines** – Students and staff will be allowed to produce materials for electronic publication on the school servers for educational purposes. The school administration, teachers, and staff will monitor these materials to ensure compliance with content standards and Board policy. The content of such materials is constrained by the following restrictions:

1. No personal information about a student will be allowed. This includes telephone numbers and addresses.
2. Individuals in pictures, movies, sound recordings, or student work may be identified only by their first name.
3. Parents/guardians must sign a release before a picture, movie, or sound recording student work will be published on the school's website.
4. No text, image, movie, sound recording, or student work that contains pornography, profanity, obscenity, or language that offends or degrades others will be allowed.

**Confidentiality** – The confidentiality of any message or data should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Users should also understand that Internet activity and electronic mail in log files may be available to the public under RSA 91-A, Access to Public Records and Meetings. The use of passwords for security does not guarantee confidentiality, or that the District will not retrieve it. All passwords must also be disclosed to the computer administrator.

**Protection and Filtering** – The District shall employ appropriate technology protection measures during use of computers with Internet access by students. Such technology shall be designed to block or filter access to visual depictions that are obscene, pornographic or harmful to minors. In addition, the Network may not be used to access, use, disclose or disseminate personal identification information regarding students or staff. The District may also use blocking or filtering technology to screen out inappropriate text. The District will endeavor to keep the blocking and filtering technology up-to-date, but it is not possible to guarantee that all inappropriate content will be successfully blocked or filtered.

The District shall employ appropriate technology protection for student and employee records. Such technology shall be designed to block access from non-authorized users. Security measures for student and employee records shall be on a need to know basis only. Any system which requires password access or for which the District requires an account, such as the Internet, will only be used by the authorized user. Account owners are ultimately responsible for all activity under their accounts. In order to protect the Network, users may not connect non-District computers, personal laptop

computers, or other personal computing devices or peripherals to the Network. In addition, users may not use personal software programs on the Network or transfer files, programs, shareware or software from information services, third-party Networks or websites, or any other external source without permission of the Network supervisor. Data discs, memory sticks, and other temporary file storage devices may be used with District computers for the sole purpose of transferring user data files, for appropriate school-related work, but not for personal use.

Ownership and Retention – Any and all material or information placed in any file on the District’s Network becomes District property. The District reserves the right to access any such material or information on the Network, including personal and electronic mail files, and to dispose of any material or information contained therein without prior notice. The District further reserves the right to monitor online activities and review, record or log Network use. The District also reserves the right to limit content of District websites to District-approved information related to District curriculum and program. Users should also understand that Internet activity and electronic mail in log files may be available to the public under RSA 91-A, Access to Public Records and Meetings.

Administrative Responsibility – It shall be the responsibility of the Administration to develop and publish written administrative procedures and/or administrative guidelines for the implementation of this policy, including developing rules and regulations for appropriate Network use, website access and website links, a Network agreement form, security measures including password procedures, measures designed to restrict access to harmful or inappropriate matter on the Internet, procedures for promoting the safety and security of students when using electronic mail and prevention of unauthorized access and any other matter deemed necessary or advisable to implement this policy. Rules for acceptable computer, network, e-mail, and Internet use shall be included in all student and employee handbooks.

Staff User – I understand and will abide by the procedures and Network/Internet Use Policy for independent access to the electronic resources of the Epping School District. I further understand that any violation of the regulations above is unethical and should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken. In consideration for the privilege of using the Epping School District electronic resources and in consideration for having access to the information contained on it, I hereby release and agree to hold harmless the Epping School District from any and all claims or damages of any nature arising from my access, use or inability to access or use the computers or Network system. Signing the receipt and acknowledgment of the District employee handbook will also serve as understanding and acceptance of the Network/Internet Use Policy. (Reference EGA Acceptable Computer, Network, E-Mail, and Internet Use)

### **EMPLOYEE USE OF SOCIAL NETWORKING WEBSITES**

The School Board strongly discourages school district staff from socializing with students outside of school on social networking websites, including but not limited to MySpace and Facebook.

All school district employees, faculty and staff who participate in social networking websites, shall not post any school district data, documents, photographs or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

School district employees are prohibited from engaging in any conduct on social networking websites that violates the law, school board policies, or other standards of conduct. Employees who violate this

policy may face discipline and/or termination, in line with other School Board policies and/or collective bargaining agreements, if applicable.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites if such sites are used solely for educational purposes.

Access of social networking websites for individual use during school hours is prohibited. (Reference Policy GBEBD)

### COPYRIGHT COMPLIANCE

The District recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempted purpose. Severe penalties may be imposed for unauthorized copying or using audio, visual or printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine. Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research.

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. Under no circumstances shall it be necessary for District staff to violate copyright requirements in order to perform their duties properly. The District cannot be responsible for any violations of copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the District's procedures or is permissible under the law should contact the Superintendent. The Superintendent will assist staff in obtaining proper authorization to copy or use protected materials when such authorization is required. (Reference EGAD and EGAD-R Copyright Compliance)

### EMPLOYEE USE OF CELLULAR TELEPHONES

The Board recognizes that the use of cellular telephones and other electronic communications devices may be appropriate to provide for the effective and efficient operation of the District and to help ensure safety and security of District property, students, staff, and others while on District property or engaged in District sponsored activities. To this end, the Board authorizes the purchase and employee use of such devices, as deemed appropriate by the Superintendent.

District owned cellular telephones and other devices will be used for authorized District business purposes, consistent with the District's mission and goals. Personal use of such equipment is permitted as long as this use does not interfere with the employee's job obligations and responsibilities and does not incur additional expense to the District.

Use of cellular telephones and other devices in violation of Board policies, administrative regulations, and/or state/federal laws will result in discipline up to and including dismissal and referral to law enforcement officials, as appropriate.

The Superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee needs, monitoring use, and reimbursement. Provisions may also be included for staff use of privately owned cellular telephones

and other devices for authorized District business.

Emergency Use - Students and staff are encouraged to use any available cellular telephone in the event of an emergency that threatens the safety of students, staff or other individuals.

A school bus driver is prohibited from operating a school bus while using a cellular telephone except during an emergency situation or when the school bus is parked.

Sharing Phone Number with Students – Do not provide cell phone number to students with the exception of coaches and School Principal approval.

Use of Personal Cell Phones and Communication Devices - Employees are strongly discouraged from using their personal cell phone during the school days. When necessary, employees may use their personal cell phones and similar communication devices only during non-instruction and non-supervision of students. In no event will an employee's use of a cell phone interfere with the employee's job obligations and responsibilities. If such use is determined to have interfered with an employee's obligations and responsibilities, the employee may be disciplined in accordance with School Board policy, school rules and regulations, and collective bargaining agreement if applicable. (Reference Policy EDCA and EDCA-R Employee Use of Cellular Telephones)

## **SECTION I – CONFIDENTIALITY, SAFETY, SECURITY, TECHNOLOGY, AND ENERGY GUIDELINES**

### STAFF CONFIDENTIALITY

**Introduction** - It is the policy of the Epping School District to respect the privacy, dignity, and confidentiality of all students by protecting student records, medical information, and other personally identifiable sources of information as outlined in student records and HIPAA policy. This policy also applies to employee records and medical information as outlined in personnel records and HIPAA policy. Records include all information in hard copy or electronic form.

**Personally Identifiable Information** - It is the policy of the District that personally identifiable information should only be viewed or received by District employees who have a “legitimate educational interest” in viewing or receiving the information, as well as those officials involved in a supervisory capacity over the school in which the students are enrolled or the employee is assigned. (An employee with a “legitimate educational interest” is defined as an employee of the District who has a responsibility for developing an appropriate educational program for the student in question.)

Employees of the District who have access to personally identifiable information shall keep such information confidential and shall not share information with others who do not have a legitimate educational or supervisory interest in such information. When receiving an inquiry from individuals who are not specifically known to be qualified to receive the information, the employee shall consult the School Principal who shall follow the District's policy regarding student records, personnel records, and HIPAA.

Employees receiving personally identifiable information shall safeguard the information from dissemination to unauthorized parties. Steps should be taken to insure that personally identifiable information does not accidentally find its way into the public domain. Steps include, but are not limited to, not discussing confidential information in open areas of the school building or on school grounds, in front of students, in front of other staff who do not provide direct services to the student in question, and in front of volunteers, visitors, or other adults. Diagnostic statements should also not be made about the health of a staff member or student.

**Medical Information** - Medical records and/or information shall be shared with school officials and employees who have a legitimate “need to know” such information. Such medical information shall be safeguarded with an exception for emergency medical personnel. A “need to know” is defined as employees of the District who have a responsibility for developing an appropriate educational program for the student and/or who have an involvement or responsibility for the safety and well-being of the student in question, or other such students, requires the disclosure of personally identifiable information. Similar safeguards shall be in place for personally identifiable medical information concerning employees of the District.

**Observations** - During the course of carrying out activities as an employee or volunteer of the District, individuals may make certain observations that may disclose personally identifiable information about a student. These observations may indicate the nature of disabilities and/or accommodations that are made in response to such disabilities. These observations, by their very nature, may result in the employee or the volunteer receiving information in which they neither have any legitimate educational

interest nor a “need to know”. To the degree such observations disclose personally identifiable information, the employee or volunteer in question making such observations must respect the privacy, dignity, and confidentiality of the student involved and not disclose such information in violation of this policy.

Violations – The dissemination of personally identifiable information by employees or volunteers to individuals who have neither a “legitimate educational interest” nor supervisory capacity nor a “need to know” is strictly prohibited. Further, employees or volunteers are not to disclose such personally identifiable information to individuals who are not affiliated with the District without specific authorization.

Employees or volunteers who release personally identifiable information in violation of this policy shall be subject to discipline and/or exclusion from continuing participation in volunteer activities. Such discipline shall be severe and may include, but not be limited to, termination.  
(Reference GBEAA Staff Confidentiality)

### PERSONNEL FILES

The Superintendent of Schools shall develop and implement a comprehensive, confidential and efficient system of personnel records. Each employee's file will consist of application of employment and references, records and information relative to compensation, payroll deductions, evaluations and other such information as may be considered pertinent.

If adverse material is placed in an employee's personnel file, the employee will be given the opportunity to review it and make a copy. Employees are required to sign the material to acknowledge their review of it with the understanding that the signature does not indicate agreement with its content. Employees have the right to submit a written answer to any allegation and have that answer placed in the personnel file. It is important to note that materials received by school administration or the Superintendent's Office directly from the employee may be placed in the personnel file without going through the acknowledgment process.

Each employee shall have the right, upon request and within a reasonable period of time, to review the contents of his/her own personnel file, with the exception of references and recommendations provided to the District on a confidential basis by universities, colleges or persons not connected with the District. A Superintendent administrative staff member will be present at the time the records are reviewed by the employee to answer any questions, assist with the review, and ensure the file contents. The employee may also request a copy of all or part of his/her personnel file. The District may charge a reasonable fee to cover the cost of supplying the requested documents. (Reference GBJ Personnel Records)

### HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The School Board directs the Superintendent or designee to take steps to ensure compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), which grants individuals the right to receive notice of the uses and disclosures of their protected health information that may be made by the District, and sets forth the individual's rights and the District's legal obligations with respect to protected health information.

Confidentiality of Individually Identifiable Health Information - The District and its employees will not

use or disclose an individual's protected health information for any purpose without the properly documented consent or authorization of the individual or his/her authorized representative unless required or authorized to do so under state or federal law or this policy, unless an emergency exists or unless the information has been sufficiently de-identified that the recipient of the information would be unable to link the information to a specific individual.

Prior to releasing any protected health information for the purposes set forth above, the District representative disclosing the information shall verify the identity and authority of the individual to whom disclosure is made. This verification may include the examination of official documents, badges, driver's licenses, workplace identity cards, credentials or other relevant forms of identification or verification.

All employees of the District are expected to comply with the administration of this policy. Any violation of the HIPAA privacy or security standards or this policy shall constitute grounds for disciplinary action, up to and including termination of employment.

Any employee of the District who believes that there has been a breach of the integrity or confidentiality of any person's protected health information shall immediately report such breach to his/her immediate supervisor or the Superintendent or his/her designee. Any employee involved in retaliatory behavior or reprisals against another individual for reporting an infraction of this policy is subject to disciplinary action up to and including termination of employment.

If the Superintendent or his/her designee determines that there has been a breach of this privacy policy or of the procedures of the District, he/she shall make a determination of the potentially harmful effects of the unauthorized use or disclosure and decide upon a course of action to minimize the harm. Any individual responsible for the unauthorized use or disclosure is subject to appropriate disciplinary measures as determined by the Superintendent or his/her designee.

Notice - The District shall distribute a Notice of Privacy Practices within one month of the initial adoption of this policy, and thereafter to all employees at the time of their enrollment in the health plan and within 60 days of any material revision. The notice shall also be posted in a clear and prominent location in each facility in the District and be printed in staff handbooks. The District will also notify individuals covered by the health plan of the availability of and how to obtain the notice at least once every three years.

Training - All employees shall receive training regarding the District's privacy policies and procedures as necessary and appropriate to carry out their job duties. Training shall also be provided when there is a material change in the District's privacy practices or procedures.

Documentation - Documentation shall be required in support of the policies and procedures of the District and all other parts of the HIPAA privacy regulations that directly require documentation, including, but not limited to, all authorizations and revocations of authorizations, complaints and disposition of complaints. All documentation shall be kept in written or electronic form for a period of six years. (Reference GBJA Health Insurance Portability and Accountability Act (HIPAA) and Notice of Privacy Practices for HIPAA in Appendix A)

## HIV/AIDS POLICY

Introduction - Acquired Immunodeficiency Syndrome (AIDS) is a disease in which the body's immune system is impaired by the Human Immunodeficiency Virus (HIV). The virus leaves its victim unable to fight off infections. As a result, persons with AIDS are susceptible to serious secondary infections, such as pneumonia and certain malignancies. Some, but not all, persons infected with HIV develop AIDS. To assist the District and infected persons, the District has developed the following policy.

### General Principles -

- (A) HIV is not spread by casual, everyday contact. Therefore, absent a serious secondary infection that may be transmitted to others or a significant health problem that restricts the infected person's ability to attend School, a student who is infected with HIV or AIDS shall attend the School and classroom to which he or she would be assigned, and shall receive the rights, privileges and services to which he or she would be entitled if not infected. Decisions about any changes in the educational program of a student who is infected with HIV or AIDS shall be made on a case-by-case basis.
- (B) There shall be no discrimination in employment against a person infected with HIV or AIDS based solely upon said infection. No District employee shall be terminated, non-renewed, demoted, suspended, transferred or subjected to adverse action based solely upon his/her infection with HIV or AIDS, or the perception that he or she is so infected. However, the District may take whatever action is appropriate as to an employee who, despite reasonable accommodation, is unable to perform his/her duties due to an illness, including an illness related to HIV or AIDS.
- (C) The School District shall provide a sanitary environment and shall establish procedures for handling bodily fluids, pursuant to Section V.
- (D) The District shall administer a program of education about HIV or AIDS for students, their families, and School District employees to ensure that they are informed about the following:
  - (1) The nature of HIV, including how HIV is transmitted, according to current scientific evidence.
  - (2) District policies and procedures relating to employees and students with diseases such as HIV or AIDS.
  - (3) Resources within the School District and elsewhere for obtaining additional information or assistance.
  - (4) Procedures to prevent the spread of communicable diseases at School.

### Evaluation of Infected Students and Staff -

- (A) HIV is not transmitted casually. Accordingly, infection with HIV or AIDS is not, by itself, sufficient reason to remove a student or staff member from the School. When the Superintendent has been notified that a student or staff member is infected with HIV or AIDS, the Superintendent shall act appropriately to ensure the safety of persons in the School setting and to plan to support the infected person.
- (B) When the District learns that a student is infected with HIV or AIDS, the appropriate procedures under State and Federal Law with regard to evaluation and educational programming shall be followed if the student is or may be educationally handicapped.
- (C) (1) When notified that an employee is infected with HIV or AIDS, the Superintendent shall determine whether the infected person has a significant health problem that will restrict his/her ability to work and shall determine whether the infected person has a secondary infection (e.g.,

tuberculosis) that poses a medically recognized risk of transmission of disease. The Superintendent shall make this determination by consulting with the infected person's physician and the infected person. The Superintendent also may consult with public health officials and other persons, subject to the confidentiality provisions in this policy. The Superintendent shall consider methods in which the School District may anticipate and meet the needs of persons infected with HIV or AIDS.

(2) Absent a secondary infection which creates a medically recognized risk of transmission of disease, or a significant health problem which restricts the infected person's ability to work, the Superintendent shall not alter the job assignment of the infected person. However, the Superintendent shall periodically review the case with the persons described in Section Evaluation of Infected Students and Staff (C1).

(3) If the Superintendent determines that a secondary infection poses a medically recognized risk of transmission of disease in the School setting or that a significant health problem restricts the infected person's ability to work, the Superintendent shall consult with the persons described in Section Evaluation of Infected Students and Staff (C1). After said consultation, the Superintendent shall, if necessary, develop an individually tailored plan to accommodate the staff member if possible. Additional persons may be consulted if necessary for gaining additional information, but the infected person must approve of the notification of any additional persons who are informed of the infected person's identity. The Superintendent may consult with legal counsel to ensure that any official action is consistent with state and federal law. If an individually tailored plan is necessary, said plan shall be medically, legally, educationally and ethically sound.

(D) Infected students who are aggrieved by the education plan determinations may appeal said determinations pursuant to state and federal special education law if the infected student is eligible for or claims that he is eligible for special education or special education and related services. Infected persons who do not claim that they are eligible for special education or special education and related services, but who are aggrieved by the Superintendent's determinations, may appeal said determinations to the Board.

(E) Confidentiality shall be observed throughout the foregoing process.

#### Confidentiality -

(A) The identity of a student or staff member who is infected with HIV or AIDS may be disclosed to those persons who determine whether the infected person has a secondary infection that poses a medically recognized risk of transmission of disease in the School setting or whether a significant health problem will restrict the infected person's ability to work or attend class. These persons include:

(1) The Superintendent or a person designated by the Superintendent to be responsible for the determination, or, in the case of a student who is identified as educationally handicapped or who is claimed or believed to be educationally handicapped, the special services team.

(2) The physician of the infected person.

(3) Public health officials, to the extent that their knowledge of the infected person's identity is necessary.

(B) The persons listed in Section Confidentiality (A1-2) and the infected person (or his/her parents or guardians) shall determine whether additional persons to know the identity of an infected person. The identity of an infected person shall not be disclosed to persons who are not listed in Section Confidentiality (A) without the consent of the infected person, or the infected person's parents or guardians. The persons to whom the infected person's identity may be disclosed with the aforementioned consent include the School Nurse, the School Principal, or other persons necessary to protect the health of the infected person or to evaluate and monitor the case.

- (C) All staff members who know the identity of persons infected with HIV or AIDS shall treat said information as confidential. No information be divulged directly or indirectly to any individuals or groups, except as noted in Section Confidentiality (A-B). All medical information and written documentation of discussions, telephone conversations, proceedings, and meetings concerning the HIV or AIDS infection shall be maintained in a locked file. Access to said file shall be granted only to those persons who have the written consent of the infected person or his/her parents or guardians. The names of infected persons shall not be used in documents, except when essential. No document containing the name or other information which reveals the identity of an infected person may be shared with any person for any purposes without the consent of the infected person or the infected person's parents or guardians. Any School staff member who violates the confidentiality provisions of Section Confidentiality shall be subject to discipline as determined herein. The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension, or immediate discharge. Test results and medical records shall be disclosed only with the consent of the infected person (or that person's parent if he is a minor), pursuant to a subpoena or order of a court or administrative agency, or otherwise in accordance with law.

Testing - Mandatory testing for communicable diseases that are not spread by casual, everyday contact (e.g., HIV or AIDS) shall not be a condition for School entry or attendance, or for employment or continued employment.

#### Control of Infections -

- (A) HIV cannot penetrate unbroken skin, and there is no evidence that HIV has been transmitted through contact with vomit, nasal discharge, saliva, urine, or feces. However, said body fluids commonly transmit infections such as Hepatitis, colds and flu. Accordingly, direct skin contact with body fluids should be avoided whenever possible.
- (B) Staff members shall follow the UNIVERSAL PRECAUTIONS in handling body fluids in the Schools.
- (C) The District shall cooperate with local, state and federal health agencies in controlling infections.

Health Education - The Board recognizes that (HIV) AIDS education should be integrated into the health and family life curriculum, but may also be applied to other curriculum areas.

The District's HIV/AIDS education program must address, at a minimum, the nature, transmission, prevention, and effects of the disease. The program shall be provided in a sequential manner in all grades, taking into consideration the age and maturity of the pupils and the subject matter of the course. Development of the program should take into account the instructional needs of all pupils in the District.

The Superintendent shall ensure that the information presented as a part of the HIV/AIDS program is articulated in such a way that transition from grade to grade in the elementary school and from elementary to secondary approaches to the material will be appropriate for all pupils.

The Superintendent shall ensure that all staff involved in teaching the HIV/AIDS education program are properly certified and adequately prepared to teach the material. As necessary, appropriate staff training shall be provided.

All employees shall have training in Universal Precautions. (Reference GBGAA HIV/AIDS Policy)

#### EMERGENCY CONTACT INFORMATION

All employees are required to complete an emergency contact information form each school year. This information will be used to contact persons selected by the employee in case of an emergency. The emergency contact form will be supplied with the offer of employment.

#### GENERAL SAFETY

All observed safety and health violations should be reported to the School Principal. Reporting of injury or illness should be reported as outlined in this Handbook.

All medications for students are dispensed through the School Health Department.

Only employees receiving special training in protection measures and personal protection are permitted to deal with bodily fluids, hazardous, and/or toxic substances. Spills of this nature are to be reported to the School Principal immediately.

Employees using hazardous and toxic substances will be supplied with a Material Safety Data Sheet and trained for the safe use of such materials.

#### REGISTERED SEX OFFENDERS

The Superintendent will post a notice in the teacher's room at each school when a registered sex offender has moved into a residence near school grounds and the state website has been updated to reflect this information. As necessary, staff will be notified of known sex offenders that are moving into a residence near school grounds. This information will be provided to employees who are most likely to observe unauthorized persons on or near school property. If a notified employee sees a registered sex offender on or near school property, around any school district student, or attending any school activity, the Superintendent will be notified immediately.

Notification of potential public danger is the responsibility of the local law enforcement. The District will not disseminate sex offender registry information to parents. Questions regarding registered sex offenders should be directed to the Superintendent's Office. Anyone requesting registry information will be referred to the local law enforcement authorities or the NH Registered Sex Offender Registry website at [www.egov.nh.gov/nsor](http://www.egov.nh.gov/nsor). (Reference EEAED Receipt and Use of Sex Offender Registry Information and EEAED-R Regulations and Procedures for Use of Sexual Predator Notification Information)

#### USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The Board has authorized the use of Automated External Defibrillators (AED) in emergency situations. AEDs will be administered only by those employees designated by the School Principal, in consultation with the School Nurse. Employees will be authorized after they have successfully received and completed appropriate training in cardiopulmonary resuscitation and AED use. (Reference GBGBA Use of Automated External Defibrillator (AED))

#### REPORTING A WORKPLACE INJURY/ILLNESS

Employees who are injured at work need to report to their school nurse to fill out the 1<sup>st</sup> Report of Injury Form to notify the Epping School District of a work related injury or illness and for workers'

compensation eligibility. School nurses will have the First Report of Injury Form available.

a. During the Regular School Day:

Employees who are injured at work need to go to the school nurse. The health of the employee is considered paramount at all times. If possible both the school nurse and employee will together fill out the First Report of Injury Form including any treatment received and follow up recommendations, and again if possible both the employee and the school nurse will sign the report. The school nurse will forward a copy of the completed form to the Epping School District Payroll Department at the Superintendent's Office and the School Principal's Office. The Payroll Department will follow through reporting to the Department of Labor.

b. After School Hours or School Is Not In Session:

Employees who are injured after school hours or when school is not in session, and need medical attention, need to seek medical attention as directed by their health insurance plan. Please note that employees should seek assistance by contacting their supervisor. It is important that in emergencies 911 should be called. As soon as possible upon return from the physician's office or emergency room, employees should see the school nurse to report the work related injury. During school vacation time the employee is advised to contact the Superintendent's Office. If the First Report of Injury Form is not completed the medical bills will be denied by the insurance company.

#### STAFF SAFETY REPORTING REQUIREMENTS

School staff members are required to report the following incidents to the School Administration immediately per School Board Policy, state law, and federal law. (Reference Policy G Personnel and Policy J Students)

1. Misconduct
2. Violence
3. Theft
4. Destruction
5. Gang activity
6. Hazing
7. Tobacco
8. Alcohol/Drug
9. Weapons
10. Bullying
11. Suspected child abuse/neglect
12. Suicide threats

The rule is: REPORT IT TO SCHOOL ADMINISTRATION - IF IN DOUBT, REPORT IT

#### SCHOOL SEARCHES

When it is deemed necessary school administration and/or law enforcement may search the school building and grounds. The school and its contents are the property of the District, not the student and/or employee. Students and employees have no reasonable expectation of privacy as to the contents of those areas. The school and its contents may be subjected to searches at any time with or without reasonable suspicion. Students and employees are not to use any school area or property to contain any thing that should not be at school. (Reference JIH Student Searches and Their Property)

## DISTRICT VEHICLE

Only employees authorized by the Business Administrator and Facilities Supervisor are permitted to drive the District truck. Employees must abide by all district and state transportation regulations. The District reserves the right to withdraw permission at any time.

## HIRED VEHICLES DRIVEN BY SCHOOL EMPLOYEES

Employees providing student transportation with a rental vehicle must receive prior permission from the School Principal. Employees must hold a valid driver's license appropriate for the classification of the vehicle to be driven. The rental company will require evidence of insurance prior to leasing the vehicle. The SAU Business Manager must be contacted to provide such information. It is to be noted that the district's insurance is primary followed by the employee's insurance.

Use of fifteen passenger vans is not permitted. (Reference EEA Student Transportation Services)

## USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

Any use of private vehicles for transportation of students to or from school on field trips, athletic events, or other school functions, must have prior written authorization by the Superintendent or his/her designee. Those providing unauthorized student transportation do so at their own expense and liability.

Any employee or private citizen using their own or a rented vehicle to provide school-authorized student transportation must have auto liability insurance of not less than \$100,000 per person, \$300,000 per accident. Drivers must provide evidence of insurance prior to being authorized to drive for the District. The District will maintain liability insurance, which will be in excess of the owner's primary insurance for authorized student transportation.

All drivers must have a valid driver's license appropriate for the classification of vehicle to be driven, and a vehicle which has a current N.H. inspection sticker. Drivers must provide evidence of a valid driver's license and the District must verify the current inspection sticker. A commercial license is required for any vehicle that has a capacity of 16 or more. Any person transporting students in a private vehicle must have a criminal records check. School employees may be exempt from this requirement.

The Board specifically forbids any employee to transport students for school purposes without prior written authorization by the Superintendent or his/her designee. All employees who regularly transport students must have a School Bus Driver Certificate.

No student shall be sent on school errands using any automobile.

Reimbursement for use of private vehicles may be made, but only if the employee or other person has prior approval of the designated administrator.

There will be no smoking allowed in contracted or private vehicles transporting students.

All drivers must adhere at all times to local, state and federal laws and regulations regarding student transportation and motor vehicle operation. Further, each driver agrees to be responsible for the safety, welfare, and conduct of the students being transported. (Reference EEAG Use of Private Vehicles to

Transport Students)

### SAFETY COMMITTEE

The School District has a safety committee comprised of representatives from each school. Meeting minutes are posted and available from the Superintendent's Office. Employees interested in attending a meeting or addressing a safety concern can contact the Business Manager in the SAU Office.

### WORK REQUESTS FOR MAINTENANCE

Requests for maintenance should be directed to the Facility Supervisor via e-mail (gkimball@sau14.org).

### EMPLOYEE IDENTIFICATION BADGES

All employees will be issued an employee identification badge upon employment. All employees are expected to wear this badge during school/work hours in all school buildings and on school property.

### CHILDREN OF SCHOOL STAFF

Permission of the School Principal is required by school staff to have children in the building when the staff member is working under school contract. Children of school staff before, during, and after the school day, unless in an approved school program, must be under parental supervision at all times.

### LEAVING THE BUILDING

Upon reporting to work all employees are expected to be in attendance in the school building. Exceptions on an as-needed basis may be granted by the School Principal.

All support staff members are also expected to remain in the school building or on school grounds during break periods. Staff may request permission and must receive permission from the School Principal to leave the school for lunch or other break periods.

### EMPLOYEE PROTECTION

These insurances are provided for all employees regardless of assignment, length of assignment, and/or hours worked per day, and are subject to state law. These insurances are provided in accordance with the provisions of the insurance carrier. (Reference GBG Employee Protection)

a. Liability:

The employees of the District are indemnified and held harmless against claims that be entered against them as a result of carrying out their assigned responsibilities, as provided under RSA 31:105 and 31:106. Employees should contact the Superintendent's Office to obtain additional information. Potential liability claims should be reported immediately to the Superintendent's Office. Failure to provide notice to the insurance carrier may jeopardize insurance coverage.

b. Unemployment:

All employees are covered by unemployment compensation insurance paid for and provided by the District. District employees with reasonable assurance of employment after a regularly scheduled vacation break are ineligible for benefits during such breaks. Employees should contact the Superintendent's Office to obtain additional information.

c. Workers' Compensation:

All employees are covered by workers' compensation insurance paid for and provided by the District. Benefits are afforded for bodily injury or illness and wage loss arising from

accidents or diseases suffered or contracted as a result of employment, as provided for by state law. In the event that an employee is eligible to collect workers' compensation insurance, the District will continue to pay the employee's regular salary with the employee reimbursing the District the workers' compensation payment. Employees should contact the Superintendent's Office to obtain additional information. Employees who are injured at work need to see their school nurse per the following reporting procedure.

### **FRAUD PREVENTION**

Federal regulations require the District to have a fraud prevention and fiscal management policy. An employee who suspects fraud, impropriety, or irregularity is to immediately report his/her suspicions to the Superintendent. The employee should contact the Superintendent immediately and not attempt to confront the accused or conduct his/her own investigation. If the report involves the Superintendent, the employee will report his/her suspicions to the School Board Chairperson. Employees who bring forth a legitimate concern or suspicion about a potential impropriety will not be retaliated against. Anyone retaliating against such an employee will be subject to disciplinary action. (Reference DIH Fraud Prevention and Fiscal Management)

### **USE OF OFFICE EQUIPMENT AND COMMUNICATION DEVICES**

Use of office equipment and communication devices is restricted to school district business. Reference the Acceptable Computer, Network, E-Mail, and Internet Use Policy, Website Publishing Policy, and Employee Use of Cellular Telephones for the appropriate use of computer and communication systems.

### **USERNAMES AND PASSWORDS**

The District issues usernames and passwords for the use of e-mail, PowerSchool®, Techpaths®, and educational software. Usernames and passwords are confidential and should not be shared with others. It is important to know that when sharing this information you may be held accountable for the actions of others.

### **TECHNOLOGY ISSUES**

Please refer to the Building Contact Flowchart in the Appendices for questions regarding PowerSchool®, PowerGrade®, NHSEIS, i4See, and other technology issues before contacting the technology department. If you are unable to resolve the technology issue at this level please then make a technology work request. Requests for technology work should be directed to the Director of Technology via e-mail (pgilligan@sau14.org). Please add your School Principal to the e-mail request. Use of e-mail will insure a more timely response and a record of request.

### **ENERGY PLAN**

It is the District's responsibility to ensure that every effort is made to conserve energy while exercising sound financial management and safety. The implementation of this policy is the joint responsibility of the Board, administrators, teachers, students, support personnel and community, and its success is based on cooperation at all levels. The following energy guidelines are in effect. (Reference Policy ECF Energy Conservation)

Overall

1. Conduct a district-wide energy audit.
2. Encourage students and staff to identify energy saving measures.

3. Include energy and recycling in the daily operation of the classroom.
4. Assign students to be in charge of saving energy and recycling.

#### Fuel Oil Consumption

1. Clean and check all burners for operation in the most efficient manner possible.
2. Use multiple small boilers rather than one large unit where possible.
3. Review fuel bills for accuracy and to identify and investigate changes.
4. Implement an air filter replacement schedule to optimize efficiency.
5. Ensure that all intakes and exhausts are clear of obstruction.
6. Check water heaters for proper temperature and operation.

#### School Building Temperature

1. Set occupied building temperature range from 68 to 70 °F.
2. Turn off building heat when building is unoccupied with a safety setting of 55 °F.
3. Use unoccupied guideline when building is unoccupied for 2 or more consecutive days.
4. Check automated building controls for proper settings and operation to meet guidelines.
5. Ensure that room temperature guidelines are maintained.
6. Check the location of thermostats and relocate if possible to address warmer or cooler parts of the building.

#### School Building Efficiency

1. Check and adjust automatic door closers for proper operation. Ensure that doors are not left open.
2. Check and repair seals and/or add weather stripping around all doors and windows.
3. Develop window and door replacement schedule to sustain building efficiency.

#### Electricity Use

1. Review electricity bills for accuracy, correct classification, and to identify and investigate changes.
2. Permit refrigerators, microwaves, coffee pots, and other appliances only in common areas.
3. Check occupancy sensor light switches for proper operation.
4. Develop plan to install occupancy sensor light switches in all buildings.
5. Place outdoor lights on a timer and adjust for change to and from daylight savings time.
6. Replace incandescent light bulbs with fluorescent lights.
7. Replace metal halide lights in gyms with fluorescent light fixtures.
8. Replace incandescent light exit signs with LEDs.
9. Adjust vending machine operation for efficiency.
10. Turn off lights and air conditioners when room is not in use.
11. Turn off lights, air conditioners, computers, monitors, printers, and other electrical devices at the end of the school day, and lock classroom.
12. Check electric hot water units for proper temperature and operation.
13. Charge a fee for after hours use of school buildings.
14. Use non-peak hours for heavy duty electrical equipment such as kilns, etc.
15. Explore the feasibility of purchasing electricity in bulk.

#### Kitchen Equipment

1. Ensure that all kitchen equipment, hot and cold, is properly calibrated for temperature and operation.

2. Check and repair door gaskets on kitchen equipment.
3. Consolidate food storage in freezers and refrigerators where possible and turn off unused units. Limit food stored over summer vacation.
4. Preheat units for the time needed to reach temperature just before use and avoid turning on kitchen equipment earlier than necessary.
5. Evaluate the financial feasibility of using a dishwasher rather than using disposable dishes, trays, and utensils.

#### Gasoline Use & Mileage Reimbursement

1. Recommend carpooling for multiple employees to and from out-of-district conferences, meetings, etc. to obtain mileage reimbursement.
2. Hire bus where financially feasible for large groups of employees to attend training sessions.
3. Require anti-idling policy for school buses.
4. Avoid unnecessary trips for supplies by purchasing in bulk using district purchasing as feasible.
5. Ensure that all district owned equipment is in proper running order.

AVAILABLE ON DISTRICT WEBSITE

[WWW.SAU14.ORG](http://WWW.SAU14.ORG)

1. SCHOOL BOARD POLICY

2. PERSONNEL FORMS