

SUPPORT STAFF HANDBOOK CHANGES FOR 2011-2012

(Highlighted section titles and *italicized content* indicate a change.)

Page 10 – Superintendent’s message revised.

Page 11 – Epping School District Goals revised.

Page 14 – Paraprofessional Agreement will be distributed electronically.

Page 14 – Equal opportunity employment policy updated to comply with the Genetic Information Nondiscrimination Act (GINA). This act prohibits the District from requesting or requiring genetic information of employees or their family members and from discriminating against employees based on genetic information.

Page 15 – District requests that employees do not provide any genetic information when responding to a request for medical information in order to comply with GINA.

Page 17 – Benefits are subject to rules and regulations of the provider and proper completion of application process.

Page 20 – Revised food service policy does not permit school staff to charge for food service purchases due to issues with collecting outstanding food service balances.

Page 27 – Paraprofessional dues deductions are subject to collective bargaining agreement.

Page 27 – Paraprofessionals working before/after their contract year will be paid the rate of pay for the school year (July to June) in which they are working.

Page 27 – Probationary employees are not subject to a notice of return employment.

Page 28 – Paraprofessional Association will be notified of the school calendar and work year by May 15th.

Page 31 – District has transitioned to a new health care plan and prescription drug benefit.

Page 32 – District offers dental insurance to year round support staff.

Page 33 – Employee contribution to the NH Retirement System has increased from 5% to 7% effective July 1, 2011. A summary of 2011 Legislative Changes will be distributed at the beginning of the school year.

Page 34 – Exception made be made for approved personal leave to be eligible for holiday pay.

Page 35 – Reference to policy on extended leave of absence has been added.

Page 36 – Notice for personal leave has been increased to 48 hours except in the case of an emergency.

Page 36 - Family Medical Leave Act updated to comply with GINA.

Page 41 – Under other leaves the District cannot guarantee an employee be placed in the same position prior to the leave.

- Page 49 - District news will be distributed via email as received rather than monthly to increase the timeliness of the information.
- Page 50 – School Board meeting schedule revised.
- Page 51 – Policy regarding staff internet access and acceptable use procedures has been revised per the Epping Technology Plan.
- Page 65 – Sex offender protocol changed to reflect changes in state law.
- Page 66 – Pupil safety and violence prevention (bullying) revised to reflect approved School Board policy.
- Page 74 – New policy has been developed to address school staff teaching their own children.
- Page 77 – New policy addressing poor indoor air quality has been developed as required by the NH Public School Standards. Indoor air quality has been reported to be impacted by motorized vehicles, toxic chemicals, certain items brought from home, and animals in school. Please read as there are restrictions on what can be brought in from home and requirements for anti-idling motor vehicles.
- Page 78 - New policy has been developed to address issues of air quality and communicate protocol for animals in school and on school grounds. Permission of the Principal is required for animals in school.