

Classified Employee Handbook 2018-19



**Excellence in Everything, Every Student,
Every Day**

PCSD#2 Vision Statement

Excellence in Everything, Every Student, Every Day!

PCSD#2 Mission Statement

We will grow the knowledge, skills and attitudes of each learner, empowering them to grow into responsible, productive global citizens through relationships, rigor and relevant learning opportunities.

Core Values

Personal Courage, Respect, Integrity, Determination and Excellence



Mascot: _____ **Colors:** Black, White, and Gold

Disclaimer: Anything not covered in this handbook can either be found in the Policy handbook for the school district or is at the discretion of the Principal and/or Superintendent. Changes made to this handbook can be made at any time, and parties that will be affected by the change will be notified as soon as possible.

PLATTE COUNTY SCHOOL DISTRICT #2



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PHILOSOPHY STATEMENT

We believe that the students in Platte County School District #2 should profit from their learning experience so that, using their fundamental skills, they can give responsible direction to their own lives as contributing members of society.

To accomplish this, we must help develop each individual to their fullest in a common core of knowledge and skills.

We expect students to become literate, develop critical thinking skills and decision-making skills, grow mentally, emotionally, and physically, thereby taking pride in their achievements and satisfaction in their knowledge.

Developing community/parental support and involvement in this process will offer the best education to students in Platte County School District #2.

Classified employees serve an important role in this quest. Without the contributions, you make to the district, students would not receive the quality education members of the PCSD #2 community expect. This handbook describes the policies, procedures, and other information you should know as an employee of Platte County School District #2. It is not a contract or agreement, nor does it create any property rights. It is the responsibility of each employee of the district to become familiar with this handbook and the Board of Trustees policy manual.

Line of Authority

While each staff person should know to whom he/she is responsible (policy CCB-E), below is the line that authorizes persons to be in charge in the event of an emergency in the absence of regular administrative staff.

Superintendent/Facilities Director (in emergency situations)

Principal

Special Education Director

Instructional Facilitator

Counselor

Business Manager

Lead Teachers as designated by the Principal

Relationship with Teachers and students - Certified and classified staff members are co-workers collaborating to provide an environment in which all students can be successful. In most cases,



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teachers and administrators are responsible for student welfare. Certain classified staff members – secretaries, aides and bus drivers – are designated to supervise and deal with students under the direction of certified staff. In other cases, such as immediate danger, it may be necessary for a classified staff member to make an exception to this rule and assume responsibility for student welfare.

CELL PHONE USE – Cell phone use is allowed during non-contact time with students and needs to be in an area where students are not present. Staff should strictly limit personal calls during working hours to brief conversations during a break, in a break room or private area. If there is an emergency situation requiring such use, please visit with your supervisor.

CHILD ABUSE (Reporting) - Policy JHG

The Board recognizes that because of a school employee's sustained contact with school age children, they are in an excellent position to identify abused or neglected children and refer them for treatment and protection.

In accordance with reporting requirements of the Child Protection Act, any school employee who suspects that a child's physical or mental health or welfare may be adversely affected by abuse or neglect shall report this to the principal who shall report the case to the Department of Social Services.

School employees and officials shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

It is not the responsibility of the school official or employee to prove that the child has been abused or neglected.

Employees who make a report of suspected child abuse in good faith or while performing their official duties in response to such a report, or participating in a judicial proceeding resulting from their report, shall be immune from liability, civil or criminal that might otherwise be incurred or imposed.

Legal Reference: W.S. 14-3-201 to 14-3-215 Adopted 4/16/86, Reviewed 12/14/98

Compensation

i. Salary schedule – Placement on the salary schedule is at the discretion of the district **therefore is only a guideline, not a mandatory movement.** Please note that we consider wage and salary information to be CONFIDENTIAL. It is mandatory that you refrain from discussing your compensation with other employees of the district.

ii. Compensation and benefits – the Board of Trustees will establish the compensation package of the classified employees. All classified employees and substitutes shall receive their paychecks on the 15th day of the month following the pay period. If the scheduled payday falls on a weekend, reasonable effort shall be made to issue paychecks on the last working day prior to the scheduled payday.



STAFF MEETINGS - Staff meetings will be scheduled throughout the year. Attendance will be determined based upon topic and grade level, you will be notified by email if you are to attend. If you are not sure, send an email and ask.

INTERNET AND COMPUTER USE- Staff members must be very familiar with the district policy on the Internet and computer use and make sure all students follow the policy. All staff members are required to abide by the district Internet Policy (see attached Acceptable Use Policy.)

KEYS- Keys to the school facilities will not be checked out to anyone other than school staff or other persons authorized by the Superintendent of Schools and are the responsibility of the employee. Your keys are not to be loaned to any other person.

PROFANITY - In order to project an attitude of responsibility and to show respect for students as worthwhile individuals, staff members will refrain from the use of profanity, vulgarity, and lewd comments.

STAFF ABSENCES- The number and types of staff absentee days is covered in Board Policy. Staff members should be sure the necessary paperwork is completed for absentee days. Your supervisor should be notified as soon as possible when an absence is going to occur.

STAFF LEAVE PROVISIONS (policy GDBD) - Classified staff employees will be granted leave for illness, personal purposes, professional purposes, and other activities in keeping with the provisions of the Salary Schedule and Related Information Packet adopted for certified staff. Family health crisis leave will be granted in accordance with the classified salary schedule adopted.

Temporary absences for necessary and justifiable reasons will be authorized by the Superintendent or the Principal. All requests for long-term leaves will be submitted to the Superintendent, along with his recommendation, for Board action.

The following leave benefits are provided:

1. Sick Leave.
2. Professional Leave
3. Personal Leave.
4. Family Health Crisis Leave
5. Jury Duty
6. Family & Medical Leave



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Classified personnel who work a 12-month year will be entitled to vacation according to the following schedule:

Yrs. of Service	Full-time	Part-time (20-29 hrs)
1-5	10 days/80 hrs.	40 hrs.
6-10	15 days/120 hrs.	60 hrs.
11+	20 days/160 hrs.	80 hrs.

Vacation is to be schedule as approved by the Superintendent.

As of June 30 of each year an employee will have earned vacation per policy, which may be accrued to a maximum of one week over the annual vacation leave earned. Any days over this maximum as of June 30 of each year will be forfeited at no cost to the District. All vacation time will be stated on employee's work agreement.

Paid holidays for twelve-month classified staff shall include the following holidays:

Independence Day	Christmas (2 days)
Labor Day	New Year's Day
Thanksgiving (2 days)	President's Day
Memorial Day	Good Friday

Classified personnel scheduled to work less than five days per week shall receive holiday pay provided they were scheduled to work that day.

Other classified staff will work days and hours as specified by Notice of Employment forms or as directed by the administration.

1. **Jury Duty** - Employees who serve on court juries shall receive their full daily pay and reimburse the District the per diem received from the courts.
2. **Sick Leave Bank** - In order to be eligible for participation in the Platte County School District #2 (PCSD #2) Sick Leave Bank (SLB), PCSD #2 employees must designate one (1) day of sick leave to the bank each year. The SLB will accumulate to one hundred twenty (120) days. Participating employees must donate one (1) day to the bank each year using a form developed by



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the Superintendent or designee by the end of the first working day of each school calendar year. This form will indicate the employee's intention to donate one (1) day to the SLB.

i. The SLB will be administered by the Superintendent, GSEA representative, elementary teacher, secondary teacher, and a classified staff representative. Each group will select their representative in a democratic fashion. This group collectively will form the Sick Leave Bank Board (SLBB).

ii. Annually it shall be determined if the SLB will continue.

Sick Leave Bank Guidelines

- Employees are eligible to request days from the SLB, if and only if, they submitted the appropriate form donating a day for that school year.
- Employees are eligible to request days from the SLB, if and only if, they have exhausted all their accrued leave.
- Employees are eligible to request days from the SLB, if and only if, their attending physician certifies the necessity of sick leave. The SLB may not be used for maternity/paternity leave.
- Employees are eligible to request days from the SLB, if and only if, they submit a request in writing to the Superintendent. This request will include all documentation necessary to validate eligibility and the number of days requested. Employees may submit more than one request per year.
- The SLBB will meet when called by the Superintendent to approve all requests for use of the SLB based on the above criteria. The SLBB will determine the number of days to grant. The decision of the SLBB is final.
- In the event that the SLB is depleted and there is still a need for days, the SLBB may petition the PCSD #2 Board of Trustees to approve emergency donations.

STAFF DRESS – Employees are expected to dress appropriately for work. Please check with your supervisor or building administrator for guidelines. **Instructional staff and office staff do not wear blue jeans in an effort to foster a professional environment, unless approved by the Administration.**

TRANSPORTATIONAL EMPLOYEES POLICY – The Omnibus Transportation Employee Testing Act of 1994 requires alcohol and drug testing of safety-sensitive employees in the motor carrier industries. It is the School District's right, obligation, and intent to maintain a safe, healthful and efficient working environment for all of its employees and to protect school district property,



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equipment and operations from the risks associated with drug and alcohol use in the workplace. Bus drivers for Platte County School District #2 shall be tested for alcohol and controlled substances as required by law. For further details regarding this law and policy, contact the Superintendent.

WORKDAY – A classified staff employee’s normally scheduled work hours and work year is determined by job classification held and specific assignment.

Breaks

Employees who work six or more hours per day are provided a minimum of one-half hour uninterrupted/duty-free lunch. Lunch breaks are uncompensated time and do not count toward the number of hours you are required to work each day. Work performed during the employee’s lunch, even if voluntary, must be compensated as long as the supervisor is aware the employee is working.

Full-time employees are permitted to take a paid fifteen-minute morning and afternoon break. An employee working less than 7.5 hours, is permitted to take one paid fifteen-minute break per day.

The immediate supervisor will determine the time of day that breaks occur.

USE OF TOBACCO BY STAFF MEMBERS - The Board of Trustees has established the District and its facilities, including all buildings and grounds, as tobacco free. Staff members may not smoke or use tobacco in the presence of students any time they are on the job for the district in any capacity. This includes time spent supervising or directing student activities. (Board Policy: GBK)

SAFETY AND SECURITY- The procedures for safety and security are outlined in the SRP (Standard Response Protocol) in the Red Emergency Binders found in each and every classroom. It is the responsibility of the staff member to be aware of this protocol and follow it during an emergency situation. Contact the principal for further information.

STAFF COMPLAINTS/GRIEVANCES

A grievance is a written allegation by an employee of a violation of Board policy, administrative regulation, or of a written agreement between the district and its employees. The term "grievance" will not apply to any matter for which the method of review is prescribed by law or where the Board is without authority to act. Matters of employment or continued employment (termination, dismissal or suspension) or content of evaluations will not be subject to the grievance procedure. Channels will be established for personnel to present grievances, which shall permit their resolution at the lowest possible level. Any employee who desires to present a claim of discrimination in the form of a grievance may utilize this policy rather than alternative policies if so desired. For Grievance Procedure, see (GBK-R).

Section 1. Definitions



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a. Grievance: A grievance is an assertion by an aggrieved party that there has been a violation, a misinterpretation, or inequitable application of any provision of Board policy, rule, regulation or procedure, or an assertion of discrimination on the basis of race, color, national origin, sex, age, disability, or religion. The term "grievance" shall not apply to matters of employment, continued employment (termination, dismissal or suspension), content of evaluations, or any matter defined as a contested case under the Wyoming Administrative Procedure Act.

b. Aggrieved Party: An aggrieved party is any employee of the School District who asserts a grievance.

c. Supervisor: A supervisor is any employee with immediate supervisory and rating responsibility over other employees.

Section 2. Purpose. As problems may arise, good morale will be maintained by the expeditious and sincere efforts of all individuals concerned to work toward constructive solutions in an atmosphere of courtesy and cooperation.

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solution to any problem which may, from time to time, arise. As appropriate at all levels, the proceedings will be kept informal, expeditious and confidential.

Section 3: Non-limiting. Nothing herein contained shall be construed as limiting the presently existing right of any school employee having a grievance to discuss the matter informally with the appropriate member of the administration.

Section 4. Stages of Grievance Procedure

a. Level I

i. Problem Identification: The aggrieved party will notify, in writing, his supervisor of his/her grievance in sufficient detail so that the problem can be understood. This document will constitute the complaint of grievance for subsequent stages subject to written amendment or supplement.

ii. Meeting: The supervisor will schedule a meeting within 10 days for discussion of the grievance. If the grievance involves other district employees who may be parties in interest, notice will be given such person or persons and an opportunity afforded to be present at all sessions concerning the grievance. All participants shall have the right to freely express their opinions in an effort to resolve the matter informally to the satisfaction of everyone. The supervisor may also meet separately with the concerned parties.



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iii. Written Decision: A written decision will be made and filed within five (5) days by the supervisor.

iv. Directly Involving Supervisor: In the event the problem of the aggrieved party directly involved the immediate supervisor of the aggrieved party, the superintendent shall act as the supervisor for purpose of the Level I grievance procedure, and in the event an appeal is necessary, the Level III procedure will be followed.

v. Directly Involving Superintendent: In the event the problem of the aggrieved party directly relates to the superintendent, the Board of Trustees shall act as the supervisor for the purpose of the Level I grievance procedure. In this situation, the decision of the Board will be made and filed within ten (10) days after the date of conclusion of the hearing and shall be final.

b. Level II

i. Appeal: An appeal from the supervisor's decision may be taken by any party in interest within 10 days after the date of filing of the decision, by filing an appropriate notice.

ii. Meeting: A meeting will be held within ten (10) days after receipt of the written notice of appeal by the superintendent. Unless waived by the party filing the appeal, the superintendent shall give forty-eight (48) hours notice of the time, date and place of the meeting.

iii. Decision: A written decision will be made and filed within 10 days after conclusion of the meeting.

c. Level III

i. Appeal: An appeal by any party in interest for a hearing before the Board of Trustees may be taken by filing a written notice within 30 days after the entry of the superintendent's decision.

ii. Board Hearing: Within ten (10) days after receipt of written notice of appeal, the Board shall schedule an informal hearing which may be held in executive session. Notice shall be given to all parties in interest.

iii. Decision: The decision of the Board will be made and filed within ten (10) days after the date of conclusion of the hearing and shall be final. The decision of the Board shall be the final step of the grievance procedure.



In order to institute the procedures afforded herein, notice of a grievance must be filed with the supervisor within 30 days after the aggrieved person knew or should have known, of the act or condition on which the grievance is based.

Section 5. Optional Discrimination Complaint Procedure.

Anyone who believes that he/she has been discriminated against, also has the option to utilize Board policy AC-R or file complaints with the Office for Civil Rights, Region VIII, United States Department of Education, Federal Building, Suite 310, 1244 Spear Blvd., Denver, Colorado 80204-3582.

Section 6. For purposes of this policy, "day" shall not include weekends or holidays.

SECTION 504/ADA GRIEVANCE PROCEDURE

A "grievance" is a complaint by a District employee, a student entitled to an education within the District, or a parent of a such a student. The District has designed this grievance procedure as a means of reaching a fair and equitable settlement, at the lowest possible administrative level, of differences and issues relating to possible discrimination against employees and/or students under the Rehabilitation Act of 1973 (Section 504) and/or the Americans with Disabilities Act. These laws prohibit a public agency like PLATTE COUNTY SCHOOL DISTRICT #2 from discriminating in its provision of its programs or activities against a qualified disabled person solely by reason of that person's disability.

The following are the steps that are to be taken under this procedure to process a grievance based on a complainant's belief that the District has violated one of these nondiscrimination laws.

Step One: A grievance must be filed in writing with the District's Section 504/ADA Coordinator, the person who the District has designated to coordinate Section 504/ADA compliance efforts:

**Glen Suppes
PLATTE COUNTY SCHOOL DISTRICT #2
555 South Wyoming
Guernsey, WY 82214 307-836-2735**

All grievances must be filed within seven (7) school days after the aggrieved becomes aware of the alleged violation.

Step Two: The Section 504/ADA Coordinator or designee will investigate the grievance to the extent the 504/ADA Coordinator deems appropriate. This investigation shall be thorough enough for the Section 504/ADA Coordinator or designee to come to a fair determination of the grievance, and shall include an opportunity for all interested persons and their representatives to submit evidence relevant to the grievance.

Step Three: The Section 504/ADA Coordinator or designee shall issue a written determination of the grievance within 30 days of its filing. This determination shall at this point be forwarded to the



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aggrieved. The Section 504/ADA Coordinator will maintain the files and records submitted and reviewed in connection with his/her consideration of the grievance.

Step Four: Within five (5) days of the Section 504/ADA Coordinator or designee written determination of the grievance, the aggrieved may submit a request for appeal to the District's Superintendent at:

PLATTE COUNTY SCHOOL DISTRICT #2
555 South Wyoming
Guernsey, Wyoming 82214

The request must be in writing and must state the reasons for disagreement with the decision and the remedy the aggrieved requests. The Superintendent will schedule the grievance for consideration before the District's Board of Trustees.

EQUAL EDUCATIONAL OPPORTUNITIES NOTIFICATION AND GRIEVANCE PROCEDURE

NONDISCRIMINATION STATEMENT- Platte County School District #2 does not discriminate on the basis of race, color, national origin, sex, age, disability, or religion in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and the Americans With Disabilities Act (ADA) may be referred to PCSD#2 Personnel, Mike Beard (Title VI, IX), Glen Suppes (Section 504), or Linda Victory (ADA) at 555 South Wyoming Street, Guernsey, Wyoming 82214 or (307)836-2735; the Wyoming Department of Education, Office for Civil Rights, Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050 or (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 82024-3582, or (303) 844-5695 or TDD (303) 844-3417. This publication will be provided in an alternative format upon request.

It is the intent of Platte County School District #2 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures have been established for students, their parents and employees who believe discrimination has been shown by the District.

Specific complaints of alleged discrimination should be referred to:

Office for Civil Rights Coordinator
Platte County School District #2
555 S. Wyoming
Guernsey, Wyoming 82214 -- (307) 836-2735

Complaints may also be filed with the Office for Civil Rights.

Office for Civil Rights, Region VIII



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U. S. Department of Education, Federal Building, Suite 310
1244 Speer Boulevard
Denver, CO 80204-3582 -- (303) 844-5695, TDD (303) 844-3417

All students attending Platte County School District #2 may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education, (consumer and homemaking education, trades and industrial education, business and office education, marketing education, etc.), regardless of race, color, national origin, religion, age, disability or sex.

Grievance Procedure

Any student or staff member of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district program or activity on the basis of sex, age, race, religion, national origin, or disability may file a written complaint with the Office of Civil Rights Coordinator, Platte County School District #2.

However, prior to filing the grievance the student shall contact the building principal, or the individual whose decision generated the grievance and make an appointment for an informal meeting in an attempt to resolve the grievance. If the alleged grievance is not resolved satisfactorily at the informal meeting, the person filing the grievance must fill out a grievance procedure form detailing the complaint. The complete form will be presented to the Office of Civil Rights Coordinator within fifteen school days of the date upon which the complainant learned or should have known of the circumstances upon which the complaint is based. Completing and filing the form shall initiate the grievance procedure.

Disclaimer/Acknowledgement



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This handbook provides you with information about your employment with Platte County School District #2. It has been prepared as a guide and reference only. This employee handbook is not a contract, either expressed or implied. This District adheres to the policy of employment-at-will, which means that either you or Platte County School District #2 may terminate your employment at any time, for any reason provided by law, with or without cause and with or without notice.

Platte County School District #2 reserves the right to revise, discontinue, suspend or modify any of the policies contained in this handbook at any time and at its sole discretion.

I, the undersigned, understand that it is my responsibility to read the Platte County School District #2 classified handbook and to understand the policies outlined with in it. I also understand that this handbook is not intended to serve as a contract, either express or implied, and that Platte County School District #2 has the right to revise, discontinue, suspend or modify any of the policies contained in this handbook at any time at its sole discretion, and that all such changes will be binding up on all employees. I further understand that my employment with Platte County School District #2 is at-will. I understand that the handbook includes an anti-harassment and discrimination policy, with a grievance mechanism, and I will review and follow that policy and grievance mechanism.

Printed Name: _____

Signature: _____

Date: _____

School Year: 2018-19

**Platte County School District #2
Classified Staff Acceptable Use Policy Statement**



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PCSD#2 staff is responsible for using the PCSD#2 network for educational or employment activity. PCSD#2 can monitor, log, and record Internet and network activity. If a staff member demonstrates irresponsible behavior, such activities will be reported to the Superintendent for review. The staff of PCSD#2 has certain responsibilities and privileges relating to the PCSD#2 network.

- A. All PCSD#2 staff members are expected to model good and acceptable network and Internet use. This includes observing applicable copyright laws.
- B. Staff Internet use during student contact time should be related to class learning objectives.
- C. If a student is on a computer in a classroom or lab, the staff member assigned to that group of students is responsible for the monitoring and oversight of the network and Internet activity.
- D. A staff member may request that a student lose network and/or Internet privileges for ignoring or failing to respond to requests. The principal or assistant principal will review these requests and communicate any action needed to the Technology Coordinator.
- E. The use of staff or administrative computers by students is prohibited.
- F. Unacceptable use of the Internet/e-mail by staff members who access the network through school accounts using school-owned equipment may result in revocation of Internet privileges, disciplinary action, termination, and/ or legal action. Unacceptable uses include, but are not limited to, the following:

- * sending or displaying offensive messages or pictures
- * using obscene, harassing or insulting language
- * violating copyright laws
- * accessing, sending, or displaying sexually explicit material or child pornography
- * accessing, sending, or displaying material harmful to minors
- * using the network for commercial or political purposes
- * intentionally damaging computers, computer systems or computer networks.
- * using another's password to gain unauthorized access to information
- * other uses in violation of district policy or regulations, state statutes or federal laws.

Internet and e-mail access is provided as a teaching and education tool. PCSD#2 reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network, Internet access, any information transmitted or received in connection with such usage, and information stored on any equipment owned by PCSD#2. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

By signing below you acknowledge that you have read the above Acceptable Use Policy and accept the regulations described in this document. Changes to the AUP can be made at any time; notice of any changes will be distributed when and if necessary.

Staff Member: _____ **Date:** _____



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