

**ALLIANCE PUBLIC SCHOOLS**

**CLASSIFIED EMPLOYEE HANDBOOK**

**Approved**

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ALLIANCE PUBLIC SCHOOLS  
CLASSIFIED EMPLOYEE HANDBOOK

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## INTRODUCTION

The Board of Education of the Alliance School District feels that providing a quality education for students of the District is their goal. The Board recognizes that attainment of this goal is a joint responsibility of the Board, the administrators, the instructional staff and the classified staff. All personnel are essential for a quality school system.

Classified employees serve a vital role in the delivery of our educational services. The duties you perform are key ingredients to the process of educating the students. Without the successful completion of these duties, children could not receive the quality education for which Alliance is known. We appreciate the service of those of you who have been with us for some time and we welcome our new employees.

This handbook describes the policies, guidelines and other pertinent information you should know as an employee of the Alliance Public School District. It is designed to help classified staff members understand their employment responsibilities and compensation. It is not a contract or a contract agreement, nor does it create any property rights. All employees are expected to be familiar with and abide by the policies and procedures in this manual. Those in authority have a duty to administer these policies and procedures fairly and consistently. Please be advised that this handbook supersedes any previous handbook.

Thank you!

ALLIANCE PUBLIC SCHOOLS  
Administration Office Staff

Dear Classified Staff Members:

We are pleased to present you with a copy of our Classified Staff Employee Handbook. This handbook has been designed to help you learn about the operation of Alliance Public Schools. This handbook will be updated with inserts each year so that employees will always have the most up-to-date information. Please review the handbook carefully as it is important you understand this information. Please discuss any questions you may have with your supervisor.

As an Alliance Public Schools' employee, you are a valuable part of our educational community. It takes all of our employees to effectively provide a safe and caring learning environment for our students. We believe it is important to create an environment that fosters mutual respect and inspires students to love learning; therefore, we expect excellence from all of our staff members.

We are proud you are part of the Alliance Public Schools' team! We hope that your experience with us will be successful and rewarding.

Sincerely,

ALLIANCE PUBLIC SCHOOLS

Dr. Troy L. Unzicker  
Superintendent of Schools

BOARD OF EDUCATION  
ALLIANCE PUBLIC SCHOOLS  
SCHOOL DISTRICT #6  
BOX BUTTE COUNTY, NEBRASKA

***The mission of Alliance Public Schools is to develop in all students the individual skills, the desire for knowledge, and the personal commitment essential for a successful future.***

Dr. Troy Unzicker, Superintendent of Schools

Tim Kollars, President  
Alan Cornish, Vice President  
Terry Curtiss, Secretary/Treasurer  
Duane Dobson, Member  
Ande Girard, Member  
Deb Wegehof, Member

**Alliance Public Schools' Facilities**

Superintendent's Office – 1604 Sweetwater  
High School – 1450 Box Butte  
Middle School – 11<sup>th</sup> & Laramie  
Grandview Elementary – 615 Grand  
Emerson Elementary – 700 Black Hills  
Early Childhood Program – 212 East 24<sup>th</sup> Street

Warehouse – 1604 Sweetwater  
Burkholder Education Center – 616 Black Hills  
Special Education Office – 100 West 14<sup>th</sup> Street  
Adult Basic Education – 616 Black Hills  
Community Ed Office – 1604 Sweetwater

## **Chapter I: Line of Responsibility or Chain of Command**

Lines of responsibility in this school district shall, to the fullest extent, be structured so that;

1. The administration shall be encouraged to work out the education most appropriate for the students of the area.
2. Responsibility shall flow simply and clearly from students through teachers, administrators and the superintendent, to the board of education.
3. Each member of the staff shall be told to whom he/she is responsible and for what functions.
4. Whenever possible, each member of the staff shall be made responsible to only one immediate supervisor for any one function.
5. Each staff member shall be told to whom he/she can appeal in case of disagreement with the person to whom the staff member is responsible.
6. Each staff member shall be told to whom he/she can go for help in working out his/her own functions in the district program.
7. Each staff member shall be kept advised of the policies, functions and progress of the district.

*Reference: APS Policy #402*

See attached: Staff Organizational Chart - **EXHIBIT A**  
Public Communication with the Board

### **Grievance**

Employee complaints and problems, large and small, are of concern to Alliance Public Schools. The district has provided an effective means to bring problems and complaints to the attention of the district.

Should a grievance arise between an employee of Alliance Public Schools and his/her building administrator or supervisor, such grievance shall be taken up for settlement under the following procedure within seven (7) working days following the incident.

1. The employee(s) shall present the grievance orally to the employee(s) immediate supervisor of record, with or without a representative of the employee(s) choice present.
2. If a satisfactory adjustment of such grievance is not reached within three (3) workdays, it may be presented in writing to the building principal or immediate supervisor, or supervisor of record. The principal or supervisor will present a decision in writing to the employee(s) within five (5) workdays.
3. If a satisfactory adjustment of such grievance is not reached, it may be presented in writing to the Superintendent of Schools, or his or her designated representative, who will within five (5) days present a decision in writing to the employee.

*Reference: APS Policy #402*

### **Classified Employee Advisory Council:**

A staff advisory council appointed by district administration will meet with the Director of Business Services at least annually to discuss work and employment matters. The members of the Council shall serve as the liaison between the district office and classified employees of the district. The intent is to have one member of each classified employee job type, trying to gain representation on the Council from each building the district operates.

## **Chapter II: Laws**

### **NOTICE OF NONDISCRIMINATION**

It is the policy of Alliance Public Schools, not to discriminate on the basis of race, color, religion, national origin, sex, age, disability, marital status or pregnancy, or other protected conditions, in its educational programs, activities, or employment policies as required by Title VI and Title VII of the 1964 Civil Rights Act, and Title IX of the 1972 Education Amendments, Section 504 Rehabilitation Act of 1973 and the Nebraska Equal Education Opportunity Act.

Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race or handicap, may grieve such matters using the adopted grievance procedures of the Alliance Public School District. Such procedure shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

Inquiries regarding compliance with Title IX, Section 504, Title VI or the Nebraska Equal Opportunity in Education Act may be directed to the Superintendent, 1604 Sweetwater, Alliance, NE 69301 – (308) 762-5475.

*Reference: APS Policy #103 (see p.31)*

### **EEO – Equal Employment Opportunities**

Alliance Public Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, national origin, sex, age, disability, marital status, pregnancy, or other protected conditions. In addition, we comply with applicable state and local laws governing nondiscrimination in employment.

### **Designation of Coordinators**

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Alliance Public Schools, 1604 Sweetwater Avenue, Alliance, Nebraska 69301; Phone: (308) 762-5475:

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent Special Services Director for student matters
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

### **Immigration Reform and Control Act (I-9)**

In compliance with the Immigration and Control Act of 1986, we require all newly hired employees to present documented proof of identity and eligibility to work in the United States. Employees will be required to furnish this information within three working days of hire date. *Reference: APS Policy #402*

## **Americans with Disabilities Act (ADA)**

The Superintendent of Schools of Alliance Public Schools will coordinate Alliance Public Schools' compliance with the non-discrimination requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Information concerning such Acts and the applicability of such Acts, may be obtained from the Superintendent, and any complaints alleging non-compliance by the Alliance Public Schools with such Acts should be communicated to the Superintendent of Schools.

The following grievance procedure shall be used for resolution of complaints of alleged violation of the Alliance Public Schools.

1. Complaints shall be filed with the building administrator. All complaints shall be made in writing, unless the complainant's disability prevents such action, in which case it may be done verbally. Grievance Procedure Forms can be obtained from the District Office.
2. Complaints shall contain the following: (a) the name of the complainant, (b) the address and phone number of the complainant, (c) a brief description of the alleged violation and (d) the resolution requested by the complainant.
3. The Director of Business Services shall review complaints. Investigations shall be thorough, but informal and the complainant will be given an opportunity to submit evidence relevant to the complaint.
4. The Director of Business Services will make a decision on the complaint within thirty (30) days of the filing of the complaint, unless such time period is extended by agreement of the Complainant. The decision will be put in writing and forwarded to the complainant.
5. The complainant will be given ten (10) days from the date the Director of Business Services decision is sent to the complainant to accept or reject the proposed resolution. If the complainant does not respond with an "accept" or "reject", it will be accepted. In the event the complainant rejects the proposed resolution, the complainant will be given the opportunity to file a request for reconsideration. The Director of Business Services will forward this request for reconsideration, along with all supporting documentation, to the Superintendent of Schools who will make a decision within ten (10) days.

*Reference: APS Policy #402*

## **Chapter 3: Recruitment and Hiring Requirements**

### **Nondiscrimination**

The decision to hire an applicant is to be based solely on the applicant's qualifications and his/her ability to meet the school district's standards of performance. Nowhere in the selection process is the applicant's race, color, religion, national origin, sex, age, disability, marital status, pregnancy, or other protected conditions used as disqualifying factors. Alliance Public Schools does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs, or activities. *Reference: APS Policy 402*

### **Recruitment**

This district secures quality personnel through effective recruitment.

It is the responsibility of the Superintendent of Schools and of his/her designees to determine personnel needs of the school district, locate suitable candidates and recommend qualified candidates to the Board for employment. A personal interview will be required of selected candidates.

It shall be the duty of the Superintendent or his/her designee, to see that persons nominated for employment meet all qualifications established by law and board policy for the type of position for which nomination is made. *Reference: APS Policy #412*

All vacancies shall be made known to the present staff. Anyone qualified for the position may submit an application. It is not required that applicants from within the district be selected to fill the vacancy. The primary concern is to select the most qualified applicant for the position available.

Preliminary screening of applicants shall be conducted by the Supervisor/Administrator within the vacant position.

### **Nepotism**

More than one family member may be an employee of the school district. It shall be within the discretion of the superintendent to allow one family member employed by the school district to supervise another family member employed by the school district in a temporary non-certified position. The employment of more than one individual in a family shall be on the basis of their qualifications, credentials, and records and be in compliance with Neb. Rev. Stat. § 49-1499.04. *Reference: APS Policy #402.04*

### **Appointment**

The Board shall officially appoint all employees upon the superintendent's recommendation for hiring, however, temporary appointments may be made pending Board action. *-Reference: APS Policy #412*

### **Release of Information**

Before being accepted for paid employment to work directly with Alliance Public Schools, the District will conduct a background check to confirm that no substantiated criminal charges have been filed against you. Persons employed as a Bus Driver are also required to have a Drug and Alcohol Test before they are hired. *Reference: APS Policy #412*

### **Classroom Paraprofessional Requirements**

Classroom Paraprofessionals must meet the NCLB requirements prior to being placed on the Classified Staff Salary schedule.

Classroom Paraprofessionals will work as a temporary substitute if they are unable to complete the NCLB requirements prior to hire. An employee will have 30 days from the first date of employment to complete the NCLB requirements. If the employee is unable to complete the NCLB requirements in 30 days, the position that the employee was hired for will be considered as vacant and will be advertised as an open position.

### **Classified Substitutes**

A former classified employee of the district returning to work within the preceding two (2) year period, as a substitute for the position of the former employment, may be paid at the Unit Step pay rate the employee was on at the time of leaving the district. *Reference: APS Policy #412*

A former classified employee of the district returning to work as a substitute for a position different than their former employment will be paid at the initial salary step on the Classified Hourly and Wage Placement for the position that the substitution is needed.

## **Chapter IV: Orientation and Probationary Period**

The first six months that you work for Alliance Public Schools will be considered your orientation and probationary period. During this period of time, you will work closely with your supervisor to learn how to do your job.

You will learn about our policies, procedures, benefits and rules of the workplace. Your employee handbook will also provide information you will need to know and you are encouraged to read it thoroughly and ask questions at any time. *Reference: APS Policy #402*

## **Chapter V: Employee Classification and Duties**

### **Classified Staff Definition**

Classified Staff employees are employees who are not administrators or employees in positions that do not require a Nebraska Department of Education teaching certificate. Classified Staff employees shall include the non-instructional (classified) staff of the Alliance Public Schools.

Classified Staff Employees are “At-Will Employees”, thus the Classified Work Agreements offered each school year do not create any property right for continued employment absent any timely notice.

### **Duties**

The duties of all classified employees shall be defined in accordance with the job descriptions. The job descriptions are of a general nature and duties assigned to an employee are not restricted to the items listed within the job description. Each employee will be responsible to the supervisor to whom they are assigned. *Reference: APS Policy #412*

Classified Staff jobs are categorized according to job duties as follows:

1. Maintenance and Custodial employees keep the physical plant open, heated, lighted and ready for use or keep the grounds, buildings and equipment at their original condition through repair or replacement. Included in this group is any part-time custodial staff. Maintenance employees are under the supervision of the Director of Business Services. Custodians report to their building Principal. Assignments are determined and designated by the Director of Business Services.
2. Clerical and Fiscal/Word Processing employees engage in accounting/fiscal office management and clerical assistance to the district and/or building administration.
3. Para-professionals provide instructional services in the classroom under the direction of the classroom teachers and/or building principals.
4. Food Service classified employees provide ancillary services to the school. Food Service classified employees work under the supervision of the Food Service Director in the preparation and service of meals.
5. Bus Drivers are responsible for the safe transportation of our students to and from school. They transport students to activity events under supervision of the Activities Director. The bus drivers work under the supervision of the Director of Business Services.

*Reference: APS Policy #412*

### **Reassignment**

The assignment of any classified employee may be changed during the year when deemed advisable by the Superintendent or designees. *Reference: APS Policy #412*

### **Transfer**

Any classified employee wishing to transfer from one position to another shall submit such request to the Superintendent or designees. All transfers will be considered by the Superintendent, Building Administrator, or Director but may not be granted. *Reference: APS Policy #412*

### **Involuntary Transfers**

Determining the location where a classified employee's assignment will be performed is the responsibility of the Superintendent, based upon recommendations from the Building Administrators and supervisors. In making position assignments, the Superintendent, Building Administrators, Director and/or supervisors shall consider the qualification of the employee and the needs of the District.

A meeting will be held between the employee and his/her Building Administrator or supervisor to discuss the involuntary transfer. If involuntarily transferred to a lesser-compensated position, for a reason not

related to the employee's performance or job skills or abilities, the employee will continue to earn his/her current wage. *Reference: APS Policy #412*

## **Chapter VI: Wages**

### **Salary Schedule**

A salary schedule will be approved annually for all support staff employee positions. The basic compensation of each employee shall be set forth in the salary schedule as approved by the Alliance Public Schools Board of Education. Placement on the salary schedule (**EXHIBIT B**) is at the discretion of the district. The Board may elect to approve step unit increases for staff, which are increases for a group or groups of classified employees, not individually.

### **Special Skills Initial Salary Placement for Para-Educators**

Para-Educators hired with a requirement for special skills will be placed on an advanced step. The special skills identified by the board of education include:

- a. Braille (assigned to work with children with visual impairment)
- b. Interpreter (Assigned to work with students who need Sign Language, Spanish, etc...)
- c. Medically required skills (skills required in working with medically fragile kids in level 2 SPED)
- d. Classified staff position requires education credential beyond a high school diploma. (Early Childhood)

*Reference: APS Policy #412*

### **Staff Development/Salary Advancement**

Alliance Public Schools provides various staff development opportunities for classified employees. Staff members are expected to participate in these staff development activities as a means of on the job training. Employees are encouraged to share information on individual staff development activities with their supervisors as a means of continuously developing the district's awareness of and participation in quality staff development activities.

Employees may advance (1) one step upon completion of 45 hours in-service by classroom or training sessions attended that applies directly to the employee's assigned work position. (APS Policy #412) (see **EXHIBIT C**)

Hours considered for advancement are on the employee's non-paid time and at the employee's expense. Salary advancement for approved hours will be paid on hours earned in the semester immediately following completion of the 45 hours.

If the classified staff employee's annual performance evaluation is satisfactory, the employee will advance One (1) step on the salary schedule at the beginning of the second and third year of successful employment. All salary step advances beyond the third year will be on a two-year increment.

### **COLA Increase**

A classified employee attaining the maximum unit step rate for the classification of job will receive a COLA increase. The COLA increase will be equal to the Consumer Price Index – Urban Wage Earners and Clerical Workers (CPI-W) by metropolitan area (not seasonally adjusted). May 1 is the date to determine the COLA increase. This increase rate is obtained at the appropriate web site. Alliance is in the West Region VII based in Denver, CO. The COLA payment will be made in two (2) installments, one in December and one in May. *Reference: APS Policy #413, #707*

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.

## **Salary Checks**

Salary checks are based on hours worked multiplied by the hourly wage indicated on the employee's salary worksheet. Each hourly employee is required to "clock in" and "clock out" on the electronic time clock. In order for us to have accurate records, it is imperative that each employee record time diligently.

Under no circumstance should anyone ever "clock in" and "clock out" for another employee. If this should occur, it is grounds for immediate dismissal from Alliance Public Schools for both of the parties involved.

*Reference: APS Policy #414, #707*

## **Compensation**

The Board of Education will establish the compensation package of the classified employees. All employees are paid monthly on or before the 20<sup>th</sup> of each month. If the 20<sup>th</sup> falls on a weekend, payment will occur on the Friday prior to the 20<sup>th</sup>.

Payroll checks will be electronically deposited directly into your checking or savings account. It is encouraged that all employees participate in the direct deposit program as this process ensures that your paycheck is deposited.

The employee will be provided a pay stub each month. If the employee believes there is an error on the paycheck, please report it immediately to the payroll office. Once verification has been made, necessary corrections will occur.

## **Deductions**

Alliance Public Schools is required to deduct federal and state withholding taxes (income taxes) based on information you provide on your W-4. Deductions for Social Security and Medicare are also deducted at the rate established by the federal government, ~~which is currently at 6.20% and 1.45% respectively.~~ Retirement, based on employee eligibility, will be deducted at the rate established by NPERs.

The district is required to withhold and remit any court-ordered garnishments.

Other voluntary deductions including BC/BS insurance, annuities, etc., must be approved by the employee and verified on the signed salary worksheet.

Any changes for the employee to payroll including tax withholdings, insurance annuities, etc., must be received by the payroll department in the Administration Office by the fifth (5<sup>th</sup>) day of the month preceding the pay date. Any mid-year changes to any Section 125 Plan items (health insurance, dental insurance, cancer insurance, AFLAC, Flex funding dependent care and Flex funding un-reimbursed medical reimbursement) can only be made if there is a qualifying change in status.

*Reference: APS Policy #413, #707*

## **Overtime Pay**

Federal Law requires compensation at 1 ½ times employee's regular rate for work over 40 hours per week by a nonexempt employee in a workweek. Alliance Public Schools' workweek is Sunday at midnight through Saturday at 11:59 p.m.

All overtime must receive prior authorization by the Superintendent before working over the 40 hour limit. Please refer to the Request for Overtime Authorization Form. - **EXHIBIT D** *Reference: APS Policy #413, #707*

## **Deducts Safe Harbor**

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the overtime exemption to be applicable. An employee who

feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

### **Comp Time**

A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1½ times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

## **Chapter VII: Job-Related Traveling**

### **Travel Reimbursement**

The board will reimburse employees for normal expenses for hotel, food, registration and transportation costs incurred while attending an authorized conference or other activities whose purpose is related to the instructional or operational improvement of the district. Your building administrator or supervisor must approve arrangements for attendance in advance, in writing.

Specific guidelines for travel reimbursement are as follows:

1. Each building administrator or supervisor may allow travel expenses for personnel under their direct supervision at a cost up to the limitations of their building budget.
2. Complete the appropriate Travel Request form.
3. Mileage reimbursement may be allowed at the current mileage rates set by the Internal Revenue Service and paid by the district if a district-owned vehicle is not available. If airline transportation is used, the most economical fare available will be allowed.
4. Meal receipts will be submitted to the accounts payable clerk upon return. Your reimbursement will not exceed established per diem rates.
5. Lodging at actual costs. Receipts are required.
6. Registrations and other fees may be allowed. Receipts are required.
7. Other appropriate expenses may be allowed at actual costs. Receipts are required.
8. Failure to provide a detailed receipt shall make the expense non-reimbursable.

*Reference: APS Policy #402, #415*

### **Intra-district Travel**

Travel in an employee's personal vehicle and required by the district during the employee's scheduled hours of work will be reimbursed according to the following guidelines:

1. Mileage to be reimbursed at a rate specified by the Internal Revenue Service.
2. No mileage for commuting from home will be reimbursed.
3. Mileage will be reimbursed by a daily log. Any random travel which is required by the district should be logged daily and submitted monthly to the building principal.
4. Requests for reimbursement will be turned in at the end of each month and paid on a monthly basis.

*Reference: APS Policy #402*

## **Compensation for Required Traveling Time**

Time spent traveling shall be considered hours worked if:

1. An employee is required to travel during regular working hours;
2. An employee is required to drive a vehicle or perform other work while traveling;
3. An employee is required to travel as a passenger on an overnight assignment away from the official duty station during hours on non-workdays that correspond to the employee's regular working hours.
4. An employee on an overnight assignment, with no travel during that day, will be compensated for actual hours of the workshop or work-session.

*Reference: APS Policy #402*

## **Chapter VIII: Benefits**

### **Staff Passes**

All employees of Alliance Public Schools will receive a complimentary activity pass each year to attend school activities.

### **Retirement**

All classified employees hired for positions which require 15 hours or more per week on an ongoing, regular basis are required to participate in the Nebraska Public Employees Retirement System. All members of the Retirement System will contribute the required percentage as established by NPERS. The school district will match that contribution 101%. A member who terminates employment with Alliance Public Schools may:

1. Leave the account on an inactive basis
2. Receive a refund of the account. An application for refund must be filled out with the Nebraska Retirement System, P.O. Box 94816, Lincoln, NE 68509. For full details or questions, please call the Retirement System at (800) 245-5712.

*Reference: APS Policy #414, #707*

### **Long Term Disability**

Long Term Disability Insurance is provided for classified employees scheduled to work more than thirty (30) hours per week. After the exhaustion of all accumulated sick leave, employees are eligible to apply for Long Term Disability Insurance. The LTD Insurance plan is provided by the school district. The Long Term Disability Insurance begins after 90 calendar days of disability. *Reference: APS Policy #413*

### **Workers' Compensation Insurance**

All employees of the school district are covered by Workers' Compensation Insurance. To be eligible for compensation, the injury to an employee must occur while performing required employment duties during the course of employment. Employees are required to report ALL accidents and injuries to their supervisor immediately. A "First Report of Alleged Occupational Injury or Illness" report must be completed and forwarded to the Administration Office. Failure of the employee to report an injury within twenty-four (24) hours may prejudice and defeat a claim for compensation. *Reference: APS Policy #413*

### **Medical/Health Insurance**

**Benefits:** Classified staff shall be provided the following benefits or benefit opportunities:

1. Health and Dental Insurance: The School District has contracted with the Nebraska Educator's Health Alliance (EHA) to provide group health and dental insurance coverage for the 2013-2014 contract year, September 1, 2013 through August 31, 2014 (EHA Group Health & Dental

Insurance Plan). The coverage provider and level of coverage shall be Blue Cross-Blue Shield of Nebraska, or another provider determined by the School District, \$950 deductible health insurance coverage with 80% A,B,C dental insurance coverage. The School District in its discretion may unilaterally elect to contract with a different group health and dental insurance carrier during the term of this contract or for subsequent contract years with the same or similar levels of coverage.

2. Classified Staff employed for full-time (average 30 hours per week or more during their scheduled work year) the School District shall pay the cost of the monthly premium for the \$950 deductible "Employee" level plan for each month the Employee is employed by the School District and continues to be enrolled in the EHA Group Health & Dental Insurance Plan. If the staff member can certify they have affordable health coverage they may decline coverage and take 50% of the rate as a cash benefit.
3. Classified Staff employed part-time (average less than 30 hours per week during their scheduled work year) the School District shall make no contribution toward the cost of health and dental insurance; such staff employed may elect to participate and enroll in the School District's EHA Group Health & Dental Insurance Plan electing the \$950 deductible coverage and pay One Hundred Percent (100%) of the cost of premiums for such health and dental insurance through the School District's Section 125 plan by the signing of a wage reduction agreement to be executed prior to the beginning of any available enrollment period.

Reference: APS Policy #413, #708

#### **Flat Dollar Compensation paid as Cash Benefit**

Part Time employees (Less than 30 hours per week during scheduled work year), will be paid a cash benefit to be paid over ten (10) equal payments. Rates to be set yearly by Board of Education.

Full time employees (30 hours or more per week during scheduled work year), will receive an additional cash benefit beyond their single BCBS insurance. This amount will be paid over twelve (12) equal payments. Rates to be set yearly by Board of Education.

Employees who elect to take an unpaid leave will have their cash benefit reduced on a per day basis. Those who participate in the health/dental plan will continue to have their benefits paid by the school district. *Reference: APS Policy #413, #707*

#### **COBRA**

Employee's Rights to Continue Group Health Coverage: Public Law 99-272, Title X was enacted April 7, 1986 requiring that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called, "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform, in summary fashion, of employee rights and obligations under Continuation Coverage provisions of the law.

An employee of Alliance Public Schools, covered by Blue Cross/Blue Shield (BCBS), has the right to choose this continuation coverage due to loss of group health coverage because of a reduction in hours of employment or the termination of employment. In the event of termination for gross misconduct, continuation coverage is not provided.

Under the law, the employee or a family member, has the responsibility to inform the Director of Business Services of Alliance Public Schools and the BCBS Administrator of a divorce, legal separation, or a child losing dependent status under BCBS within thirty (30) days of the date of the event or date coverage would end under the plan because of the event, whichever is later.

Alliance Public Schools has the responsibility to notify the BCBS Plan Administrator of the employee's death, termination and reduction in hours of employment or Medicare entitlements.

When the Director of Business Services is notified that one of these events has occurred, he/she will notify the employee of their right to choose continuation coverage. The employee will have at least sixty (60) days from the date coverage is to cease because of an event described above, or the date notice of election rights are delivered, to inform the BCBS Administrator of request for continuation coverage.

If continuation coverage is not requested, the group health insurance will end. If continuation coverage is requested, Alliance Public Schools is required to allow coverage which, at the time coverage is being provided, is identical to the coverage provided under the plan provided to similarly situated employees or family members.

The law requires that the employee be afforded the opportunity to maintain coverage for thirty-six (36) months unless group health coverage ceased because of termination of employment or reduction in hours. In that case, the required continuation coverage period is eighteen (18) months.

The COBRA law also provides that continuation coverage may be terminated for any of the following reasons:

- Alliance Public Schools no longer provides group health insurance coverage to any of its employees
- The premium for continuation coverage is not paid on time
- The former employee is covered by another group plan, unless the plan contains any exclusions or limitation with respect to any pre-existing condition the employee or covered dependents may have
- The former employee is enrolled in Medicare
- Coverage extended for up to 29 months due to disability and there has been a final determination that the disability no longer exists.

For further questions about the law, please contact the Director of Business Services at (308) 762-5475.  
*Reference: APS Policy #413, #708*

### **Flexible Benefit Plan**

The Flexible Spending/Section 125 Plan is available to all employees. Alliance Public Schools has established this plan to allow our employees to select a tax benefit in exchange for a reduction in cash compensation that would otherwise be payable.

The Flexible Spending Plan allows allocation of funds to either or both a Medical Reimbursement Account and a Dependent Care Assistance Account. These accounts are then used to reimburse the employee for eligible medical expenses and dependent care expenses respectively on a pre-tax basis.

Enrollment for the flexible spending account is held every year prior to September 1<sup>st</sup>. Annual re-enrollment is required and late applications will be denied per IRS regulations. Any questions concerning the plan should be directed to the Director of Business Services.

*Reference: APS Policy #413, #708*

### **403b Plan**

Employees may participate in an annuity program of their choice from an approved service provider. The employee must complete a Salary Reduction Agreement Form provided by either their service provider or by Alliance Public Schools. The service provider company must also complete a maximum exclusion allowance (MEA) form.

The school district will remit a stipulated amount via a payroll deduction to a tax-sheltered annuity plan. For further information, please contact the Director of Business Services. New or modifications to existing annuities may be done at any time. The required paperwork must be submitted to the Director of Business Services by the first day of the month preceding the pay date for that month. *Reference: APS Policy #414, #70*

## **Chapter IX: Expectations of Staff**

### **Confidentiality**

Employees should not discuss school matters outside the job nor discuss confidential or personal information about students or staff. Requests from anyone, including fellow building staff members, for personal information about students or staff should be referred to the principal. *Reference: APS Policy #402, #403, #612*

### **Conduct**

District employees have many opportunities to contribute to the positive, caring image of the school system. Courtesy, tact, patience, friendliness, cooperation and an optimistic attitude are highly valued attributes of employees along with proficiency and skill in job assignments. All employees are expected to treat everyone with respect and understanding. Efforts by employees to contribute to the positive educational environment in the buildings are greatly appreciated.

The responsibility for acceptable conduct and attire rests with the employee. Supervisors shall advise employees as to the acceptable and expected standards on the job. *Reference: APS Policy #412*

### **Section 1 Ethics Standards**

The Alliance Public School District expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

#### *Principle I - Commitment as a School Employee:*

Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the employee's contractual and personal responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
8. Shall report to the Superintendent any known violation of paragraphs 2 or 5 above.
9. Shall seek no reprisal against any individual who has reported a violation of this rule.

#### *Principle II - Commitment to the Student:*

Mindful that the employee's classified position exists for the purpose of serving the best interests of the school district's students and patrons, the classified employee shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the employee:

1. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
2. Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
3. Shall not discipline students using corporal punishment.

*Principle III - Commitment to the Public:*

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The classified employee bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the employee:

1. Shall not misrepresent an institution with which the employee is affiliated, and shall take added precautions to distinguish between the employee's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of the employee's position.

*Principle IV - Commitment to Classified Position Employment Practices:*

The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personnel relationships with governing administration and board of education are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to employment practices, the employee:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct job related business through designated procedures, when available, that have been approved by the employing agency.
5. Shall not assign to unqualified personnel, tasks for which an employee is responsible.
6. Shall permit no commercial or personal exploitation of his or her employment position.
7. Shall use time on duty and leave time for the purpose for which intended.

*Competent Performance*

Employees must possess the abilities and skills necessary to accomplish the designated task.

Therefore, each employee shall:

1. Keep records for which he or she is responsible in accordance with law and policies of the school system;
2. Supervise others in accordance with law and policies of the District;
3. Recognize the role and function of community agencies and groups as they relate to the District and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

1. Utilize available materials and equipment necessary to accomplish the designated task;

2. Adhere to and enforce written and dated administrative policy of the District which has been communicated to the educator;
3. Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

1. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

*Communication Skills:* In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role, shall:

1. Utilize information and materials that are relevant to the designated task;
2. Use language and terminology which are relevant to the designated task;
3. Use language which reflects an understanding of the ability of the individual or group;
4. Assure that the designated task is understood;
5. Use feedback techniques which are relevant to the designated task;
6. Consider the entire context of the statements of others when making judgments about what others have said;
7. Encourage each individual to state his ideas clearly.

*Management techniques:* The employee shall:

1. Resolve discipline problems in accordance with law, board policy, and administrative regulations and policies;
2. Maintain consistency in the application of policy and practice;
3. Develop and maintain positive standards of conduct.

*Human and Interpersonal Relationships:* Employees shall possess effective human and interpersonal relations skills and therefore:

1. Shall allow others who hold and express differing opinions or ideas to freely express such ideas;
2. Shall not knowingly misinterpret the statement of others;
3. Shall not show disrespect for or lack of acceptance of others;
4. Shall provide leadership and direction for others by appropriate example;
5. Shall offer constructive criticism when necessary;
6. Shall comply with reasonable requests and orders given by and with proper authority;
7. Shall not assign unreasonable tasks;
8. Shall demonstrate self-confidence and self-sufficiency in exercising authority.

*Personal Requirements:* Each employee within the scope of delegated authority shall:

1. Be able to engage in physical activity appropriate to the designated task except for temporary disability;
2. Be able to communicate so effectively as to accomplish the designated task;
3. Appropriately control his or her emotions;
4. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

*Contractual Obligations:* Employees shall adhere fully to the terms of a contract or appointment.

## **Section 2 Role Model**

Employees serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are in all respects to conduct themselves in a professional manner.

## **Section 3 Professional Boundaries**

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on MySpace, Facebook, or other social networking site. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance – verbal, written, or physical – towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

Employees who observe or become aware of a violation of the foregoing expectations by other employees are to report the matter to the Principal or the Superintendent.

#### **Section 4 Relationships**

It is important for employees to maintain an effective working relationship with the administration and all co-workers. Employees are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

#### **Section 5 Civility**

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the District. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

#### **Supervision of Students**

Proper supervision of students is an important responsibility. Employees responsible for student supervision are expected to meet the four "P's" for student supervision and safety. All employees of the school should be familiar with these principles, to the extent they may be involved in supervision of students or interacting with students.

##### 1. Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your students unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Touching students should be limited to that necessary to protect the student. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
- Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.
- Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you

should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- When you go over safety rules with students note it in your written records.

3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
- Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office can not be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Student Searches

Office administration should be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Treat students fairly and consistently without consideration of race, color, religion, gender, or disability. Students who need special accommodations are to be given those accommodations as needed for them to participate in school and school activities. Follow IEP and 504 Plans for the students for whom you are responsible. Be attentive and respond to "bullying." Maintain the confidentiality of student records. Student record information should be shared only with other school staff with a need to know the information to perform their duties.

**Reporting Child Abuse**

Nebraska State Law and school policy mandates school officials to make a report to the proper law

enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- (a) Placed in a situation that endangers his or her life or physical or mental health;
- (b) Cruelly confined or cruelly punished;
- (c) Deprived of necessary food, clothing, shelter, or care;
- (d) Left unattended in a motor vehicle if such minor child is six years of age or younger;
- (e) Sexually abused; or
- (f) Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Employees are to inform their Principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for an employee. However, informing a Principal or supervisor does not end the employee's responsibility; employees are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to promptly interview the child. A counselor or an administrator will help you.

### **Unlawful Acts by Employees**

Employees must notify Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
  - a. The maximum penalty for the crime equals or exceeds six months incarceration;
  - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
  - c. Conviction would impact performance of employee's job responsibilities, including offenses that:
    - i. Would impact the responsibility to be a role model for students or relations with other employees of the District;
    - ii. Would impact the employee's ability to operate a motor vehicle if the employee's work duties include driving; or
    - iii. Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.
  - d. The arrest or the alleged criminal activity occurred while the employee was on duty, on District property, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position.
3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employee must give full disclosure of any Child Protection Act investigation that resulted in an “inconclusive” determination that occurred at any time. Current employees must give such disclosure within ten days following receipt of this handbook.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee’s confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

### **Employee Dress Attire**

Employees are expected to dress appropriately for work. Please check with the building administrator or supervisor for guidelines. Cafeteria employees are required to wear aprons that are provided by the district. *Reference: APS Policy #405*

### **Employee Identification Badges**

All employees are provided district picture identification badges through the Administration Office. The badges are to help staff and students recognize authorized individuals and to increase school safety. Employee Identification Badges are required to be worn by all Alliance Public Schools employees when on duty. The badges may be attached to either a lanyard or to clothing magnetically or by using an alligator clip. The badges are to be in full display at all times. *Reference: APS Policy #404, #905*

### **Lunch Breaks**

Classified employees who work an entire day should have at least a thirty (30) minute lunch break per day. Lunch breaks should be scheduled so as not to disrupt building or departmental functions. Lunch breaks are uncompensated time. They do not count towards the number of hours the employee is required to work each day.

### **Rest Breaks**

Rest breaks shall be fifteen (15) minutes in length each, for every four hours of work. Rest breaks cannot be used at the end of a workday to leave for the remainder of the day.

### **Communications with the Public**

The Board of Education as a whole is the official spokesperson for Alliance Public Schools. The Board authorizes the Superintendent to serve some functions of communicating for the school. Employees of the school district are not to act as the spokesperson nor as representing the school district without authority provided by the Board of Education or by the Superintendent of Schools.

*Reference: APS Policy #105, #1004*

### **Advertising and Promotion**

Except as may be expressly authorized by the Board of Education, no employee shall permit any commercial advertising to be announced, distributed, or otherwise promoted in or through the schools; endorse a specific brand product, or recommend, prescribe, or suggest that students use performance enhancing products, including dietary supplements which are intended to be ingested, inhaled or injected. *Reference: APS Policy #402, #403, #1005*

## **Employee Conflict of Interest**

The employees' use of their position with the school district for financial gain shall be considered a conflict of interest with their position as employees and may subject the employee to disciplinary action.

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee without the approval of the Superintendent. If the approval of the Superintendent is given, the employee must conduct the solicitations within the conditions set by the Superintendent. Further, the Superintendent may, upon written notice, require the employee to cease such solicitations as a condition of continued employment.

Employees shall not act as an agent or a dealer for the sale of textbooks or other school supplies. Employees shall not participate for personal financial remuneration in outside activities wherein their position in the staff is used to sell goods or services to students or to parents. Employees shall not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee's position in the school district.

It shall also be a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities. In determining whether outside employment or activity of an employee creates a conflict of interest, situations in which an unacceptable conflict of interest shall be deemed to exist shall include, but not be limited to, any of the following:

1. The outside employment or activity involves the use of the school district's time, facilities, equipment, and supplies or the use of the school district's badge, uniform, business card or other evidences of office to give the employee's immediate family an advantage or monetary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to an employee who is employed by the school district.
2. The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employee's immediate family from anyone other than the school district for the performance of any act that the employee would be required or expected to perform as part of the employee's regular duties or during the hours during which the employee performs service or work for the school district.
3. The outside employment or activity is subject to the official control, inspection, review, audit or enforcement authority of the employee during the performance of the employee's duties.

If the outside employment or activity is employment or activity in (1) or (2) above, the employee must cease the employment or the activity. If the activity or employment falls under (3), then the employee must:

- Cease the outside employment or activity; or
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

## **Outside Employment**

Employees shall not perform duties unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties. Employees are not required to notify the District of outside employment except: (1) employees who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) employees who have a work-related injury in order to comply with workers' compensation requirements.

It shall be the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise. *Reference: APS Policy #402*

## **Chapter X: Evaluations and Records**

### **Evaluations**

Building administrators and supervisors shall perform, at the minimum, a formal annual evaluation of all classified staff employees. New employees will also be evaluated after their six (6) month probationary period. Evaluation of support staff employees on their skills, abilities and competence shall be an ongoing process.

The goal of the formal evaluation of classified staff employees shall be:

- To maintain employees who meet or exceed the District's standards of performance,
- To clarify each employee's role,
- To ascertain the areas in need of improvement,
- To clarify the immediate priorities of the District and to develop a working relationship between the supervisor and employee.

Building administrators and supervisors are to conference with employees regarding their evaluations. Please see the Classified Employee Evaluation Form. - **EXHIBIT E** *Reference: APS Policy #412*

### **Personnel Records**

Personnel records shall be kept on all current employees in the Administration Office. A file shall be kept for all resigned and retired employees, including such essential information as shall seem appropriate to the administration.

All personnel files will be considered confidential and will not be available to persons other than the employee and those authorized. Information contained in the employee's file may be viewed at the employee's request. All written materials filed (except for those prohibited by law) shall be made available for inspection by the employee in the presence of an administrator. Upon request, an employee will be provided a copy of their employee file. *Reference: APS Policy #402*

### **Attendance Records**

The employee's attendance record can be a significant factor in evaluations for raises, promotions and retention. It will also be one of the factors used to decide which employees will be laid off first should a reduction-in-force (RIF) become necessary. *Reference: APS Policy #414*

## **Chapter XI: Attendance, Absences**

### **Attendance**

Regular attendance contributes significantly towards better team effort and productivity. Each employee is very important to the smooth operation of Alliance Public Schools. Faithful attendance is an essential component of solid employee performance. Regular dependable attendance is an essential function of each classified employee's position.

### **Absences**

Occasionally, however, it may be necessary to be absent from work as a result of illness, injury, or other personal reasons. Employees who will be or are absent are expected to notify their building administrator or supervisor immediately.

If unable to give advance notice, please telephone the building administrator or supervisor as soon as possible. If personally unable to contact the building administrator or supervisor, the employee shall ask someone else to do so.

Depending on the circumstance, the building administrator or supervisor may request that the Superintendent be informed as well.

An absence form is to be completed by the employee and signed by their supervisor upon return to work.  
- **EXHIBIT F** Reference: *APS Policy: #415*

### **Unexcused Absence and Lateness**

The district expects all employees to report to work on time for each workday and to continue to work until the end of that workday. Lateness will not be tolerated. An unsatisfactory attendance record, and the taking of unauthorized break periods, will result in disciplinary action up to and including termination.

### **Inclement Weather Conditions**

The Superintendent of Schools will decide if school is open or closed for the day. The safety of our students and staff is very important to Alliance Public Schools. We also recognize that certain staff members are essential to the district operation; therefore, the Superintendent will designate which staff members need to report to work as soon as safely possible during inclement conditions.

Maintenance, custodial staff, and other employees deemed essential to the district operation and designated by the Superintendent are expected to report to work and will be paid at their regular hourly wage.

The Superintendent of Schools will decide whether the Administration Office will be open or closed due to the weather and will communicate that decision with Administration Office staff members.

Employees will not be paid for missing a scheduled workday due to inclement weather if the district is open for school. In this case, time off will be considered either personal leave, vacation, or leave without pay. If, because of inclement weather, student and employees are dismissed early for the day, employees will be paid to the remainder of the day. Reference: *APS Policy #413, #905*

## **Chapter XII: Leaves/Vacations/Holidays**

Personnel employed by the school district may request or be required to be absent for several reasons:

1. Absence beyond an individual's control, such as personal sickness or injury, jury duty, military service or family-related emergencies.
2. Absence governed by compassion or conviction, such as family illness, bereavement and other personal reasons.
3. Absence stemming from occupational status such as attendance at meetings, conventions, in-service courses and seminars.
4. Absence as provided by scheduled vacations.

### **Hours Granted for Employee Classifications**

For payroll purposes for leaves/vacations/bereavement, the following hours are approved:

**Maintenance/Custodial/Food Service Supervisor:** Full year (**2080 hours maximum**), 1 day = 8 hours

**Clerical:** Full year (**1968 hours maximum**), 1 day = 8 hours (school year) 30 hour weeks in summer

**Building Clerical: (1696 hours maximum)** School year plus 2 weeks before and after school starts/ends (205 days). 1 day = 8 hours

**Maintenance/Custodial/Paraprofessionals/Food Service Assistants:** School year **(1200 hours maximum)**, 1 day = approximately 7 hours during scheduled student days.

*Classified staff members employed less hours than those listed are not eligible for leaves or vacation.  
Reference: APS Policy #415*

### **Bereavement Leave**

Classified employees are entitled to Bereavement Leave. Bereavement/ Leave allowances are provided as indicated below.

A total of up to five (5) paid days shall be granted in the event of the death of an immediate family member. Immediate family is defined as wife, husband, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, grandchildren or a person residing in the employee's home as part of the family.

Employees suffering the death of a child or spouse will have five (5) bereavement days plus an additional five (5) bereavement days, which will be deducted from the employee's sick leave balance.

A total of up to three (3) paid days shall be granted for absence in case of a death to an aunt or uncle.

Three (3) paid days may be granted in the event of the death of a close relative that is not covered in the listing above. These days would be at the discretion of the Superintendent or his/her designee. Full pay deductions will be made for additional time.

It is recommended that one-half (1/2) paid day will be allowed for an employee to attend the funeral of a friend. A full paid day will be allowed if the funeral is out of town or county.

The District recognizes that the need for such leave may vary among individuals and will consider extending the leave in special or unusual circumstances. Application for extending this leave can be made to the building administrator or supervisor and to the Director of Business Services.

Bereavement/Emergency Leave will not accumulate each year if unused and an employee will not receive payment for unused Bereavement/Emergency Leave once employment ceases for that employee. *Reference: APS Policy #415*

### **Personal Leave**

Full Year (FY) and School Year (SY) employees are given two (2) Personal Leave days per year. These days are given at the beginning of the employee's contract or the beginning of each school year.

Full Year (FY) and School Year (SY) employees may be granted **two (2)** additional personal leave days after the initial two days are used. This day must be subtracted from their accumulative sick leave and not used in conjunction with a scheduled holiday or school break.

Employees who do not use their two initial Personal Leave days will be reimbursed at their regular rate of pay in August. *Reference: APS Policy #415*

### **Sick Leave**

Classified employees are granted sick leave on the basis of employment status. Full year and school year employees working 30 or more hours per week are granted one (1) day per month worked. Support staff shall be granted ten (10) days of sick leave in their first year of employment. Each year thereafter, one additional day of sick leave will be granted to the employees up to a maximum of fifteen days. These employees are allowed to accumulate sick leave to a maximum of 40 days.

Unused sick leave will not be compensated. Employees are permitted to accumulate sick leave for “peace of mind” and not for any monetary reimbursement upon departure.

Employees are not to abuse the sick leave policy. Employees are required to call the building administrator or supervisor at the start of each workday for which they are scheduled to work, but are unable to attend due to sickness.

Alliance Public Schools may require medical certification to support a request for leave because of a serious health condition and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work. The school district’s general policy will be to require medical certifications and fitness for duty reports, and periodic reports on intent to return and periodic re-certifications, when deemed appropriate.

Family illness days will be deducted from sick leave. The term “family” shall mean: wife, husband, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, grandchildren or person in the same home as part of the family or someone whom the employee is guardian or holds power of attorney during a serious illness. This time may be extended by personal leave. *Reference: APS Policy #415*

### **Professional Leave**

Professional leave may be granted to classified employees for the purpose of attending meetings and conferences directly related to their assignments. Attendance for professional leave is permitted at full pay if such absence is approved by the classified employee’s building administrator or supervisor and planned in the annual budget of expenditures. *Reference: APS Policy #415*

### **Maternity Leave**

1. All policies, rules, and regulations applicable to employees who are granted sick leave, shall be applicable to employees applying for maternity leave.
2. Application for maternity leave shall be submitted to the building principal, where the employee is assigned early enough so that arrangements can be made for an extended substitute.
3. Sick leave benefits for maternity shall begin when the doctor certifies that the employee is no longer able to perform her duties. The paid leave ends when the doctor certifies that the employee is fully recovered from disability resulting from the delivery and recovery there from.
4. When the doctor certifies that the employee is fully recovered from the temporary disability, the employee is expected to return to employment, unless the employee requests to take unpaid leave entitled to them under the Family Medical Leave Act (FMLA) of 1993. If the employee chooses to take FMLA leave, she will be entitled to unpaid leave for no more than a total of 12 weeks, accumulated between the above paid leave with unpaid leave. *Reference: APS Policy #415*

### **Adoption Leave**

Employees who have been with the district for more than twelve months are entitled to twelve weeks of unpaid leave for adoption or foster care of a child. Paid sick leave, family leave and personal leave shall be substituted for the unpaid leave until the paid leave time has been exhausted. *Reference: APS Policy #415*

### **Unpaid Leave**

An employee, upon written request, may be granted a long-term leave of absence for personal reasons other than illness. All such leaves will be without compensation.

*Employees who elect to take an unpaid leave will have their cash benefit reduced on a per day basis. Those who participate in the health/dental plan will continue to have their benefits paid by the school district.*

Written requests must be submitted to your building administrator or supervisor and the Director of Business Services. The length of the leave will not be included when determining years of service credit. *Reference: APS Policy #415*

### **Advance Notice and Medical Certification**

The employee may be required to provide advance leave notice and medical certification. Request for leave may be denied if requirements are not met. The school district has leave applications and medical certification forms, which are to be used. Forms are available from the Administration Office.

- The employee ordinarily must provide thirty (30) days advance notice when the leave is “foreseeable”.
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work. The school district’s general policy will be to require medical certifications and fitness for duty reports, and periodic reports on intent to return and periodic re-certifications, when deemed appropriate.

*Reference: APS Policy #404*

### **Family and Medical Leave**

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition;
- or
- For a serious health condition that makes you unable to perform your job.

The “leave year” for purposes of the FMLA is a “rolling” 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. 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.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered service member 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 service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a “group health plan” will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with Alliance Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of the District within 75 miles of your work location.

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 you from performing the functions of your 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 three 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.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. You may choose or Alliance Public Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You 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 that you are 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. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if 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 must notify the employee.

| Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

| Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

| FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA poster (Appendix "B") or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact Dr. Troy Unzicker, Superintendent, at 308-762-5475.

### **Jury Duty**

Any employee who is summoned to serve on jury or election board duty, shall not be subject to discharge from employment, loss of pay, loss of sick leave, loss of vacation time or any other form of penalty, as a result of his or her absence from work due to such service provided they employee submits a copy of the summons, in advance, to the employee's supervisor.

1. The employee must present a copy of the jury summons to the immediate supervisor and attach a copy of that summons to a normal leave request form. Forward both documents to the Administration Office.
2. Support staff will receive their regular salary.
3. The employee will reimburse the district for any stipend received for services on the jury in an amount equal to or less than wages paid by the district.
4. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours. *Reference: APS Policy #415*

### **Subpoena to Testify Leave**

An employee must promptly notify the employee's immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the District, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. A subpoena will be considered to involve a personal matter whenever the employee or a family member or friend of the employee is a party to the legal proceeding, unless the employee's involvement in the legal matter is solely due to actions taken in connection with the employee's work duties, the actions of the employee were not inappropriate, and the District is not an opposing party in the legal matter.

### **Military Leave**

Support staff who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, Coast Guard Reserve and State Guard are entitled to a leave of absence, without loss of pay, on all days during which they are employed under the orders or authorization of competent authority in the active service of the Sate or United States. Such leave of absence will be without loss of pay for a period not to exceed fifteen (15) workdays in any one calendar year. Such leave of absence will be in addition to any leave provided by the District through policy or negotiated agreement. Any such leave, which extends beyond fifteen (15) workdays in any one calendar year, shall be without pay from the remaining contract payments.

If the Governor of the State of Nebraska declares a state of emergency any of the above support staff who are ordered to active service shall receive shall receive a additional leave of absence will be granted until such member is released from the active service by competent authority. During this additional leave of absence, the employee shall receive such portion of his or her salary or compensation as will equal the loss he or she may suffer while in the active service of the state is defined as the differential between military salary and district salary.

Employees who are required to leave a position other than temporary for training with the armed forces of the United States or to undertake military duty in the active service of the state are entitled to a leave of absence for such period, not to exceed five years, plus any additional period as provided by law, without loss of status and without loss of pay during the first fifteen work days, which pay for the first fifteen work days is not in addition to that described above.

Upon honorable discharge from active service, such employee shall be entitled to a return to a comparable position as provided by law as long as he or she:

1. has given advance notice of the need for military leave (unless notice is precluded by military necessity or is otherwise unreasonable);
2. has not been absent from his or her job for more than five years; and
3. returns to work as outlined below.

The following periods and conditions of return to work apply to the employee who was absent:

1. If absent less than 31 days, the employee must report back to work by the beginning of the next regularly scheduled work period after a reasonable amount of time to arrive home, rest, and report to work;
2. If absent more than 30 days but less than 181 days, the employee must submit an application for reemployment within 14 days after the completion of service;
3. If absent more than 180 days, by submitting an application for reemployment within 90 days after the completion of service.

Such person shall not be discharged without justifiable cause within one year after reinstatement if the person's period of military service before the reemployment was more than 180 days. Such person shall not be discharged without justifiable cause within 180 days after the date of reemployment if the person's period of military service before the reemployment was more than 30 days but less than 181 days.

An employee reemployed after military leave will be treated as not having incurred a break in service. Absence for any reasons stated above shall not affect the employee's right to receive normal vacation, sick leave, bonus, advancement and other advantages of the employee's employment normally to be anticipated in the employee's particular position *Reference: APS Policy #415*

### **Family Military Leave Act**

The Nebraska Legislative Bill 497 (LB 497), Family Military Leave Act, authorizes 30 days of unpaid leave to an employee who meets the employment criteria, requests leave and is the spouse or parent of a person called to military service lasting 179 days or longer.

Any employee who takes family military leave will be entitled to regain the position held when the leave period began. An employer will not be able to discharge, fine or discriminate against any employee who takes unpaid family military leave. During the leave period, employees will be able to maintain their benefits at their personal expense. *Reference: APS Policy #415*

### **Misuse of Leaves**

When a building administrator or supervisor suspects misuse of leave, they may require verification that the leave was used for the purpose intended. Misuse of leave may be grounds for disciplinary action up to and including termination. *Reference: APS Policy #415*

## **Paid Holidays**

All school year (SY), 205 day, and twelve (12) month full time employees are entitled to receive six paid holidays for days which they are normally scheduled to work. Employees scheduled to work on a holiday will be compensated for their scheduled hours and will receive their holiday pay. These holidays are:

Labor Day	New Year's Day
Easter	Good Friday
Thanksgiving Day	Memorial Day
Christmas Day	Independence Day

If a holiday falls on a Sunday, it will be observed the following Monday. If it falls on Saturday, it will be observed the preceding Friday.

If a holiday occurs during a scheduled vacation, an extra day of vacation time will be permitted.

Employees will not be allowed to work on a paid holiday unless an emergency exists and administrative approval is provided. *Reference: APS Policy #415*

## **Religious Holidays**

The Alliance Public Schools respects the right of each employee to worship as his or her faith dictates, but it is economically impossible for us to provide time off with pay for all religious holidays. Employees may apply for a vacation day(s), or take a personal day(s) toward any religious holidays they wish to observe. If an employee has no paid time left, he or she may request the day off without pay. However, the district expects all employees to make arrangements with the building administrator or supervisor at least one week in advance. *Reference: APS Policy #415*

## **Vacation**

Only twelve (12) month employees (FY) who work a minimum of 1750 hours per year are eligible for two weeks paid vacation leave. Vacation leave may be accumulated or may be used as it is earned. Vacation days cannot accumulate to more than twice the granted yearly amount. Once the maximum is reached, no additional vacation days will be granted until the employee is below the maximum, and then only up to the maximum.

Employees who have earned vacation up to August 31, 2013 and based on the prior handbook, amended and approved May 21, 2012, will be allowed to use previously earned vacation as requested by the employee up until August 31, 2015 at which time this unused vacation will be reimbursed by the district to the employee at the hourly rate in effect at the end of the 2012-2013 school year.

Vacation Days may not be used to obtain hours for salary advancement.

All requests for vacation days must be filed with the building administrator or supervisor. The payroll department will keep record of all vacation days accumulated and used for each employee. *Reference: APS Policy #415*

## **Chapter XIII: Safety, Health**

### **Definitions:**

“School premises” shall mean any property, whether owned, leased or in any other manner under the control of the Board of Education of the school district. “Outside of the Workplace” shall mean at all times other than on “school premises” or not participating as part of the school activities.

## **Workplace Safety**

The school district is committed to providing and maintaining a safe and healthful work environment. This district recognizes its responsibility in protecting and conserving its human and financial resources.

*Reference: APS Policy #905*

## **Asbestos**

Alliance Public Schools has complied with the 1987 Asbestos-Containing Materials in Schools Rule. Each building has been inspected and the Asbestos Management Plan for the building is kept in the Superintendent's Office. Interested persons may review the plan(s) during regular business hours.

*Reference: APS Policy #905*

## **Accidents and Safety**

All injuries to students and adults that occur on district-owned grounds or in district-owned buildings, or during the job duties off premises, no matter how trivial, should be reported to the supervisor or principal immediately. Depending on the seriousness of the injury, the injured person should either be taken to his/her doctor or to the hospital. *Reference: APS Policy #404, #905*

## **Employee Protection**

A letter addressed to the Director of Business Services shall make request for reimbursement for personal property damaged in an assault upon that employee. The letter shall include a full statement describing the assault, listing all damages incurred and noting the date, hour and witness(s).

## **Health Examinations**

Any employee may be required to complete a health examination by a physician or surgeon if the exam is job-related and consistent with business necessity. The health examination will determine whether the employee can perform the essential functions of the employee's position with or without reasonable accommodations. *Reference: APS Policy #404*

## **Blood Borne Pathogens**

For employee safety, information and training will be provided on Blood Borne Pathogens. This training will teach how to take the necessary precautions against coming into contact with HIV or Hepatitis-B. Please learn these important steps.

Remember, if circumstances place the employee in a situation where there is blood or other body fluid, ALWAYS treat the blood or body fluids as if the material is infected. Employee training will provided for proper procedures to be followed in this event. *Reference: APS Policy #404*

## **Chronic Infectious Diseases – Not Commonly Transmitted by Casual Contact**

The definitions of Chronic Infectious Diseases are those that are carried throughout life by the infected person and have the potential to be transmitted. Disease-causing agents/organisms, which have not been commonly associated with casual contact transmittal, may include, but are not limited to: Human Immunodeficiency Virus (HIV) or Hepatitis B.

In the event it becomes known that an employee, or other frequent contact at Alliance Public Schools, becomes infected with a chronic infectious disease not commonly associated with casual contact transmittal, the Superintendent of Schools shall make decisions about changes in the employment/education program of an employee on a case-by-case basis, relying on the available scientific and medical advice.

The person infected with a chronic infectious disease that is not spread by casual everyday contact, will be entitled to similar treatment by the school as other students and employees. The school shall provide

a sanitary environment and establish and enforce routine guidelines for handling body fluids that are recommended by universal precautions. *Reference: APS Policy #404*

### **Communicable/Infectious Diseases Commonly Transmitted by Casual Contact**

The definition of Communicable/Infectious diseases are those that are carried for a limited period of time by the infected person and have the potential to be transmitted by casual, everyday contact.

The following are some of the common communicable/infectious diseases for which employees will be excluded from work:

Measles (Rubeola)	Three-Day Measles	Ringworm
Chickenpox	Hepatitis A	Impetigo
Mumps	Head Lice	Scabies
Pinkeye	Shingles	Strep Infections

In regard to communicable/contagious disease, which is commonly associated with casual contact transmittal, the Superintendent of Schools will refer to Nebraska Statutes.

Employees with a communicable disease may return to work when the signs and symptoms disappear and when the minimum isolation period, as recommended by the Nebraska State Health Department, has elapsed. *Reference: APS Policy #404*

### **Transportation Employees**

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, equipment and operations from the risks associated with drug and alcohol use in the workplace.

Bus drivers for Alliance Public Schools shall be tested for alcohol and controlled substances as required by law. For further details regarding this law and policy, contact the Director of Business Services. *Reference: APS Policy #404, #801*

### **Drug Free Schools/Workplace**

The District has established the school as a drug free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while employees are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on an employee in the work place or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment employee will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

## **Tobacco-Free Workplace**

It is the intent of the Board of Education of the Alliance Public Schools to create a tobacco-free environment within the Alliance Public Schools. Because we value our students and employees, the promotion of health, safety and well-being is one of our utmost concerns.

Tobacco use by the general public or adult employees is prohibited; a policy has been implemented banning the use of all tobacco products on all Alliance Public Schools property and in all school-owned vehicles. All rules and regulations, which deny student use of tobacco, both inside buildings and on school grounds, remain in force.

The school district will provide information to employees concerning tobacco use cessation programs.  
*Reference: APS Policy #404, #1006*

## **Chapter XIV: Technology**

### **Personal Use of Cell Phones**

Cell phone use is allowed during non-contact time with students and needs to be used in an area where students are not present. In the case of emergencies, please see the building principal or administrator concerning use of the cell phone. *Reference: APS Policy #403*

### **Internet, Computers and Network Resources**

The Board supports the use of computers, technology and the Internet in the District's instructional program as a resource to educate and inform. The use of these resources shall be consistent with the curriculum adopted by the School District and shall be employed in an appropriate and responsible manner to meet the varied instructional needs, learning styles, abilities and developmental levels of students.

### **Procedures and Guidelines**

The Superintendent shall develop and implement appropriate procedures to provide guidance for computer use and Internet access. Guidelines shall address teacher supervision of computer use, ethical use of electronic media, and the District's ownership and right of administrative review of electronic files and communications. The term "electronic media" includes, but is not limited to, the Internet, e-mail and other technological resources.

The guidelines shall prohibit utilization of networks for inappropriate or illegal activities, the intentional spreading of imbedded messages (viruses) or the use of other programs with the potential of damaging or destroying programs, data or equipment. The guidelines will describe the District's limitation of liability and will establish that the use of computers, technology and the Internet is a privilege, not a right. Violation of the procedures and guidelines will result in cancellation of those privileges and appropriate disciplinary action. *Reference: APS Policy #606*

### **Technology Protection Measure**

The District will implement a technology protection measure that will block or filter Internet access to visual depictions that are obscene, pornographic or of a harmful nature to minors. Operation of this measure will be monitored and enforced during use of computers by minors.

### **Audit of Use**

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. Participation in chat rooms is prohibited without specific prior approval by the system administrator. The Superintendent shall

establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing prohibited materials. The process may include, but not be limited to:

- Utilizing blocking/filtering software
- Turning off the "auto load images" feature of the Internet browser
- Using a proxy server to control accessible websites.

*Reference: APS Policy #606*

### **Staff Use**

A written staff agreement form will be required for all employees having access to electronic media. Staff shall confine e-mail use to work-related purposes and only limited, incidental personal use. The agreement form will refer to the procedures and guidelines for use of computers and the Internet, describe prohibitions and limitations on the use of these resources and state the employee's responsibility for the security of individual passwords. *Reference: APS Policy #403*

### **Community Use**

On recommendation of the Superintendent, the Board will determine the conditions and limits under which equipment and services will be made available to the community. Upon request to the Building Principal, community members may have access to electronic resources and programs available through the District, provided they attend any required training and abide by the rules of usage established by the Superintendent. A written agreement form will be required for all community members having access to these resources indemnifying the District from claims by community users. *Reference: APS Policy #606*

### **Disregard of Rules**

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using computers, technology or the Internet and related resources and may be subject to disciplinary action, up to and including termination. *Reference: APS Policy #606*

### **Responsibility for Damages**

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged or vandalized while under their care and/or due to the individual's improper care or negligence. *Reference: APS Policy #606*

## **Chapter XV: Harassment**

### **Preventing Harassment and Discrimination of Employees, Students and/or Volunteers**

Alliance Public Schools is committed to complying with all state and federal laws prohibiting discrimination and to taking any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

Unlawful discrimination or harassment of any kind by employees of Alliance Public Schools is prohibited. In addition, Alliance Public Schools will try to protect employees, students and volunteers from discrimination or harassment by non-employees and others in the work place.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, age, disability, marital status, or pregnancy, or other protected conditions, is prohibited. The following are general definitions of what might constitute prohibited harassment.

- In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, national origin, sex, age, disability, marital status, pregnancy, or other protected

conditions constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work environment.

- Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults, or intimidation based on a person's age.
- Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place. Sexual harassment may exist when:
  1. Supervisors or managers make submissions to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion or retention);
  2. Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
  3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material and physical contact, such as patting, pinching or suggestively brushing against another's body.

*Reference: APS Policy #404*

### **Complaint and Grievance Procedures to Respond to Harassment and Discrimination**

- An employee who is affected by a violation of Alliance Public Schools' anti-harassment and discrimination policy should initially report all instances of discrimination or harassment to the employee's immediate supervisor. However, if the employee is uncomfortable in presenting the problem to the immediate supervisor, or if the immediate supervisor is the problem, the employee is permitted and encouraged to go to the next level of supervision. The failure on your part to report the harassment may deprive you of certain legal rights.
- If the employee's complaint is not resolved to his or her satisfaction within five (5) to ten (10) working days, or if the discrimination or harassment continues, the employee should report the complaint to the Director of Business Services. If a satisfactory arrangement or resolution of the complaint or grievance cannot be obtained through the Director, it should be brought to the Superintendent of Schools. The complaint may be processed to the Board of Education of Alliance Public Schools if appropriate resolution has not been previously achieved.
- All persons to whom a complaint or grievance is reported are to thoroughly investigate all complaints. These situations will be treated with the utmost confidentiality, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action up to and including discharge of offending employees, etc. may be taken. Under no circumstance will any employer threaten or retaliate against an employee for alleging a violation of this policy. *Reference: APS Policy #404*

## **Chapter XVI: Discipline and Termination/Resignation**

### **Disciplinary Procedures**

Alliance Public Schools believes discipline is not meant to be punishment in any way. However, when it becomes necessary to change an employee's performance or behavior from unacceptable to acceptable, the Progressive Discipline Policy enables the district to act in a fair and consistent way. Normal steps in the disciplinary process are outlined below. However, based on the seriousness of the offense, management may enter into any level of disciplinary action considered reasonable up to and including termination.

1. **Discussion:** This is a verbal discussion in which the building administrator or supervisor has a face-to-face conference with the employee to discuss poor work performance or personal conduct and the need for correcting it.
2. **Assessment:** If there is little or no improvement after the discussion, the next step is a written assessment. The building administrator or supervisor completes a report. Employee has the right to read and discuss the report and to respond in writing. The Director of Business may be present at the request of the building administrator, supervisor or employee.
3. **Discipline:** After step two, if there is no marked improvement, the building administrator or supervisor will complete another written record of the second disciplinary action. The Director of Business may be present at the request of the building administrator or supervisor.
4. **Termination:** After step three, if there is not marked improvement, employee may be terminated. The building administrator or supervisor, along with the Superintendent, will conduct a review. An employee conference will be held and a determination of action will be made. The action may range from the continued opportunity to improve or dismissal. Each situation will be reviewed on an individual basis.

Management reserves the right to enter into any level of disciplinary action or termination based on the severity of the offense and the employee's work record. *Reference: APS Policy #414*

### **Termination by Employer**

Termination may be made without prior notice or prior discipline, and may be made without cause. When a decision is made to terminate, a conference will be held between the employee and the building administrator or supervisor. A written review of the documentation will be presented to the employee. The employee will have the opportunity to respond in writing on the termination form. Documents will be signed at the conclusion of the conference. Copies will be filed with the building administrator or supervisor and the Superintendent. A copy will be furnished to the employee. The terminated employee will receive their final paycheck on the next regular payday. Some examples of inappropriate conduct, which may result in termination, include, but are not limited to the following:

1. Unauthorized absences
2. Commitment or conviction of any criminal act
3. Conduct unbecoming any employee in the public service
4. Disorderly or immoral conduct
5. Unacceptable work performance
6. Elimination of the position (RIF)
7. Insubordination
8. Other reasons deemed appropriate by the administration or Board of Education.

An exit interview is required whether or not an employee resigns or is terminated.  
*Reference: APS Policy #414*

### **Resignation or Termination by Employee**

Whenever possible, classified employees are expected to give two (2) weeks notice of intent to resign their employment, in order to provide the district sufficient time to find a replacement. Written notice of resignation should be addressed to the Superintendent and Board of Education.

Accrued vacation time cannot be used in lieu of the two-week notice to resign employment.  
*Reference: APS Policy #414*

### **No Call No Show**

The district will conclude that voluntary termination of employment with the school district has occurred when three (3) consecutive workdays have passed without any kind of notification of the employee's

cause for their absence. Any request for employment verification or job performance references will result in an unfavorable recommendation when such voluntary termination has occurred.

*Reference: APS Policy #414*

### **Right to Terminate at Will**

Just as a classified employee may decide to quit his/her employment, the district reserves the right to terminate employment with or without cause, and with or without notice, at any time in its sole discretion.

An employee, who is terminated for any reason, is neither entitled to nor are they given severance pay.

*Reference: APS Policy #414*

## **Chapter XVII: Disclaimer/Acknowledgement**

This handbook is presented to provide you with information about your employment with Alliance Public Schools. It has been prepared as a guide and reference only. This employee handbook is not a contract, either expressed or implied. The district adheres to the policy of employment-at-will, which means that either you or Alliance Public Schools may terminate your employment at any time, for any reason, with or without cause and with or without notice.

Alliance Public Schools 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, \_\_\_\_\_, understand that it is my responsibility to read the Alliance Public Schools Classified Handbook and to understand the policies outlined within it. I also understand that this handbook is not intended to serve as a contract, either express or implied, and that Alliance Public Schools 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 upon all employees. I further understand that my employment with Alliance Public Schools 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: \_\_\_\_\_

*Failure to complete and return this form may result in disciplinary action. Office will provide copies of the Acknowledgement Form for use.*

# Exhibit A

## Alliance Public Schools Organizational Chart

### 1. Board of Education

### 2. Superintendent

- Director of Business Services
- Director of Instruction
- Principals
- Director of Special Education/Early Childhood

#### ➤ Director of Business Services

- Business Office
- Technology
- Custodial/Maintenance
- Food Service
- Payroll Clerk/District Bookkeeper

#### ➤ Director of Instruction

- Staff Development
- Instructional Services

#### ➤ Principals

- Teachers
  - Teachers
    - Classroom Paraprofessionals
- Building Clerical
- Building Custodial
- Building Food Service Workers

#### ➤ Director of Special Education/Early Childhood

- Special Education Office
- Shared Special Education Staff Supervision with Principals
- Early Childhood Special Education Services
- Early Childhood Center
  - Teachers
    - Early Childhood Classroom Paraprofessionals

ALLIANCE PUBLIC SCHOOLS  
CLASSIFIED HOURLY PLACEMENT  
2013-14 SCHOOL YEAR

**EXHIBIT B**

Job Description:	Benefits:	Starting:	Ending:		Unit:	
					1	
					2	
Bookkeepers/Supt. Secretary	FY CB	10	35		3	7.41
					4	7.68
Building Clerical	FY CB	8	35		5	7.96
					6	8.25
District Maintenance	FY CB	8	35		7	8.55
					8	8.86
Custodial	FY CB	6	30		9	9.18
					10	9.51
Paraprofessional + Other Duty	10/12	*TBD	*TBD		11	9.85
<i>*Only with Board Approval (10/12 FY CB)</i>					12	10.20
Food Services Supervisor	FY CB	18	30		13	10.56
					14	10.93
Food Services Assistant	SY CB	4	30		15	11.31
					16	11.70
Library/Media Center Para.	SY CB	3	25		17	12.10
					18	12.51
Classroom Paraprofessional	SY CB	3	25		19	12.93
					20	13.36
Special Ed. Para. Level 1	SY CB	4	25		21	13.80
					22	14.25
Special Ed. Para. Level 2	SY CB	5	25		23	14.71
					24	15.18
Accompanist	SY CB	8	20		25	15.66
					26	16.15
Special Skills Paraprofessional	SY CB	12	30		27	16.65
<i>*Special Skills+Other Needs Board Approval</i>	FY CB	*TBD	*TBD		28	17.16
Bus Driver	SY CB	11	30		29	17.68
<i>Bus Driver/Maintenance</i>	FY CB	11	30		30	18.21
Systems/Data Technician	FY CB	15	35		31	18.75
					32	19.30
Payroll Accountant	FY CB	20	35		33	19.86
					34	20.43
Technology Network Technician	FY CB	20	35		35	21.01
	Cash Benefit	Health Insurance	\$6571.68			
Full Time Tier 1	\$7925					
Full Time Tier 2	\$5425					
Full Time Tier 3	\$3925					
Part Time	\$1500					

**Approval of Classified Training Hours for Salary Step Advancement**

**EXHIBIT C**

CLASSIFIED EMPLOYEE TRAINING CREDIT FORM  
ALLIANCE PUBLIC SCHOOLS  
ALLIANCE, NEBRASKA

I. (45 In-service/Training Hours must be completed and approved for advancement.)

Participant's Name \_\_\_\_\_ Date \_\_\_\_\_

Name of Activity \_\_\_\_\_ Date \_\_\_\_\_

Reason for Participation: \_\_\_\_\_

\_\_\_\_\_

Relationship to Employment Assignment: \_\_\_\_\_

\_\_\_\_\_

<u>In-service/Training Session Topic:</u>	<u>Location:</u>	<u>Date:</u>	<u>Hours:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Total Points

Administrative Requirements/Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Denied

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

**Alliance Public Schools  
Overtime Form**

**REQUEST FOR OVERTIME AUTHORIZATION**

**This form must be completed by the Principal/Supervisor before overtime occurs and signed by the Superintendent before any overtime assignment will be made.**

Name \_\_\_\_\_ SS# \_\_\_\_\_

Date overtime will occur \_\_\_\_\_

Amount of Overtime \_\_\_\_\_

Reason for overtime

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

**THIS FORM MUST ACCOMPANY ANY TIME SHEET FOR OVERTIME PAYMENT.  
IF AN EMERGENCY EXISTS, THIS FORM CAN BE SIGNED AFTER THE FACT.**

ALLIANCE, NEBRASKA

CLASSIFIED Employee Evaluation

Employee Name: Job/Position:	Evaluation for the period:
Supervisor: Title:	Department:
Goals and objectives during this evaluation period (to be completed by employee)	
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	
PRODUCTIVITY, RESPONSIBILITIES	
<ul style="list-style-type: none"> <li>• Meeting expectations:</li> <li>• Job Knowledge, understanding of duties required:</li> <li>• Thoroughness, initiative:</li> </ul>	
ACCOMPLISHMENTS	
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	
NOTED STRENGTHS AND/OR AREAS IN NEED OF IMPROVEMENT	
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	
EVALUATIVE COMMENTS OF THE SUPERVISOR/EVALUATOR	
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	
EMPLOYEE GOALS AND OBJECTIVES FOR NEXT EVALUATION PERIOD, AS AGREED WITH EVALUATOR	
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	
EMPLOYEE SIGNATURE	SUPERVISOR SIGNATURE
Name:	Name:
Date:	Date:

**Note:** Employee comments relative to this evaluation may be made on or attached to the back of this form.

**CLASSIFIED STAFF ABSENCE  
REQUEST/REPORT**

Staff Name: \_\_\_\_\_

Date of Leave: \_\_\_\_\_

- Professional Leave (Name of Activity) \_\_\_\_\_
- Administrative Leave (Name of Activity) \_\_\_\_\_
- Personal Leave (\_\_\_\_ hours)
- Bereavement Leave (\_\_\_\_ hours)
- Sick Leave (\_\_\_\_ hours)
- Family Care Leave (\_\_\_\_ hours)
- Jury Duty (\_\_\_\_ hours)
- Athletic (\_\_\_\_ hours)
- School Activity (\_\_\_\_ hours)
- Vacation (\_\_\_\_ hours)
- Dock In Pay (\_\_\_\_ hours)
- Other (Explanation) \_\_\_\_\_

Signature of Staff Member/Date: \_\_\_\_\_

Substitute: \_\_\_\_\_

Signature of Administrator/Date: \_\_\_\_\_

**CLASSIFIED STAFF ABSENCE  
REQUEST/REPORT**

Staff Name: \_\_\_\_\_

Date of Leave: \_\_\_\_\_

- Professional Leave (Name of Activity) \_\_\_\_\_
- Administrative Leave (Name of Activity) \_\_\_\_\_
- Personal Leave (\_\_\_\_ hours)
- Bereavement Leave (\_\_\_\_ hours)
- Sick Leave (\_\_\_\_ hours)
- Family Care Leave (\_\_\_\_ hours)
- Jury Duty (\_\_\_\_ hours)
- Athletic (\_\_\_\_ hours)
- School Activity (\_\_\_\_ hours)
- Vacation (\_\_\_\_ hours)
- Dock In Pay (\_\_\_\_ hours)
- Other (Explanation) \_\_\_\_\_

Signature of Staff Member/Date: \_\_\_\_\_

Substitute: \_\_\_\_\_

Signature of Administrator/Date: \_\_\_\_\_

**CLASSIFIED STAFF ABSENCE  
REQUEST/REPORT**

Staff Name: \_\_\_\_\_

Date of Leave: \_\_\_\_\_

- Professional Leave (Name of Activity) \_\_\_\_\_
- Administrative Leave (Name of Activity) \_\_\_\_\_
- Personal Leave (\_\_\_\_ hours)
- Bereavement Leave (\_\_\_\_ hours)
- Sick Leave (\_\_\_\_ hours)
- Family Care Leave (\_\_\_\_ hours)
- Jury Duty (\_\_\_\_ hours)
- Athletic (\_\_\_\_ hours)
- School Activity (\_\_\_\_ hours)
- Vacation (\_\_\_\_ hours)
- Dock In Pay (\_\_\_\_ hours)
- Other (Explanation) \_\_\_\_\_

Signature of Staff Member/Date: \_\_\_\_\_

Substitute: \_\_\_\_\_

Signature of Administrator/Date: \_\_\_\_\_