

CLASSIFIED EMPLOYEE HANDBOOK

CASCADE SCHOOL DISTRICT #422

All information pertaining to employment is covered in section 5000 of the Cascade School District policy manual. Employees are responsible for familiarizing themselves and adhering to all policies in section 5000 and all other policies in the District Policy manual.

CLASSIFIED EMPLOYEE

CLASSIFIED EMPLOYEE DEFINITION AND ASSIGNMENT – Policy 5800

EVALUATION - Policy 5820

HIRING

RECRUITMENT AND SELECTION – Policy 5100

QUALIFICATIONS – Policy 5100

CRIMINAL HISTORY/BACKGROUND CHECK – Policy 5110

EQUAL EMPLOYMENT OPPORTUNITIES & NON-DISCRIMINATION –
Policy 5120 (Title IX Coordinator – Pal Sartori, Cascade H.S. 208-382-4227)

EMPLOYEE RIGHTS, RESPONSIBILITY, AND CONDUCT

TOBACCO FREE POLICY – Policy 5310

DRUG FREE POLICY – Policy 5320

WORK DAY – Policy 5210

SEXUAL HARASSMENT – Policy 3290, 3290F, 3295, 3295P & 3295F

ABUSE AND NEGLECTED CHILD – Policy 5260 & 5270

DRESS AND APPEARANCE – Policy 5360

APPLICABILITY OF PERSONNEL POLICIES – Policy 5200

ASSIGNMENT – Policy 5220

PERSONAL CONDUCT – Policy 5280

SOLICITATIONS – Policy 5285

POLITICAL ACTIVITY – Policy 5290 & 5300

NOTIFICATION OF REEMPLOYMENT

Classified personnel will be notified concerning reemployment prior to August 1st each year. For some positions this may not be possible due to the uncertainty of funding. When this occurs, persons will be notified of their status within fifteen (15) days after the District's verification that funding will be available for supporting the position.

RELATIONS TO PUPILS AND PUBLIC

In general, students are the responsibility of the professional staff. When no professional staff is present, classified employees should assume responsibility for the students in the building or vehicle.

REPLACEMENTS

Personnel serving as replacements shall meet the requirements of full-time employees. Every effort shall be made to fill all vacancies with personnel who have preparation equal to that of the regular contract personnel. Principals or head of maintenance should hire a substitute to replace an ill custodian and that substitute should be paid the base salary figure for each category of work.

GRIEVANCE PROCEDURE – Classified personnel's grievance procedure is set forth in Idaho Code. (IC 33-517)

TERMINATION OF INSURANCE BENEFITS

Health, dental and vision insurance will be discontinued at the end of the month in which employment with the Cascade School District is complete. (Example: If last day of work is June 15th; coverage will continue through June 30th). Coverage can be continued at the former employee's expense through the District's carrier under the Consolidated Omnibus Budget Reconciliation Act (COBRA). A Group Coverage Continuation Application is available from the District office or the carrier.

All other ancillary insurance through other vendors such as Aflac and American Fidelity will be terminated through the District. Further insurance coverage is the former employee's responsibility.

COMPENSATION AND BENEFITS

SICK LEAVE – Policy 5400

PERSONAL LEAVE – Policy 5400

BEREAVEMENT LEAVE – Policy 5400

FAMILY MEDICAL LEAVE – Policy 5410

PROFESSIONAL LEAVE

Professional leave with pay may be granted classified employees to attend professional meetings or to visit other schools, if such leave is approved by the principal. A written request for professional leave must be filed in the principals' office at least one (1) week prior to the requested leave. The written request should explain why the employee wants the professional day. There must be a written follow-up within ten (10) days after the visit/meeting by the classified employee as to what he/she learned from the professional leave. A professional employee may not have more than two professional days a year unless the request comes from the School District.

The School District will pay for registration fees and mileage to classified employees when the School District requests a classified employee to attend a conference. When the classified employee attends a meeting at the classified employee's request, the classified employee will pay for the cost of the conference.

VACATIONS – Policy 5450

JURY DUTY - Policy 5412

WITNESS FOR COURT APPEARANCE – Policy 5413

LONG TERM ILLNESS/TEMPORARY DISABILITY/MATERNITY LEAVE – Policy 5420 & 5420P

ABSENCE WITHOUT PAY

Deductions for personal absences not authorized in the preceding circumstances shall be on the basis of the individual pro-rated salary for each day absent.

HEALTH INSURANCE - Policy 5430, IC33-517A

LIABILITY INSURANCE

Each classified employee is covered under the liability insurance policy provided by the District.

PAY CHECKS – Policy 5815

As a rule, those regular employees working regular and consistent hours are paid in twelve (12) regular monthly checks, (bus drivers are paid in nine (9) regular monthly checks.) Payroll checks will be issued on the 25th of each month, with the exception of Thanksgiving and Christmas where the checks will be issued on the last day before vacation.

Those employees who work on an hourly basis will be paid for actual hours worked. Time sheets should be submitted by the 15th of each month.

Employees who resign or are terminated will be paid on the next regular pay day following the effective date of their resignation.

MANDATORY PAYROLL DEDUCTIONS

All employees shall be required to have deductions from their monthly salary as follows:

Idaho Public Employees Retirement System

All employees working 20 hours or more per week are required to participate in the Idaho State Public Employee Retirement System.

Employee contributions to the Public Employee Retirement System are not subject to income taxes until withdrawn. Retirement brochures are available from the district office.

Federal and State Income Tax

Deductions will be made according to the schedules prepared by the Federal Treasury Department and the State Tax Commissions. The amount deducted will be based on the number of exemptions claimed by the employee and the salary amount.

FICA (Social Security)/Medicare

Deductions are automatic for all employees.

VOLUNTARY PAYROLL DEDUCTIONS

The following voluntary payroll deductions are available to classified employees:

Tax Sheltered Annuities/403(b)/PERSI Choice Plan

Payroll deductions are available. Arrangements can be made through the District Clerk.

Credit Unions

Payroll deductions and automatic deposits are available. All arrangements are made by contacting the credit union office.

Insurance Premiums

Deductions for life insurance through Aflac or American Fidelity are available to eligible employees.

Employees insuring dependents through the District group health insurance are eligible to have these premiums deducted from their payroll.

Deductions for other types of insurance are available if arrangements have been made through the District Clerk.

OVERTIME/COMPTIME – Policy 5810

WORKERS COMP - Policy 5460

MILITARY LEAVE – Policy 5470

SCHOOL HOLIDAY – Policy 5440

SCHOOL CLOSURE – Policy 2210 and 2210P

CERTIFIED PERSONNEL RECORDS – Policy 5500

EMPLOYEE HEALTH AND WELFARE - Policy 5600

EMPLOYEE PRACTICES

SUBSTITUTES

Personnel serving on a substitute or temporary basis in the School District shall meet the requirements of the particular position. Every effort shall be made to fill temporary positions with substitutes who have preparation equal to that of the regular personnel.

TEACHER AIDE/PARA-EDUCATOR – Policy 5710

CLASSES

If funds are available and budgeted, the District shall pay a maximum of three (3) college credits per year, up to \$100 per credit, per classified employee, said employee will be reimbursed upon validation by official transcript. The money will be authorized on a first-come, first-served basis so long as budgeted funds are available. All courses must be approved in advance by the administration.