



# Employee Handbook 2022-2023

People, preparation, progress – Payette.

### ***Mission***

Payette School District will provide high quality instruction in collaborative, respectful learning environment, with opportunities to explore and develop personally, postured for future success.

### ***Vision***

Preparing students to be leaders, innovators and difference makers in the classroom and the world.

### ***Core Beliefs***

#### ***We believe learning:***

- is essential to life
- is transformational
- is a collective responsibility
- is maximized together
- should be respectful & safe
- creates academic and career pathways
- is attainable

### ***Future Picture:***

Every day in every classroom, students receive quality instruction and exhibit personal growth. We provide a safe and inclusive environment that celebrates and supports our diverse student community in their learning needs and desired sense of belonging, so they can meet life's opportunities and challenges in healthy ways with compassion for others. We share responsibility with our community and its leaders. We embrace students, staff, parents, caregivers, and the community as vital partners in the education and success of the district.

We want our district to be the place where people choose to work, are proud of our efforts, and invested in the success of the community through our students.

Past, present, and future: We use a feedback loop to learn from the past, continue to improve, and to direct future innovation.

### ***Board of Trustees***

Andy Kirkendall	Chairman
Candita Strong	Vice-Chairman
John Thebo	
Barbara Wilson	
Terrie Cathcart-Shurte	
Barbara Choate	Clerk

### ***School Administration***

Jacob Williams	Payette High Principal
Marci Holcomb	Payette High V.P.
Amanda Smith	McCain Principal
MaryBeth Bennett	Westside Principal
Kipp McKenzie	Primary Principal

### ***District Leaders***

Brad Baumberger	Superintendent
Barbara Choate	Business Mgr
Tanya Ford	Asst Business Mgr
Lori Steiniker	Special Ed Director
Keri Bennett	School Nurse
Jessica Mikek	School Nurse
Alvin Hall	Maint & Cust
Alvin Hall	Transportation
Sandarah Cornwell	Food Service
Cameron Williams	Tech Director
Nathan Bommersbach	Asst Tech Dir
Bo Riddick	Webmaster
Jennifer Murry	Data Manager

### **ACTIVITY PASSES**

Employees of Payette School District receive an activity card admitting him/her and a guest to any home sports activity sponsored by the district. The passes are a benefit that costs the athletic department. Any unauthorized use of the activity card could result in the employee losing rights to use it.

### **ANNUITY/QUALIFIED RETIREMENT PLANS**

Payette School District Policy 402.5 states that “premiums for payment of annuities may be deducted from the salaries of personnel provided that written application for such deductions shall be on file with the Clerk-Treasurer.” Additionally, each participant shall complete a *Hold Harmless Agreement for Tax-Sheltered Annuity or Other Voluntary Deduction*. A list of qualified vendors may be obtained at the district office.

### **BADGES**

Employees will be issued an official badge/photo ID. Badges are to be worn at all times while on school premises to assist in quick identification of employees and visitors. If persons are found in buildings without official photo ID, it is the responsibility of **ALL** employees to escort such persons to the office to obtain a visitor pass or if unable to escort, notify the office immediately of the situation.

### **BENEFITS**

Employees working twenty (20) hours or more per week for five or more months qualify for the benefit package of the school district. All employees with benefits are eligible to participate in the Cafeteria Plan, a fringe benefit “menu” of tax-sheltered deductions, authorized through IRS Code 125. August is open enrollment month, with effective date of change Sept 1<sup>st</sup>. Any benefit changes must be submitted before August 31<sup>st</sup>.

### **CLAIM FORMS**

Non-payroll items such as reimbursements for credit and mileage must be approved by the Board of Trustees prior to payment. A reimbursement claim must be submitted to the district office.

### **COBRA**

As an employee covered by the Group Health Plan, you have the right to choose continuation coverage if you lost your group health plan coverage because of a reduction in hours or the termination of your employment.

Blue Cross of Idaho will contact you with information for continuation of coverage. If you do not hear from Blue Cross, call the number on your membership card. Remember, you are responsible for providing a current address if you move.

### **CODE OF ETHICS FOR IDAHO PROFESSIONAL EDUCATORS**

“Believing in the worth and dignity of each human being, the professional educator recognizes the supreme importance of pursuing truth, striving toward excellence, nurturing democratic citizenship, and safeguarding the freedom to learn and to teach

while guaranteeing equal educational opportunity for all. The professional educator accepts the responsibility to practice the profession according to the highest ethical principles.”

The Code of Ethics for Idaho Professional Educators symbolizes the commitment of all Idaho educators and provides principles by which to judge conduct. Payette educators should review and are expected to abide by the Code of Ethics for Idaho Educators. <https://www.sde.idaho.gov/cert-psc/shared/ethics/Code-of-Ethics-for-Professional-Educators.pdf>

### **COLLABORATION**

Payette School District provides and expects collaboration to improve student learning during the contracted workday. Proper use of this time is directed by building administrators but should focus on data, instruction, and curriculum mapping in teams, not isolation. Staff should not schedule appointments during this time as your absence effects other team members.

### **CONFERENCE/WORKSHOP PROCEDURES**

All conference/workshop travel arrangements are made through the district Administrative Assistant. The IRS has strict regulations governing employer payments of business reimbursements. Travel expenses will be reimbursed by submitting proper documentation with receipts to the district office in a timely manner. Maximum daily meal reimbursement rate is \$35. If a school van is not available for travel, mileage may be claimed with prior approval.

### **CONFIDENTIALITY**

All employees, regardless of position, are required to comply with The Family Educational Rights and Privacy Act (FERPA) governing the confidentiality of student records. Only employees with direct need of student information should access student records or the District Student Information System (SIS/Tyler). Employees will be required to complete Safe Schools FERPA training annually. All personal employee information will be kept confidential. Home address, telephone numbers, family information, etc. will not be made public or shared with others for any reason.

### **CREDIT REIMBURSEMENT**

Payette School District will reimburse certified staff \$50.00 per semester credit hour, of post graduate training or the actual cost, whichever is less. Each employee may request reimbursement up to four (4) per year. Employees who will be returning for the subsequent year may submit for reimbursement. Transcript(s) or electronic transcript(s) must be submitted to the district office no later than one (1) year following course completion to receive reimbursement. Contract for the ensuing year must be signed to receive reimbursement for spring/summer courses.

### **EMERGENCY PREPAREDNESS**

All employees should familiarize themselves with the District Emergency Response Guide and attend trainings provided. In case of a true emergency, staff should feel empowered

to respond appropriately with student safety as the number one priority.

### **EMPLOYEE PERSONNEL FILES**

A file is maintained for all employees of Payette School District. The file contains items such as transcripts, payroll information, evaluations, and insurance information, all of which are kept confidential. All employees may review all material placed in their file except the placement file.

### **EVALUATIONS**

#### **CERTIFIED STAFF**

Each building administrator is responsible for the supervision and evaluation of the certified staff in their building. The administrative staff will continuously observe the services of the professional personnel and submit written evaluation(s) to the superintendent. All staff will be observed a minimum of two times per year. First, second- and third-year teachers will be evaluated twice annually, at least one to be completed during the first semester of the school year. Continuing contract teachers will be evaluated at least once annually. Additional observations/evaluations may be required as deemed necessary by the Board and/or administration. Evaluations will be reviewed cooperatively. Building principals will recommend to the Board of Trustees certified staff members to be rehired for the coming year.

Payette School District has adopted Enhancing Professional Practice: A Framework for Teaching, by Charlotte Danielson as the research-based text upon which the district evaluation model is based. Evaluation forms will be completed and kept on file in the District Office. Employees may review materials in their personnel file.

Certificated employees who are determined in need of remediation shall meet with their building principal to discuss areas needing improvement and the strategies and resources available.

An appeal of the teacher evaluation shall mean a disagreement by a professional employee with the ranking/rating they have received in any or all areas of a formal/informal evaluation. The professional employee shall follow the appeal procedure as outlined in Payette School District Policy.

Building administrators will look for trends and patterns in the collection of evaluation data to determine any professional development needs unique to their building staffs.

#### **CLASSIFIED STAFF**

Classified employees will receive at least one written evaluation per year. Evaluations are in writing on a form adopted by the district administration and will be reviewed cooperatively.

### **FEDERAL TIME REPORTING**

Programs administered by Payette School District that are funded through federal sources are obligated to meet federal guidelines in order to qualify. If federal funds are used for an employee's salary, the employee is required to record time spent working on a federal program on their timesheet as hours worked through means of "positive time

reporting". "Positive time reporting" is recording the *actual* time spent working on a set of activities which are applicable and allowable under the terms and conditions of the funding source.

Employees are responsible to correctly charge actual time worked to the appropriate funding source(s) associated with any federal programs. Employees will work with their supervisor to determine correct index(es) to use on their timesheet.

Supervisors are required each pay period to verify hours were spent working directly on the federal programs.

### **FIELD TRIPS**

Administrative permission must be obtained for field trips. Arrangements for school bus transportation will be made by the principal (or designee) by requisition. Prior School Board approval is required for any overnight field trip.

### **GRIEVANCE PROCEDURE**

Payette School District's policies and practices are designed to benefit both employees and the organization. Classified employees who believe they have been treated unfairly or in a manner inconsistent with established policies may question or challenge a decision or action through the District's formal grievance system. Certified employees who allege a violation of Board approved District policies or violation of the Master Agreement between the District and the teachers' association may do so in writing.

Initially, employees are encouraged to discuss the problem or concern with their supervisor with the objective of resolving the matter promptly and informally when appropriate. For specific information refer to Payette School District Policy.

### **HEALTH INSURANCE**

Medical/EAP/Vision/Dental insurance with Blue Cross of Idaho is provided for all benefit employees at the base plan rate. Employees have the option to upgrade coverage and to purchase coverage for family members.

### **JOB VACANCIES AND TRANSFERS**

When a job vacancy occurs, the position may be filled through the transfer of a current employee. Job openings will be posted on the District website and as a courtesy emailed to staff. A current employee interested in an open position may apply through the internal application portal linked to the District website.

## **LEAVE TYPES**

The following is a general overview of the types of leave available to benefit employees. All types of leave require notification through ReadySub, our online substitute tracking program. Professional leave requires a leave request form to be completed by employee and approved by principal/supervisor. Notification must be completed regardless of whether a sub is needed or not. Falsifying, deliberately misrepresenting or deliberately omitting reasons for absences or leaves is a violation of Principle IV of the Code of Ethics for Professional Educators.

### **1. Sick Leave**

- a. One day of sick leave per contracted month of employment will be posted in the payroll file in advance
- b. Sick leave balance is shown monthly on the pay stub
- c. Sick leave must be reported in ReadySub online tracking system
- d. Sick leave days accumulate from year to year with no cap
- e. Sick leave is to be used for absences caused by accident or illness and includes childbirth and illness of a member of the employee's immediate family
- f. Employees of the district may participate in the sick leave bank. Before utilizing the sick leave bank, employees will be charged one day's pay

### **2. Personal Leave**

- a. Personal leave is intended for professional employees without vacation benefit to attend to personal matters that arise during contracted employment days
- b. Personal days must be submitted through ReadySub at least 24-hours in advance and obtain appropriate approval. An approved substitute must be available
- c. Personal leave during the first and last two weeks of school, days immediately preceding or following holidays/breaks, must be approved by the Superintendent
- d. Personal leave may accumulate up to seven (7) days.
- e. Certified employees may choose to be compensated at the end of the year for unused personal leave

### **3. Bereavement Leave**

- a. Immediate family bereavement leaves of three (3) days will be granted by the building principal upon oral request. If more than three days are needed, additional time may be requested through the Superintendent
- b. Bereavement leave must also be reported in ReadySub online system
- c. Classified bereavement leave is covered in district policies
- d. Certified bereavement leave is addressed in the Master Agreement

### **4. Jury Duty**

- a. Employees will be excused for jury duty and receive full pay while on such duty.
- b. Jury Duty must be listed in ReadySub online system

### **5. Professional Leave**

- a. Employee is requested or approved by principal/supervisor to attend a workshop, meetings, etc.



- b. Requests must be submitted in advance through ReadySub to allow for appropriate substitute arrangements
- c. Professional leave must be approved by the Superintendent on submitted form

**6. Vacation Leave**

- a. Full-time, twelve-month employees are entitled to vacation days with pay. See Policy 408.7 for complete vacation policy
- b. Vacation days do not accumulate from year to year
- c. Requests for vacation days in combination with paid holidays require supervisor and director approval

**7. Family Medical Leave**

- a. The Family Medical Leave Act entitles eligible employees to take up to twelve weeks of unpaid, job protected leave each year for specified family and medical reasons. An employee must have worked for Payette School District for at least twelve (12) months and at least 1250 hours during the year preceding the start of the leave. Eligible employees may have up to twelve (12) weeks of unpaid leave for the following reasons:
  - i. For the birth or placement of a child for adoption or foster care
  - ii. To care for an immediate family member (spouse, child, or parent) who has a serious health condition; or
  - iii. To take medical leave when the employee is unable to work because of a serious health condition
- b. Family medical leave must be requested in writing and prearranged through the Business Manager

**LIFE INSURANCE**

The district provides \$40,000 (premium paid) life insurance coverage for every benefit eligible employee.

**MEDIA RELEASES**

We have established a positive media relations program with local broadcast and print media organizations. To ensure continuity of information disseminated, all press releases are to be approved by the appropriate principal/supervisor before submission to any media organization.

**PASSWORDS**

Passwords are to be kept **secure** and confidential. Do not share your passwords with others. Employees should annually complete Safe Schools training for creating, remembering, and protecting passwords.

**PAYDAY CUTOFF DATES**

Payette School District has designated the 20<sup>th</sup> of each month as payday. If the 20<sup>th</sup> is on a weekend day, pay will be issued on the Friday before. Each month, your paycheck will be sent to your building principal/supervisor to be picked up or distributed to you on payday. Changes affecting payroll must be made in person with the district Administrative Assistant by the 10<sup>th</sup> of the month. Changes submitted after that will result in the change being delayed until the following month.



### **PERSI CONTRIBUTION RATES**

As a benefit of Payette School District, a fund has been set up for you with the Public Employee Retirement System of Idaho (PERSI). To be a member of PERSI you must be employed 20 hours or more per week for five or more months. Per State Code, you will have a deduction from your pay equal to 7.16% of your gross salary. Your Payette School District contributes an amount equal to 11.94% of your gross salary. Refer to your PERSI online handbook for more information: <https://persi.idaho.gov/>

### **PERSONNEL INFORMATION**

Inform the district office of any address or telephone change. Report other qualifying events that may affect changes in insurance coverage such as births, marriages (self or dependent), or divorce. All changes tied to payroll or benefits must be submitted in person with written/signed verification. No email, scan, fax, or phone changes will be approved.

### **PROFESSIONAL DRESS**

All professional educators and support staff should demonstrate social prudence in wardrobe selection, limiting distractions for students and demonstrating a positive and professional school culture. Payette School District expects all staff to dress professionally every day with dress jeans reserved for spirit days and appropriate field trips. While representing the District at events (trainings, competitions, meetings, etc.) professional dress is also expected. Modesty guidelines of the District should be followed by all staff (no visible cleavage, bare midriffs, short skirts/shorts, exercise pants, or visible undergarments, etc.)

### **PROFESSIONAL RELATIONSHIPS**

Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Examples of unprofessional relationships include, but are not limited to: employees fraternizing or communicating with students as if employees and students were peers such as writing personal letters or emails; 'texting students; calling students on cell phones or allowing students to make personal calls to them unrelated to homework or classwork; gifting to students beyond classroom incentives; furnishing or encouraging use of alcohol or illegal or unauthorized drugs, sending inappropriate pictures to students; discussing or revealing to student personal matters about their private lives or inviting students to do the same (other than professional counseling by a school counselor); and engaging in sexualized dialogue, whether in person, by phone, via the internet or in writing. (See Principle II of [Code of Ethics for Idaho Professional Educators](#).)

### **RADIOS & REPEATERS**

Each school incorporates radios to be used for communication throughout the school grounds. These radios can be accessed on public scanners and should not be considered private conversations. Use discretion when communicating confidential information in radio conversations.

### **SEXUAL HARASSMENT POLICY**

All employees have the right to work in an atmosphere free from all forms of discrimination or any conduct that is considered harassing. Sexual harassment of students or employees is not condoned. All incidents should be reported regardless of

whom the offender may be. For more information, refer to Principle X of the [Code of Ethics for Professional Educators](#) and Payette School District Policy. Employees are required to complete Safe Schools Bully and Harassment training annually.

### **SOCIAL MEDIA**

Employees are personally responsible for the hosted content they publish online. Be mindful of your audience and protect your privacy. When posting online, please remember that you are an employee of the Payette School District and representative of your colleagues, students, parents, and the school community. Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face. Anything posted online should represent you in a professional manner as others will see you as connected to Payette School District. It disrupts learning when teachers, employees and staff post questionable content. When posting online, be sure not to post confidential student or staff information. Cyberbullying is not tolerated. Any incidence of cyberbullying should be reported to building administration immediately. All cyber bullying incidents will be taken seriously.

Payette employees should not solicit or accept 'friend' requests from enrolled students on any social media accounts. Advisors and coaches who must create 'group messages' to communicate with students should always include another advisor, coach, or parent when communicating with students. If a student contacts a staff member directly through social media or text messaging, respond only if including another adult or an administrator. Report any concerns immediately to an administrator.

### **TRANSPORTATION/VAN USAGE**

The District has vans available for use to transport student groups or staff for professional development travel. Vans are reserved by completing the vehicle request form on the PSD website. Fifteen passenger van drivers must undergo annual training through Safe Schools and be approved by the District Transportation Director. Vans are to be returned clean and fueled. Report any maintenance concerns and dashboard messages.

### **WORKER'S COMPENSATION**

Your health and well-being are very important to us. We have safety programs in place with the hope that it will help all of us to work safely and to be aware of safety hazards that might affect our co-workers, our students, and our visitors. However, accidents do happen, and we are here to help you recover from any work-related injuries. The information that follows outlines the steps that you need to take to get the follow-up care that you need and for the district to file the claim with our insurance provider on your behalf.

1. If you are injured, inform your supervisor or principal right away, even if no medical intervention is necessary at the time. If you seek treatment, use a clinic, **not the Emergency Room** unless it is an actual emergency. MRI, CT and specialists must be referred by Worker's Compensation to be covered.
2. Complete the Accident Report Form (available in all school building offices, nurse's office, and district office). If possible, complete this form before seeking medical attention. If this is not possible, please complete it as soon as physically

possible. This will ensure that we will handle your accident/injury appropriately.

3. Turn in the completed form to your supervisor. The district Administrative Assistant will submit a claim based on the Supervisor's Accident Investigation form. Untimely submission of the accident report form may result in the denial of your claim by the State Insurance Fund.

Please address any questions or concerns regarding the employee handbook with your building supervisor or the District Office.