

**BELGRADE SCHOOL DISTRICT  
CLASSIFIED EMPLOYEE  
POLICY & PROCEDURE HANDBOOK**



**2018-2019**

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## Introduction

Welcome to employment with the Belgrade District #44:

The Belgrade District is pleased you have joined our organization of professionals dedicated to the education of our students and future leaders. We hope you will find this position rewarding and challenging.

This handbook is intended to be a reference to general procedures and policies for the classified staff members of the Belgrade District. This handbook is not all-inclusive and cannot provide guidelines on every situation encountered in the workplace. Each employee should read this handbook and will be required to acknowledge receipt and understanding of the contents of the handbook.

Policies, procedures and guidelines contained within the handbook will be added, updated, or deleted as determined by the Belgrade School Board of Trustees and Administration.

During your first few days working for the Belgrade District you will probably have several general questions regarding our District policies and procedures. You are encouraged to research the answer within the manual; however, do not hesitate to ask your Principal, Assistant Principal, Immediate Supervisor, Human Resources Director or the Superintendent concerning any questions you may have. Many of the policies and procedures are outlined in more detail in the Belgrade District Board Policy Manual located on the District website, under “Human Resources” = Employee Resources – Belgrade School Board Policies. If a section of the handbook cites a Board Policy, the policy number will be referenced.

The School Board of Trustees will be referred as “Board” and the Belgrade School District will be referred as “District”. Welcome to Belgrade Schools!

Belgrade District Human Resources Department

John Blackman, Director

<http://www.bsd44.org/hr/>

406-924-2025

### **District Administrators as of October 2018:**

Godfrey Saunders, Superintendent

Jay Bates, District Clerk & Director of Fiscal Services

Mark Halgren, Director of Curriculum

Paul Lamb, High School Principal

Shanna Smith, Assistant Principal – High School

Bert Horsley, Assistant Principal – High School

Julie Mickolio, Principal – Middle School

Dave Smith, Assistant Principal – Middle School

Ruben Moreno, Assistant Principal – Middle School

Mat Johnston, Ridge View Principal

Lori Degenhart, Heck-Quaw Principal

Patrick Cates, Saddle Peak Principal

Scott Lilyquist, Director of Transportation

Vacant, Director of Information Technology

Dana Brandt, Director of Food Services

Scott MacFarlane, Director of Facilities

Dede Frothingham Director of Special Education

Dawn Watkins, Payroll and Benefits Supervisor

## Organizational Chart (Reserved)

### Applicability of the Handbook

The District guidelines, policies and procedures in this handbook replaces any previous manuals, internal practices and procedures and existing practices that are in violation or contradiction of the information contained in this handbook. The handbook does not replace or supersede Board of Trustee Policies, Montana Office of Public Instruction (OPI) regulations or state and federal law. If this handbook conflicts with federal or state law, or an agency rule, the law and agency rule will apply. If there is a conflict between school building policy and the handbook, the handbook and its content shall apply. If a classified employee is covered under a collective bargaining agreement, the rights of the District to execute the policies and procedures as long as such policy is not specifically in violation of a provision of the collective bargaining agreement, Montana law or applicable rules and regulation of an agency or governmental unit having jurisdiction over the District.

If you have questions about this handbook, contact Human Resources at [hrbsd@belgradeschools.com](mailto:hrbsd@belgradeschools.com) or in the Administration Building at 312 N. Weaver, 924-2019 or 924-2025.

### Exceptions to the Manual

The District Superintendent, at his or her discretion, can make exceptions to the procedures listed in this handbook. The Board of Trustees, at their discretion, can make exceptions to the policies in this handbook. Exceptions will be made on a case by case basis and will be considered an exception to the policies and procedures and should not be viewed as an expectation by an employee.

Exceptions will be clarified in writing to the employees and will be reported to the Board of Trustees. If the exception(s) made will affect the future implementation of the policy or procedure, an addendum to this manual and included for future reference. If the exception affects Board Policy, the revisions will be made to the policy, approved by the Board and published.

### Rights of the Employer

The District Board of Trustees has and shall retain, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by law to establish school policy of operation, including, but not limited to, the right to:

- a. Direct employees;
- b. Hire, promote, transfer, assign, and retain employees;
- c. Relieve employees from duties because of lack of work or funds or under conditions where continuation of such work would be inefficient and nonproductive;
- d. Maintain the efficiency of District operations;
- e. Determine the methods, means, job classifications, and personnel by which school operations are to be conducted;

- f. Take whatever actions may be necessary to carry out the missions of the District in situations of emergency;
- g. Establish the methods and processes by which work is performed. To establish and supervise all manner of work, work schedules, hours of work, days that the school and office shall be in session; and
- h. To establish terms and conditions of employment.

The management of the District and the direction of its employees are vested exclusively in the Board. All matters not specifically and expressly covered in this employee handbook may be administered by the Board in accordance with such policy or procedure as the Board may determine. The policies, practices and procedures may be established or changed/abolished with the sole discretion of the Board.

Management rights will not be deemed to exclude other management rights not herein specifically enumerated. Nothing in this section shall be interpreted to limit the rights of the Board as stated in Montana Code Annotated Section 39-31-303 (Management Rights of Public Employers).

## Equal Employment Opportunity and Non Discrimination

The District believes in Equal Employment Opportunity and providing a work and educational environment free from discrimination and harassment.

The District will provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, sex, pregnancy, age, ancestry, marital status, military status, citizenship status, use of lawful products while not at work, physical or mental disability, if otherwise able to perform essential functions of a job with reasonable accommodations, and other legally protected categories.

The District will make reasonable accommodation for an individual with a disability known to the District, if the individual is otherwise qualified for the position, unless the accommodation would impose undue hardship on the District. *For more information, reference **School Board Policy 5010**.*

### Compliance Coordinators

The following have been designated to coordinate compliance with the following legal requirements:

Title VI	Curriculum Director
Title VII, Title IX and Civil Rights or Discrimination Issues	Human Resources Director
Americans with Disabilities Act (Employee/Applicant)	Human Resources Director
Section 504 of the Rehabilitation Act of 1973 (Student)	Director of Special Education



## Pre-Employment Background Check

Prior to working for the District, an applicant considered for a classified position will be subject to a Pre-Employment Criminal Background Check. The District pays the cost of the background check once an offer to a candidate is verbally accepted, however, an employee will be responsible for reimbursement of the cost to the District if they do not complete the one year probationary period. This will be deducted from the employee's final paycheck. All employment offers are contingent on successful completion of the background check. Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations.

The District contracts with an agency to process background checks. The background check may include obtaining information related to past employment, employers, verification of education, criminal justice information, professional licensing, vehicle registration or other relevant sources of information.

Failure of an applicant to give permission or consent for a criminal background check will result in disqualification from consideration for the position. Failure of an applicant to disclose criminal convictions required during the application process may result in disqualification of employee for employment or termination of employment.

**Offer Withdrawn:** Conditional offers shall be withdrawn if the results of the background check are deemed to disqualify the applicant for the position regardless if the conditional employment began.

## Employment Preferences

**Veterans Preference:** Under the Montana Veterans Employment Act, U.S. Veterans, disabled veterans and certain eligible relatives of veterans are entitled to preference in public employment.

Applying Veterans Employment Preference

- Whenever the District uses a scored procedure to review applications for an open recruitment, an applicant for an initial hiring must have added to the applicant's score the following percentage points of the total possible points that may be granted in the scored procedure:
  - (a) 5 percentage points if the applicant is a veteran; and
  - (b) 10 percentage points if the applicant is a disabled veteran or an eligible relative.

*For more information, reference **§§ 39-29-101-105 Montana Code Annotated.***

## New Employee Orientation (Reserved)

## Personal Conduct and Expectations of Employees

Employees are expected to maintain high standards of honesty, integrity, and impartiality in the conduct of District business.

In accordance with state law, an employee should not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment that creates a conflict of interest, interferes, distracts, or impedes with the faithful and impartial discharge of the employee's District duties. A District employee, before acting in a manner which might impinge on any fiduciary duty, shall disclose to the Superintendent the nature of the private interest which would create a conflict. Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain. Employees are expected to hold confidential all information deemed not to be for public consumption as determined by state law and Board policy.

Employees will respect the confidentiality of people served in the course of an employee's duties and use information gained in a responsible manner. The Board may discipline, up to and including termination of employment, any employee who discloses confidential and/or private information learned during the course of the employee's duties or learned as a result of the employee's participation in a (closed) Executive Session of the Board. Discretion should be used even within the school system's own network of communication.

The District considers critical aspects of each position to be employee attitude, ability, productivity and a sense of responsibility. Employees are expected to:

- Refrain from making false or malicious statements or misrepresenting or falsifying qualifications;
- Never misuse a professional relationship for personal ambition or gain;
- Foster positive community relations;
- Enforce policies, rules, and regulations;
- Report student use of drugs and/or alcohol;
- Refrain from using tobacco products on school property;
- Keep building keys and identification badges secure at all times;
- Treat everyone with respect and dignity;
- Conduct their job functions in a professional manner;
- Work in an efficient and productive manner;
- Work as a team with other District employees;
- Keep personal distractions and personal visitors to a minimum in the workplace;
- Be cognizant there are some work locations where visitors are not permitted either for safety purposes or the operation of the District; and
- Be respectful to fellow staff members and allow them to focus on duties and responsibilities.

*For more information, reference **School Board Policy 5223**.*

## Probationary Period

A classified employee who works a fiscal year/12 month position will be required to serve a probationary period of twelve (12) consecutive months. A classified employee who works a school year/10 month position will meet the probationary period if the employee works consecutively for 10 months. During the probationary period of employment, the employment may be terminated at the will of either the School District or the employee on notice to the other for any reason or no reason.

The District reserves the right to change employment conditions affecting an employee's duties, assignment, supervisor, or grade. *For more information, reference **School Board Policy 5140.***

## Assignment, Reassignments and Transfers

The Principals may assign, reassign, and/or transfer positions and duties of all staff. The Principals will provide for a system of assignment, reassignment, and transfer of classified staff, including voluntary transfers and promotions. Nothing in this policy prevents reassignment of a staff member during a school year.

The District retains the right of assignment, reassignment, and transfer. Written notice of reassignment or involuntary transfer will be given to the employee. The staff member will be given opportunity to discuss the proposed transfer or reassignment with the Principal, Director, Human Resources Director, Immediate Supervisor, or Superintendent. *For more information, reference **School Board Policy 5210.***

## Absences and Tardiness

Absence is the failure to report for work and/or to remain at work as scheduled. It includes late arrivals and early departures as well as absence for an entire day. Regular and punctual attendance is essential for efficient District operations. If an employee does not know in advance that they will be absent or unavoidably late, they should telephone their Principal, Director or Immediate Supervisor and/or their designee as soon as possible.

**Excessive Absenteeism:** Employees with above average, or what is deemed to be excessive absenteeism, may be required to document the reasons, including providing a doctor's certificate or other evidence and verification as requested. Upon returning to work from an unexcused absence, the employee must report to his or her Principal, Director or Immediate Supervisor and disclose the reason for the absence. If the reason is not acceptable, it may result in disciplinary action up to, and including, termination of employment.

**Tardiness:** Employees are expected to report to work as scheduled by their Principal or Immediate Supervisor and/or their designee. If the employee is late to the point where it will impact their job duties, they must contact their Principal or Immediate Supervisor and/or their designee with an explanation and an estimated time of arrival. If the tardiness/absence is deemed unreasonable, it may result in disciplinary action. Excessive tardiness will be addressed by the Principal or Immediate Supervisor and may result in disciplinary action up to, and including, termination of employment.

## Job Abandonment

An employee who fails to call in or show up (“no call/no show”) for work for (3) three successive working days or fails to report such absences may be considered to have abandoned their position and voluntarily terminated employment with the District. *For more information, reference §§ 24-11-204 (26) Administrative Rules of Montana and §§ 39-51-2302 Montana Code Annotated.*

## Working Hours/Work Week

Normal working hours for the District varies by job responsibilities, school and building. Schools and departments may make alternate schedules to adequately cover work requirements or to ensure coverage. Alternate and flexible schedules may be required by the District.

The established work week for reporting actual hours worked will begin on Sunday at 12:00 a.m. and end Saturday at 11:59 p.m.

The employee’s work week and/or starting and end times may vary from assignment to assignment and may be changed from time to time to meet varying conditions required in any particular school or department. Any schedule changes will be made as far in advance as possible.

## Dress Code (Reserved)

## Use of District Computers and Networking Systems

The District e-mail and Internet systems are owned by the District and are intended to be used for educational purposes only. While occasional personal use is allowed, employees should have no expectation of privacy when using the e-mail or Internet systems for any purpose.

Users of District e-mail and Internet systems are responsible for their appropriate use. All illegal and improper uses of the e-mail and Internet system, including but not limited to extreme network etiquette violations including mail that degrades or demeans other individuals, pornography, obscenity, harassment, solicitation, gambling, and violating copyright or intellectual property rights, are prohibited. Abuse of the e-mail or Internet systems through excessive personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment.

All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them. If the sender of an e-mail or Internet message does not intend for the e-mail or Internet message to be forwarded, the sender should clearly mark the message “Do Not Forward.”

In order to keep District e-mail and Internet systems secure, users may not leave the terminal “signed on” when unattended and may not leave their password available in an obvious place near the terminal or share their password with anyone except the system administrator. The District reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees upon Superintendent approval. *For more information, reference **School Board Policy 5450**.*

## Use of Personal Cell Phones and Communication Devices

Employees are strongly discouraged from using their personal cell phone during the work day. When necessary, employees may use their personal cell phones and similar communication devices only during non-work time. In no event shall an employee’s use of a cell phone interfere with the employee’s job obligations and responsibilities. If such use is determined to have interfered with an employee’s obligations and responsibilities or deemed as excessive by the Board; the employee may be disciplined in accordance with the Board policies and the terms of the collective bargaining agreement if applicable. *For more information, reference **School Board Policy 5630**.*

## Breaks

Employee shall be provided a non-paid, duty-free lunch of one-half (1/2) hour. Approval of a longer lunch break is at the discretion of the District and requires prior approval of the Principal or Immediate Supervisor.

Depending on work responsibilities, the flow of work, availability for student supervision and/or staff coverage, an employee may take one (1) fifteen-(15) minute rest period for every continuous four (4) hours worked in a day. Rest periods shall be taken on school property and may not be used to extend the start or end of a work shift or extend a lunch break. Time spent on rest breaks will be paid time and considered work time. Employees on rest breaks shall not interfere with fellow employees who are continuing to work. *For more information reference **School Board Policy, 5221 and §§ 24.16.1006 Administrative Rules of Montana & Montana Wage and Hour, <http://erd.dli.mt.gov/labor-standards>***

## Resignations

All resignations should be in writing and delivered to the Principal or the Immediate Supervisor. Employees who are voluntarily resigning from the District are requested to give a written notice with a minimum of two weeks’ notice. Written resignations should be provided with an effective date and the reasons for terminating. Exceptions to this may be mutually agreed upon with the Principal, Immediate Supervisor, the Superintendent and/or their designee.

## Reduction in Force

The Board and/or their designee have authority to determine if the District workload, funding or other business decisions are such that terminations (via layoff or reductions-in-force [RIF]) are required.

Whenever possible, employees will be provided at least two (2) weeks advance notification before the layoff or RIF.

Reduction in Force or Layoffs will be handled according to the provisions of this procedure. Evaluation of the foregoing criteria will be within the sole discretion of District. Employees will be selected for layoff based on the following criteria:

- Regular employees will not be terminated if temporary or substitute workers are employed in the same work classification.
- Promotion potential and transferability of skills to other positions within the District;
- Demonstrated successful and effective current and past performance;
- The needs of the District; and
- Length of service in a classified position with District.

An employee's length of service is measured from the original date of employment with the District as long as there has not been a break in service in excess of five (5) working days. The District will ensure relevant health benefits information is forwarded to the employee at the last known address.

Employees will be recalled according to the needs of District, their classification and their ability to perform the job. Notice of recall will be sent by registered mail, return receipt requested, to the current home address on record with the payroll department. Unless an employee responds to the recall notice within seven (7) days following receipt of the notice or its attempted delivery, the employee's name will be removed from the recall list and the employee will no longer have any job rights with District. The District will have no obligation to recall the employee if they have been on a continual layoff for a period of one (1) year.

## Reemployment Eligibility

Depending on the circumstances surrounding the resignation, employees who voluntarily resign from the District may be eligible for re-employment. Former employees will be required to complete an application or selection/search process as determined, and proceed through the established hiring procedure as other applicants. A former employee who is rehired by the District will be considered a new employee and required to complete the District's established probationary period.

An employee terminated for cause, or upon review of a personnel file the employee's performance is deemed unsatisfactory, the employee will not be eligible for re-employment with the District.

## Break in Service

A break in service means a period of time in excess of five (5) working days when the person is not employed and who severs continuous employment. *For more information, reference §§ 2-18-601 Montana Code Annotated, Definitions.*

## Energy Conservation

If a room/building does not have an auto shut off switch the employee should turn off the lights when out of the room. At the end of each day, close windows, shut down computers and lock the door(s). Refrigerators, microwaves and coffee pots will be provided in convenient locations within the building/office for staff use. Individual work spaces will not have these appliances unless approved by the Principal, Immediate Supervisor or Superintendent.

## Corporal Punishment and Restraint of Students

Montana Code Annotated §§ 20-4-302 regulates the use of corporal punishment. It states the following:

1. A teacher or principal has the authority to hold a pupil to a strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.
2. For the purposes of this section, "corporal punishment" means knowingly and purposely inflicting physical pain on a pupil as a disciplinary measure.
3. A person who is employed or engaged by a District may not inflict or cause to be inflicted corporal punishment on a pupil.
4. A person who is employed or engaged by a District may use physical restraint, defined as the placing of hands on a pupil in a manner that is reasonable and necessary to:
  - (i) quell a disturbance;
  - (ii) provide self-protection;
  - (iii) protect the pupil or others from physical injury;
  - (iv) obtain possession of a weapon or other dangerous object on the person of the pupil or within control of the pupil;
  - (v) maintain the orderly conduct of a pupil including but not limited to relocating a pupil in a waiting line, classroom, lunchroom, Principal's office, or other on-campus facility; or
  - (vi) protect property from serious harm.
5. Physical pain resulting from the use of physical restraint as defined in subsection (4) does not constitute corporal punishment as long as the restraint is reasonable and necessary.

## Reporting Suspected Child Abuse or Neglect of Children

Any employee who knows or has reasonable cause to suspect that a child is abused or neglected, shall report the matter promptly to the Department of Public Health and Human Services. Reporting the concern to a counselor or school personnel does NOT satisfy the reporting requirement.

The State of Montana has created a toll-free child abuse hotline for facilitating the reporting of suspected child abuse or neglect. The number to call is 1-866-820-5437 or 1-866-820-KIDS

Any employee who has knowledge of suspected child abuse or neglect and fails to report is liable for the damages proximately caused by such failure and is guilty of a misdemeanor. If you are uncertain how to make a report, go to your Principal, School Counselor or Psychologist for assistance.

Once you have reported please inform your supervisor to make them aware of the situation. *For more information, reference [dphhs.mt.gov](http://dphhs.mt.gov)*

## Families and Youth in Housing Transition (McKinney/Vento Homeless Act)

If a family or youth is experiencing transitional housing they may be entitled to services.

Some examples of homeless are:

- Lack of a fixed, adequate, or regular nighttime residence;
- Staying in a public or private temporary shelter (domestic violence, transitional housing, family shelter, youth shelter, etc.);
- Living with another family or in a hotel/motel because you cannot afford your own housing;
- Camping out in a tent or RV;
- Living in a car, park, public place, abandoned building, bus station, or a similar location;
- Living in substandard housing (no electricity or running water);
- Unaccompanied youth (a youth not in the physical custody of a parent or guardian);
- Runaways; and
- Children/youth denied housing by their families of school aged unwed mothers living in housing for unwed mothers.

Students who are experiencing any of the above descriptions may be entitled to services under Title X of the ESEA. Please contact your Building Counselor and/or Assistant Homeless Liaison at the Administration Office 924-2492 if you have knowledge of someone in transitional housing or if you have further questions. Determination of homelessness will be made on a case-by-case basis by the Assistant Homeless Liaison.

## Confidentiality

School employees possess knowledge of the District's operation that far exceeds the public's knowledge. It is the employee's responsibility to refrain from divulging any information that is protected by the Constitution of Montana. The constitution states as follows:

*Constitution of Montana, Article II, Section 10, Right of Privacy:* The right of individual privacy is essential to the well-being of a free society and shall not be infringed without the showing of a compelling state interest.

All employees shall respect the confidentiality of persons, including students, served in the course of the employee's duties and use any information gained in the course of their employment consistent with the employee's or student's right to privacy.



The District's own network of communication shall not violate this right of privacy. The sharing of information within the school system should only occur between school employees that have a compelling need to know. If there is doubt whether information you possess is confidential or open for public disclosure, consult an Administrator.

a) Employee Privacy: Employee information collected for personnel records, payroll records, medical records, and other records protected by an individual's right to privacy shall not be made available to another employee or the public unless the employee waives their right to privacy.

b) Student Privacy: Student information collected, including but not limited to the following, shall be considered confidential information:

- a) Formal and informal tests results including course/subject grades;
- b) Records of behavior in classrooms and other education settings;
- c) Performance and ability level assessments;
- d) Family relationships and status; and
- e) Family income or economic status.

An Administrator may authorize an exception to the above guideline based on court rulings or state agency rulings that specify the requested information must be shared with the requesting agency or citizen.

Any employee who violates an employee's or student's right of privacy may forfeit legal assistance by the district if they are civilly sued for unauthorized disclosure of information and also may be subject to appropriate disciplinary action up to and including termination of employment.

## Nepotism

Employees of the District may not participate in decisions which would involve a direct benefit or detriment (appointment, hiring, retention, promotion, salary, leave of absence, contracting) to a relative as defined below. If a relative applies for a position which is supervised by a relative, the immediate senior position to such a supervisor or other designated authority will institute procedures to assure compliance with this policy.

"Relative," for the purposes of this policy, means parent, grandparent, great-grandparent, child, grandchild, great-grandchild, brother, sister, aunt, uncle, niece, nephew, or cousin, by blood relationship; spouse; or brother, sister, parent, or child of spouse; or spouse of one's brother, sister, parent or child. *For more information, references §§ 2-2-302 and 303 Montana Code Annotated.*

This shall also apply to persons married or cohabitants residing in an employee's household. In the case where current employees who work for District decide to cohabit and/or get married, this requires self-disclosure to the Superintendent. Reporting lines may be changed and/or employees may be reassigned or the employee(s) may be terminated from employment.

## Performance Evaluation

The District encourages regular feedback and evaluation of employee performance throughout the year. An annual evaluation of performance is required for all employees unless otherwise specified in a collective bargaining agreement.

A classified staff member's job performance will be evaluated by the Principal, Director or Immediate Supervisor or as determined by Administration. Evaluation of classified employees will be submitted to Human Resources no later than May 15 of each year. The formal evaluation will identify job responsibilities and performance objectives and measure actual performance based on these criteria. *For more information, reference **School Board Policy 5222**.*

## Family and Medical Leave (FML)

The Family and Medical Leave Act of 1993 (FMLA) entitles an employee who has worked for the District for at least 12 months to be eligible for 12 work weeks of FMLA leave during a 12 month period provided the employee worked at least 1,250 hours in the 12 months preceding the beginning of the leave.

The FMLA is designed to help employees balance their work and family responsibilities by taking reasonable unpaid leave for certain family and medical reasons. It also seeks to accommodate the legitimate interests of employers, and promotes equal employment opportunity for men and women. The Family and Medical Leave Act:

- a. Covers only certain employers;
- b. Affects only those employees eligible for the protections of law;
- c. Involves entitlement to leave;
- d. Maintains health benefits during leave;
- e. Restores an employee's job after leave;
- f. Sets requirements for notice and certification of the need for leave;
- g. Protects employees who request or take leave; and
- h. Includes certain employer record keeping requirements.

Employees will be required to use appropriate leave while on FMLA. All types of leave (sick, vacation, comp time earned) will need to be exhausted prior to requesting sick leave donations. Workers compensation absences will be designated as FMLA leave. *For more information reference **School Board Policy 5329/5329P***

## Bullying, Harassment, Intimidation and Hazing

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices ("cyberbullying").

"Bullying" means any harassment, intimidation, hazing or threatening, insulting or demeaning gesture or physical contact, including any intention written, verbal or electronic communication ("cyberbullying")

or threat directed against a student that is persistent, severe or repeated and that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an education/employment function, and that has the effect of:

1. Physically harming a student/employee or property;
2. Knowingly placing a student/employee in reasonable fear of physical harm to the student/employee or damage to the employee's property; and/or
3. Creating a hostile employment environment.
4. Substantially and materially disrupts the orderly operation of a school,

"Electronic communication device" means any mode of electronic communication, including but not limited to computers, cell phones, social media or the internet. *For more information, reference **School Board Policy 3226.***

## Sexual Harassment

Sexual Harassment is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communications of a sexual nature, including sexual misconduct. Sexual harassment, including sexual misconduct, can involve persons of the same or opposite sex.

The District prohibits its employees from making sexual advances or requesting sexual favors or engaging in any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms "intimidating," "hostile," or "offensive" include but are not limited to conduct that has the effect of humiliation, embarrassment, or discomfort. *For more information reference **School Board Policy 5012.***

## Hostile Work Environment

A hostile work environment based on their race, color, religion, creed, national origin, sex, pregnancy, age, ancestry, marital status, military status, citizenship status, use of lawful products while not at work, physical or mental disability exists when harassment:

- Is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the District's programs, services, opportunities, or activities ; or

- When such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance.

A hostile environment can be created by anyone involved in a District program or activity (e.g., administrators, certified staff, classified staff, students, parents and school guests). Mere offensiveness is not enough to create a hostile environment. Although repeated incidents increase the likelihood that harassment has created a hostile environment, a serious incident, such as a sexual assault, even if isolated, can be sufficient.

## Sex Based Discrimination & Title IX

No student, on the basis of sex, will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding student discrimination on the basis of sex should be directed to the District Title IX Coordinator, located in the District Administration Office, 312 N. Weaver, 924-2025, [hrbsd@belgradeschools.com](mailto:hrbsd@belgradeschools.com) or [dletendre@belgradeschools.com](mailto:dletendre@belgradeschools.com)

## Reporting Harassment or Discrimination

All complaints about behavior that may violate Belgrade School's harassment and discrimination policies shall be promptly investigated by the Human Resources Director. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the Human Resources Director. Complaints against a Principal, Director or District Administrator shall be filed with the Superintendent or Human Resources Director. Complaints against the Superintendent shall be filed with the Board of Trustees. *For more information, reference **School Board Policy 5015**.*

If an employee believes they are being harassed, they should, when possible, promptly tell the offender that his or her behavior is unwelcome and request it to stop.

## Retaliation

Retaliation is prohibited against any person who reports, or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. *For more information, reference **School Board Policy 5015**.*

## Maternity Leave

For purposes of this policy, pregnancy or childbirth related health conditions shall be treated as any other temporary disability. *For more information reference **School Board Policy 5329/5329P for clarification on Maternity Leave and FMLA.***

In accordance with state statute, it is unlawful for an employer to:

- a. Refuse to hire an applicant because she is pregnant or plans to become pregnant;
- b. Terminate a woman's employment because of a pregnancy or childbirth health related condition;
- c. Refuse to grant an employee a reasonable leave of absence for a pregnancy or childbirth related health condition;
- d. Deny an employee who is disabled as a result of a pregnancy or childbirth related health condition or pregnancy any compensation to which she is entitled through accumulation of leave or disability benefits. The Superintendent and his/her designee, may require a medical certificate verifying the employee is unable to perform her employment duties for the period of the requested disability; and
- e. Require an employee to take a mandatory maternity leave for an unreasonable length of time.

### **Duration of Maternity Leave**

The disability period for recovery from normal childbirth is six weeks. If the employee is unable to perform her job prior to delivery, or if there are complications such as illness or surgical delivery, necessary leave may be longer than normally required. A physician's certificate may be required for use of sick leave beyond six weeks or if the employee is unable to work due to temporary disability as a result of childbirth.

A combination of sick leave, vacation or personal leave, discretionary leave, donated sick leave, and leave without pay may be used for an employee on a maternity leave. All leave must be exhausted prior to requesting sick leave donations or leave without pay status.

## Paternity Leave

Employees who are either a birth father or adoptive parent of a child may take a leave of absence not to exceed 15 working days immediately following the birth or adoptive placement of a child. Employees are eligible for parental leave if they are eligible for sick leave.

Employees eligible for parental leave may use accumulated sick leave, vacation or personal leave, discretionary leave, sick leave donations or leave without pay. All leave must be exhausted prior to requesting sick leave donations or leave without pay status. *For more information, reference **School Board Policy 5329.***

## Military Leave

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Montana Military Service Employment Rights, the Superintendent shall grant military leave to employees for voluntary or involuntary service in the uniformed services of the United States, upon receipt of the required notice. Benefits shall be maintained for these employees as required by law and/or collective bargaining agreements. A service member who returns to the District for work following a period of active duty must be reinstated to the same or similar position and at the same rate of pay unless otherwise provided by law.

Time spent in active military service shall be counted in the same manner as regular employment for purposes of seniority or District service unless otherwise provided in a collective bargaining agreement. *For more information, reference **School Board Policy 5322**.*

## Sick Leave

Employees begin accruing sick leave from their first day of employment and they must work 90 days to be eligible to use Sick Leave. Unless there is a break in service of in excess of 5 working days, an employee is only required to serve the qualifying period once. After a break in service, an employee must again complete the qualifying period. Classified employees will be granted sick leave benefits in accordance with **§§ 2-18-618 Montana Code Annotated**.

Sick Leave is defined as a leave of absence, with pay, for a sickness suffered by an employee or an employee's immediate family. The employee's immediate family refers to a spouse, child, parent, brother, and sister, grandparent, grandchild, aunt, uncle or corresponding in-law.

Sick leave may be used by an employee when they are unable to perform job duties because of:

- Personal illness, injury, sickness, mental illness, or disability;
- Maternity or pregnancy-related disability or treatment, including prenatal care, birth, or medical care for the employee or the employee's child;
- Parental leave for a permanent employee as provided in **School Board Policy 5329**;
- Quarantine resulting from exposure to a contagious disease;
- Examination or treatment by a licensed health care provider;
- Short-term attendance, in an agency's discretion, to care for a person (who is not the employee or a member of the employee's immediate family) until other care can reasonably be obtained;
- Necessary care for a spouse, child or parent with a serious health condition, as defined in the Family and Medical Leave Act of 1993; or
- Death or funeral attendance of an immediate family member or, at a Districts discretion, another person.

**Payout at Termination:** An employee who has passed the 90-day qualifying period and who separates employment from the District shall be entitled upon termination to cash compensation pay-out for the

unused leave equal to one-fourth (1/4) the accumulated sick leave. The payout will be based upon the employee's salary at the time of termination.

**Sick Leave Requests:** Sick leave requests must be input into AESOP, the District's Leave Balance system for all classified positions even if the employee does not need a substitute for the position. If an employee fails to enter leave time into the AESOP system, this may affect the employee's paycheck. For more information, contact the AESOP Coordinator in the Administration Office, 312 N. Weaver, 924-2019.

**Sick Leave Substitutes:** When a classified position requires a substitute due to an illness or emergency, he/she must log on to AESOP at <https://www.aesoponline.com/login2.asp> using the assigned ID and pin numbers. Please note that the process isn't complete until you have received a confirmation number/notice.

**Approval Process** If the employee's sick leave request is approved by the Principal or Immediate Supervisor, the sick leave will be taken from the employee's sick leave balance. If the employee's sick leave request is denied, the employee shall have the right to appeal the decision to the Superintendent and then the Chairperson of the Board of Trustees.

**Sick Leave Misuse:** Using sick leave for any reason not identified in the Sick Leave Policy, is considered abuse of sick leave. Persistent or patterned misuse of sick leave may also be considered an abuse of sick leave. Abuse of sick leave may be cause for disciplinary action up to and including termination and forfeiture of cash compensation for unused sick leave.

**Sick Leave Donations:** Classified employees who have depleted their sick leave and vacation leave and have ongoing need for sick leave may request leave by contacting their Building Administrator or Immediate Supervisor. Requests for donations can be made up to two (2) weeks prior to exhausting all leave balances. The request for leave will be sent by the Administration Business Office to all district classified employees. Donations must be a minimum of four hours.

Donations will be deducted from the donating employee's in hour for hour increments based on the order of the donations. Donations will be tracked by the payroll department. Upon the employee's return to full-time work, all unused hours will be returned to the donating employee(s).

Classified employees will follow the illness notification procedure set up for the department. Please arrange for a guest substitute as early as possible and notify the principal/supervisor as soon as possible if you are taking consecutive days off.

## Vacation Leave

The dates when an employee takes vacation leave is to be determined by agreement between employees and their Principal or Immediate Supervisor, considering the best interests of the school and students as well as the best interests of the employee. Employees absenting themselves without approval of the Principal or Immediate Supervisor will be considered in a leave without pay status and

may be subject to disciplinary action. Administration has the right to deny leave requests if the operation and efficiency of the District requires employee attendance.

**Vacation Leave Accrual Rate:**

- 1-10 years of employment .05769 per hour worked/ 15 working days per year
- 10-15 years of employment .06923 per hour worked / 18 working days per year
- 15-20 years of employment .08077 per hour worked / 21 working days per year
- 20+ years of employment .09231 per hour worked /24 working days per year

**Use of Vacation Leave:** Employees begin accruing vacation leave upon accepting regular employment and must work six (6) months before they are eligible to use vacation leave. Unless there is a break in service in excess of five (5) working days an employee is only required to serve the qualifying period once. School year employees (<182 work days) are limited to using five (5) days of vacation per school year when school is in session (student day). Exceptions to this may be made on a case by case basis and should be requested as soon as possible to their appropriate School Principal or Immediate Supervisor. Vacation leave taken over legal holidays is not charged against the employee's annual leave balance.

**Vacation Leave for School Year Employee:**

- A school year employee may use vacation leave on non-school days or they may elect to take it leave without pay.
- A school year employee may request to have unused vacation leave paid off at the end of each school year or the employee may elect to carry vacation hours into the next school year. If an employee elects to have vacation paid out at the end of a school year, the maximum payout will be the equivalent of one year vacation accruals. The election will take place each May for the subsequent school year.

**Pay out at Termination:** An employee, who has passed the six-month qualifying period and has separated from the employment of the District for any reason, shall be entitled upon termination to cash compensation pay-out for unused vacation leave. The payout will be based upon the employee's hourly wage/salary at time of termination.

**Vacation Leave Requests:** Requests for vacation leave must be entered into AESOP, the District's Leave Balance system, even if the employee does not need a substitute for their position. If an employee fails to enter leave time into the AESOP system, this may affect the employee's paycheck. For more information, contact the AESOP Coordinator in the Administration Office, 312 N. Weaver, 924-2019.

**Excess Vacation Leave:** Vacation days may not be accrued to exceed two times the maximum number of days an employee earns annually at the end of the each year. Any accumulation of annual vacation leave in excess of this total at the end of the calendar year, must be used in the first ninety (90) calendar days of the next calendar year or be forfeited.



## Bereavement/Funeral Leave

In case of a death in the immediate family, an employee will be allowed to use up to five (5) working days of sick leave for bereavement purposes. The employee's immediate family refers to a spouse, child, parent, brother, and sister, grandparent, grandchild, aunt, uncle or corresponding in-law. *For more information, reference **School Board Policy 5321.***

## Breastfeeding in the Workplace

Recognizing that breastfeeding is a normal part of daily life for mothers and infants and that Montana law authorizes mothers to breastfeed their infants where mothers and children are authorized to be, the District will support women who want to continue breastfeeding after returning from maternity leave.

The District will make reasonable efforts to provide a room or other location, in close proximity to the work area, other than a toilet stall, where an employee can express the employee's breast milk. The available space will include the provision for lighting and electricity for the pump apparatus. If possible, supervisors will ensure that employees are aware of these workplace accommodations prior to maternity leave. *For more information, reference **School Board Policy 5325.***

## Holidays

The following paid holidays are provided to District employees:

For school year-**10 month** employees:

- Labor Day –1 day
- Thanksgiving - 2 days
- Christmas – 2 days
- New Years - 2 days
- Memorial Day – 1 day - **Total 8 days**

For year round **12 month** employees:

- All of the days above in addition to:
- Independence Day – 2 days **Total 10 days**

The dates/days of the holidays with multiple days will be determined by the Superintendent in January of each year for the subsequent school year. The holiday schedule will be distributed to employees and posted on the district website.

## Holiday Pay

When an employee is required to work on any of the holidays listed above, another day shall be granted in lieu of such holiday, unless the employee elects to be paid for the holiday in addition to the employee's regular pay for all time worked on the holiday. *For more information, reference **School Board Policy 5333.***

## Jury and Civic Duty Leave

An employee who is summoned to jury duty or subpoenaed to serve as a witness may elect to receive a regular hourly wage or to take annual leave during jury time. An employee who elects not to take annual leave, however, must remit to the District all juror and witness fees and allowances (except for expenses and mileage). The District may request the court to excuse an employee from jury duty, when an employee is needed for proper operation of the school. This **does not** apply to employees who are asked or volunteer to testify in court.

Leaves for service on either a jury or in the Legislature will be granted in accordance with state and federal law. A staff member hired to replace one serving in the Legislature does not acquire permanent status. *For more information, reference **School Board Policy 5321.***

## Leave without Pay

Leave without pay may be approved based on the nature of the circumstances that require the employee to ask for the leave. Approval of any leave without pay is at the discretion of the Board of Trustees or their designated representative. The Board of Trustees must approve any employee request for leave without pay exceeding a duration of five (5) days. *For more information, reference **School Board Policy 5321.***

## Americans with Disabilities Act Amendment Act

The Americans with Disabilities Act Amendment Act (ADAAA) gives federal civil rights protections to individuals with disabilities. The ADAAA prohibits employment discrimination against qualified individuals with disabilities. A "qualified individual with a disability" is a person who meets legitimate skill, experience, education, or other requirements of an employment position he or she holds or seeks, and who can perform the "essential functions" of the position with or without reasonable accommodation.

Essential functions of the job are those core duties. For example, an essential function of a bus driver's position is the ability to drive. Requiring the ability to perform "essential" functions assures that an individual with a disability will not be considered unqualified because of his or her inability to perform marginal or incidental job functions.

A "reasonable accommodation" is any modification or adjustment to a job, the job application process, or the work environment that will enable a qualified applicant or employee with a disability to perform the essential functions of the job, participate in the application process, or enjoy the benefits and

privileges of employment without undue burden/hardships placed on the District. Examples of "reasonable accommodations" may include: making existing facilities readily accessible; restructuring a job; modifying work schedules; acquiring or modifying equipment; and reassigning a current employee to a vacant position for which the individual is qualified.

## Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided opportunity to participate in all school-sponsored services, programs, or activities on a basis equal to those without disabilities and will not be subject to illegal discrimination.

The District may provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. *For more information, reference **School Board Policy 5002**.*

For employees and applicants requesting accommodations, contact the Human Resources Director, 924-2025. For student accommodations, contact the Director of Special Education, 924-2007.

## Personnel Records

Personnel records for District employees are maintained in both paper and electronic formats. These records may contain personal information such as the employee's date of birth, gender, military discharge information, home telephone, emergency contact, skills, training, education (typically by the job application/resume) and other information relating to your employment. Unless required by law, employee personnel records are considered confidential records and shall not be released to the public or an employee of the District.

Personnel files are confidential and only accessible to others on a need-to-know basis for personnel action. Upon request to the Human Resources Director or Superintendent and/or their designee and with a Human Resources employee and/or their designee present, employees may inspect and make copies of their personnel records. Employees should contact the Human Resources Department to establish a convenient review time. The employee, Immediate Supervisor, and Administrators authorized by the Superintendent have access to personnel files. Personnel files will not be allowed to leave the Administration Building and must be viewed in the Human Resources Office. Copies of contents may be requested with a small cost per page required.

## Medical Records

Any information obtained for Equal Employment Opportunity compliance (i.e. obtaining information related to an employee's age, race, veterans status, national origin for Equal Employment Opportunity purposes) and/or any medical information will be kept in separate, confidential files and accessed only on a need-to-know basis as authorized by the Superintendent and/or his or her designee so long as it does not violate any laws, regulations or policies set forth in this manual.

## Records Retention

Record retention by the District will be determined, as needed, by guidance from the Montana Secretary of State, Local Government Records Schedule. This scheduled can be accessed on the Montana Secretary of State website: <http://sos.mt.gov/Records/Local/index.asp>

## Protection from Civil Liability

The District, through its insurance carrier, provides for the defense and indemnification of District employees who are civilly sued for their actions taken within the course and scope of their employment. Such defense and indemnification is limited to that required by Montana law – e.g., the District would not defend or indemnify an employee that commits a wrongful act during their hours of employment with the District. *For more information, reference §§ 2-9-305 Montana Code Annotated.*

## Uniform Complaint Procedure

Although it is preferred that an employee discuss his/her job concerns with their immediate supervisor before going to a higher authority, the District does not mandate this preferred channel for communication. There shall be no retaliation against any classified employee for discussing a concern with an authority higher than their immediate supervisor.

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those governed by a collective bargaining agreement.

The District requests all individuals to use this complaint procedure, when the individual believes the Board or its employees or agents have violated the individual's rights under: (1) Montana constitutional, statutory, or administrative law; (2) United States constitutional, statutory, or regulatory law; or (3) Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this formal complaint procedure and, when a complaint is filed, to address the complaint promptly and equitably. The right of a person to a prompt and equitable resolution of a complaint filed hereunder will not be impaired by a person's pursuit of other remedies. Use of this complaint procedure is not a prerequisite to pursuit of other remedies, and use of this complaint procedure does not extend any filing deadline related to pursuit of other remedies. *For more information, reference School Board Policy 1700.*

A person with an inquiry regarding discrimination should direct their questions to the Human Resource Director in the Administration Office, 924-2025, [hrbsd@belgradeschools.com](mailto:hrbsd@belgradeschools.com)

## Disciplinary Action

District employees who fail to fulfill their job responsibilities or to follow reasonable directions of their supervisors, or who conduct themselves on or off the job in ways that affect their effectiveness on the job, may be subject to discipline. Behavior, conduct, or action that may call for disciplinary action or dismissal includes but is not limited to reasonable job-related grounds based on a failure to satisfactorily perform job duties, disruption of the District's operation, or other legitimate reasons.

**Insubordination** is an unwillingness to carry out a directive from a Principal, Director or Immediate Supervisor and disrespectful behavior toward a Principal, Director or Immediate Supervisor. Unwillingness to carry out a directive from a Principal, Director or Immediate Supervisor can manifest itself as a verbal refusal, a nonverbal refusal or an unreasonable delay in completing work. Disrespectful behavior toward a Principal, Director or Immediate Supervisor can include cursing, verbally or physically intimidating behavior(s), or speaking loudly or argumentatively to or about a Principal, Director or Immediate Supervisor.

Discipline will be reasonably appropriate to the circumstance and will include but not be limited to a supervisor's right to reprimand an employee and the Superintendent's right to suspend an employee, with or without pay, or to impose other appropriate disciplinary sanctions. In accordance with Montana law, only the Board may terminate an employee or non-renew employment. *For more information reference **School Board Policy 5255**.*

## VeriTime - Time Keeping System

VeriTime is a time reporting system allowing for the collection of "actual" time worked by an employee. Employees will clock in and out with an assigned Identification (ID) and Pin on a computer or use a specific kiosk at each building. Employee identification badges will have a barcode located on the backside that will be used to clock in and out with a scanner. If an employee is early or late for their shift, the employee will type a reason into the VeriTime system. Principals and Supervisors will review employee time sheets on a weekly basis, make adjustments as needed or approved and submit to payroll.

## Overtime and Compensatory Time

Under Montana law and the Federal Fair Labor Standards Act, a classified employee may not volunteer to work without pay in an assignment similar to the employee's regular work.

All hours in excess of 40 (forty) in a work week must have prior approval from the authorized Principal, Director, Immediate Supervisor or Administrator. Each department determines the employee work schedules necessary to conduct its operations. Overtime and/or compensatory time must be authorized by the Supervisor, except in emergency situations. A non-exempt employee who works overtime without authorization may be subject to disciplinary action. Employees who have supervisor approval may elect:

- To take overtime pay at 1.5 (one and one half) hours per hour worked over forty (40) hours/week.
- OR**
- To accumulate compensatory time at 1.5 (one and one half) hours per hour worked over forty (40) hours/week, to be used as paid time off within a time frame set forth in district policy. Non-exempt employees may request compensatory time in lieu of overtime pay. Compensatory time may not be earned or used at the employee's discretion

Required overtime: Employees may be required to work overtime whenever it is deemed necessary by their Principal or Immediate Supervisor. Efforts will be made to provide the employee with as much advanced notice as possible.

Compensatory time is earned at one and one-half times the regular hourly rate for each hour in a pay status in excess of 40 hours per week. Compensatory time should be recorded in quarter-hour increments, and may be accumulated up to a maximum balance. A total of 16 hours of overtime may be applied to a maximum of 24 hours of compensatory time. Employees who carry a balance over 40 hours will receive payment for the excess hours on their regular pay period. As a practice, an employee's compensatory time will be used before vacation/annual leave is deducted.

Unused compensatory time balances for non-exempt employees will be paid off upon termination or if the employee's Fair Labor Standard Act (FLSA) status changes from non-exempt to exempt.

Exempt employees do not receive over time or compensatory time in accordance with the Fair Labor Standards Act and Montana Law. *For more information reference **School Board Policy 5336** and Federal and Montana Wage and Hour Laws, <http://erd.dli.mt.gov/labor-standards>*

## Recruitment, Hiring and Posting Vacancies

The Superintendent is responsible for recruiting personnel, in compliance with Board policy, and for making hiring recommendations to the Board. The Principals, Directors or Administrators will initially screen applicants for educational support positions. The District will hire highly qualified personnel consistent with budget and staffing requirements and will comply with Board policy and state law on equal employment opportunities and veterans' preference. All applicants must complete a District application form to be considered for employment. *For more information, reference **School Board Policy 5120**.*

The classified recruitment and selection policies are designed to assist schools in obtaining the most qualified candidates for their position vacancies while ensuring compliance with all applicable statutes, policies, and collective bargaining agreements. Classified recruitments are coordinated with the Human Resources Department; the Principal or Director (the hiring authority) and search committees are provided with guidelines and assistance throughout the recruitment and selection process. Human Resources is responsible for reviewing and certifying procedural compliance in all classified recruitment before the employment offer is extended to the selected candidate.

Job postings for vacancies will be posted on the District website under “Careers”. Job postings/announcement will be based on the job description for the position, identifying the essential functions of the position and the minimum qualifications. Job postings can be posted internally or externally or consecutively:

Internal Recruitment: Upon consultation with the Human Resources Director, Principals or Directors may request a vacancy be posted internally for District classified employees for a minimum of three (3) working days. Principals or Directors may allow for a longer recruitment period. Internal applicants are required to submit an online application process to be considered for the position.

External Recruitment: Current employees who apply for a position within the district when external recruitment exists, will be reviewed in a competitive manner in regards to all applicants for the position. A current employee must be qualified for the position in order to be considered for an interview or to fill the vacancy.

“Qualified” as used above, may consider the following factors:

- a. Education and Certifications that may be applicable to the vacancy;
- b. Successful work experience and performance performing same/similar duties as the vacancy;
- c. Specific skills or training desired or preferred for the position;
- d. Ability to effectively work with employees, students, teachers and Administration;
- e. Evaluation of the specific school or program needs;
- f. Additional criteria may be included and defined on an as needed basis.

Internal applicants will not be evaluated or held to a higher standard than external applicants. All applicants must meet the application and qualification requirements for the position and the review of qualifications will be made in a fair, consistent and equitable manner.

## Job Descriptions

A job description is a list an employee uses to define/outline general tasks, or functions, and responsibilities of a position. It may include to whom the position reports, specifications such as the qualifications or skills needed by the person in the job, and a salary range.

Essential Job Duties: Essential job functions are the fundamental duties of a position; it lists the job duties an employee holding the job **must** be able to do. Essential job functions are used to determine the rights of an employee with a disability under the Americans with Disabilities Act Amendment Act (ADAAA). An employee who can't perform the essential job functions, even with a reasonable accommodation, is considered not qualified for the job.

## Classification and Pay

Classified positions are grouped together by job classifications. Job titles within a job classification grouping have been evaluated and determined to be of the same or similar in the nature of work performed for the District. Positions for placement in the job classification are evaluated based on the essential functions of the position, knowledge, skills and abilities to perform the position, education and experience and the demands placed on the role.

Pay for the job classification is determined by evaluating competitive wages in the state as well as local market wages. The pay system is administered by the Business Office. For current job classification and pay information refer to the District Website, Human Resources webpage.

## Paydays and Salary Payment

Paydays for hourly classified staff will be on the 20th of each month. Paydays for those on stipends, vouchers and Substitutes will be paid on the 10th of each month.

If you have your pay deposited automatically, you will receive a payroll advice email that shows the gross pay, net pay, and other items such as insurance, tax withholdings, credit union or union deductions, and charitable contributions. It also shows the vacation and sick leave you have earned and used. If you opt for a paycheck instead of direct deposit, this information is included with your check. The use of direct deposit and paperless email notification is the preferred method as it reduces costs and environmental impact.

If you have questions about your pay, contact the district's payroll staff at 406-924-2033 or 406-924-2004.

## Paycheck Deductions

In an effort to help employees understand their pay stubs, the following is a guide for standard deductions.

- Vacation Used – if an employee used vacation time in the month, this reflects time taken
- Vacation Accrual – vacation accruals are based on length of service
- Sick Time Used – if an employee used sick time in the month, this reflects time taken
- Sick Time Accrual – sick time accruals are determined by Montana Coded Annotated
- Hourly Wage
- Gross Pay Total - pay this pay period, before taxes
- YTD (Year to Date) – total amount earned during the fiscal year (July – June)
- P.E.R.S. (Retirement – Public Employee Retirement System)
- TRS (Retirement – Teachers Retirement System)
- Social Security
- Medicare
- FIT – Federal Income Tax
- SIT – State Income Tax



- DD – Direct Deposit
- Net Pay – pay after taxes
- Employer Paid Benefits – benefits the District pays.

An employee may have additional deductions. For clarification on deductions, contact the payroll office in the Administration Building, 312 N. Weaver, 406-924-2004 or 406-924-2033.

## Insurance Benefits

Regular full time and eligible part time employees may elect to participate in the District health benefits plan. The District will pay a specified dollar amount into the benefit plan that the employee can use to pay for options elected. For regular part-time employees, the District will pay a pro-rated amount of the contribution into the benefit plan.

Specific benefits of the plan are listed on the District website – “Human Resources” - Benefits. For employees utilizing specific insurance products, the insurance plan documents will be forwarded to them directly from the Insurance Provider. The Insurance Provider will also supply insurance cards for the covered employee (and dependents) directly to the employee.

## State and Federal Withholding Taxes

The District withholds a portion of wages to help an employee meet tax obligations per Federal and State requirements. By January 31, an employee will receive IRS Form W-2 that shows the total amount of taxes the District has withheld during the past year. The amount withheld depends on an employee’s salary and the number of dependents claimed on the W-4. At any time during the year, an employee may change the number of dependents by completing a W-4 form which is available in the Payroll Office in the Administration Building, 312 N. Weaver.

## Unemployment Insurance

The District is covered by Unemployment Insurance. Unemployment insurance is administered by the State of Montana Department of Labor and Industry.

Questions regarding eligibility or coverages should be addressed to your local Workforce Center (Job Service) or the Montana Department of Labor and Industry Unemployment Insurance Divisions to obtain accurate information related to current laws and regulations. *For more information, reference <http://uid.dli.mt.gov/>*

## Worker Compensation

This coverage is provided at no cost to employees. Workers' compensation benefits are paid in cases of work-related injuries and diseases that are compensable under the Montana Workers' Compensation Act; generally, injuries and illness that occur accidentally through the course and scope of employment

and are verified by medically objective findings. Benefits available through the District's workers compensation include related expenses for:

1. Approved medical, hospital and related services;
2. Wage compensation for those who are temporarily unable to work. Under current rules, replacement wages equal to 2/3 of the employee's average wage received at the time of the injury, calculated using the previous 4 pay periods, up to a maximum weekly amount established annually by the State Department of Labor, and;
3. Vocational Rehabilitation opportunities and disability compensation in cases of permanent impairment.

Workers' compensation benefits are dependent, by state law, on timely reporting. Additionally, best outcomes for an injured employee are achieved when a worker compensation claim is initiated without delay. All injuries shall be reported to the employee's Immediate Supervisor as early as possible, but no later than 30 days after the injury. Occupational illnesses that develop over time should be reported at the time the worker suspects their symptoms may be work-related. All employees shall promptly report any injury that occurs at work and, if possible, submit the workers compensation accident form within the assigned shift.

The Workers Compensation accident form can be obtained from your Principal, Immediate Supervisor or the Payroll/Business Office. Failure to report promptly negatively affects the District's rate and workers compensation benefits may be denied.

## Health and Safety

All employees are required to comply with the District safety standards. Current employees who pose a direct threat to the health and/or safety of themselves or other individuals in the workplace will be placed on appropriate leave until a management decision has been made in regard to the employees' immediate employment situation.

If an employee notices a potential hazard, they should repair the hazard if they are capable and qualified or they should promptly refer the problem to the Principal, Facilities Director, Custodial Maintenance Coordinator, Immediate Supervisor, or the Superintendent and/or their designee. Employees must use safe driving habits and wear seat belts while traveling in District vehicles. Employees should not operate or use equipment if they are not authorized or do not have the appropriate licensure.

## Indoor Air Quality

The District takes a proactive approach regarding indoor air quality within its facilities. If you believe the indoor air quality is below that expected for the age of the school building or that it may be related to some symptoms of ill health, please contact the Superintendent's Office, 406-924-2006.

## Wellness

Belgrade Public Schools support measures that promote a healthy lifestyle among our employees and students. We encourage employees to:

1. Promote healthy eating in the classroom / school activities;
2. Motivate students and staff to be physically active; and
3. Model healthy choices for students.

## Crisis Procedure/ Emergency Drills

A copy of the exit map and fire/emergency drill procedures must be posted near the door of each room. Employees should be familiar with the primary and secondary routes of egress. Employees are required to take their school keys and office emergency pack to their designated locations. Please visit with your Immediate Supervisor on the Crisis Procedure/Emergency Drills in your assigned area.

## Security Issues

The following rules apply to building security issues:

1. Always wear your identification (ID) badge;
2. Always check in when entering and exiting a school building that is not your home base;
3. Each employee is responsible for his/her school keys/badge; and
4. Please approach people on campus who do not have acceptable identification.

## Possession of Weapons

No staff member shall have any weapon in their possession while on school grounds or while in the performance of their school duty. This policy includes knives, regardless of blade length.

## Workplace Violence

The District is committed to providing our staff and students a friendly, courteous and safe work environment. The District acknowledges that human relationships are subject to conflict and that some employees may be exposed to violence by the nature of their jobs. The District is committed to maintaining a safe, healthful and efficient work environment in which acts of violence by employees or citizens will not be tolerated.

Employees are expected to:

- 1) Not be violent to others;
- 2) Avoid or minimize potentially violent situations to protect themselves from harm;
- 3) Notify their Principal, Immediate Supervisor or Superintendent and/or their designee, if they anticipate a particularly confrontational situation so that additional security can be arranged;
- 4) When a situation begins amicably but turns hostile, employees should:

- a. Try to de-escalate the situation.
- b. If de-escalation tactics don't work, they should withdraw from the situation.
- c. If safe to do so and the employee is in immediate danger call 9-1-1.
- d. Not use force unless it is absolutely necessary for self-defense or the defense of another person.
- e. Report any threat or acts of violence to their Principal, Immediate Supervisor, the Superintendent and/or their designee.

The District will promptly investigate any complaint about workplace violence. The District will take appropriate and prompt action against any individual who engages in any threatening or intimidating behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.

**Domestic Violence:** If an employee fears that domestic violence situations may carry over from home to the work place, employees should immediately notify their Principal, Immediate Supervisor, the Superintendent and/or their designee so appropriate security measures can be arranged.

## Bloodborne Pathogens

Universal Precautions are the best approach to infection control. All human blood and body fluids must be treated as infectious.

All employees shall receive training prior to the first day of employment. An employee must wear gloves any time he/she will be cleaning or handling the following:

1. Contaminated disposable items such as tissues, diapers and clothing;
2. Has any hand contact with blood or body fluids;
3. Cleans up body fluid spills such as vomit, blood, feces and urine;
4. Always wash hands before applying and after the removal of gloves; and
5. Remove and dispose of contaminated gloves properly.

### Proper Hand Washing

To correctly wash hands, use soap and water and rub hands vigorously. Dry hands thoroughly using with a clean towel or hand dryer.

Washing your hands is the best way to prevent the spread of communicable diseases. Be sure to wash hands before drinking or eating, handling utensils, equipment or food, after using the bathroom, after contact with any bodily secretions, soiled diapers, or soiled clothing, after caring for children, especially those with any bodily secretions or discharges.

### Disinfectants

Disinfectants are available to all Staff and can be provided by the School Custodian. Disinfectants should be used on hard surfaces, athletic mats, counter tops and any other surfaces that have had

exposure to blood and other body fluids. Cleaning should occur at the earliest possible opportunity. Areas such as changing tables used for diapering should be disinfected after each use.

Each individual must use a separate towel once only. Then place that towel (disposable or cloth) in the appropriate discard receptacle.

### **Exposure Incident Report**

If an employee has a question regarding an incident that may need a medical evaluation, please contact the School Nurse as soon as possible after the occurrence. The School Nurse can be contact by calling 924-2211 or 924-2513. The employee will be required to fill out an Exposure Incident Plan form.

## Measles and Mumps

Adults born before 1957 are generally considered immune to measles and mumps. All adults born in 1957 or later should have documentation of one (1) or more doses of MMR vaccine unless they have a medical contraindication to the vaccine or laboratory evidence of immunity to each of the three diseases. Documentation of provider-diagnosed disease is not considered acceptable evidence of immunity for measles, mumps, or rubella.

Measles is especially contagious, and in the event of an outbreak, any staff not immunized or considered immune will be required to stay at home for an unspecified length of time depending on the cases.

## Drug-Free Workplace

All District workplaces are drug- and alcohol-free. All employees are prohibited from:

- Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of a controlled substance while on District premises or while performing work for the District, including employees possessing a “medical marijuana” card.
- Distributing, consuming, using, possessing, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy, a controlled substance is one that is:

- Not legally obtainable;
- Being used in a manner other than as prescribed;
- Legally obtainable but has not been legally obtained; or
- Referenced in federal or state controlled-substance acts.

As a condition of employment, each employee will:

- Abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
- Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.

For more information, reference **School Board Policy 5226**.

## Smoke-Free Schools

An individual may not use a tobacco product in a public school building or on public school property. This does not apply to the use of a tobacco product in a classroom or on other school property as part of a lecture, demonstration, or educational forum sanctioned by a School Administrator or faculty member concerning the risks associated with use of a tobacco product. The Principal of an elementary or secondary school, or the Principal's designee, may enforce this policy.

"Public school building" or "public school property":

- a) Means public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children that is established and maintained under the laws of the state of Montana at public expense; and
- b) Includes school playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school buses.

"Tobacco product" means a substance intended for human consumption that contains tobacco, including cigarettes, e-cigarettes, cigars, snuff, smoking tobacco, and smokeless tobacco.

For more information, reference **§§ 20-1-220 Montana Code Annotated**.

Approval by the Board of Trustees:

Adopted on:                      July 18, 2016

## Acknowledgement Page

It is expressly understood the policy and procedure handbook for the District does not constitute a guarantee of employment or promise of any kind. The District in its sole discretion, may direct, hire, promote, transfer, assign and retain employees; supervise, discipline, and relieve employees from their duties; determine and change hours of work, shifts, and methods of operation; establish change or abolish its policies, procedures, practices, rules and regulations.

It is understood the policy and procedure handbook is issued to inform employees regarding the operating policies of the District. The policy and procedure handbook may be changed from time to time at the sole discretion of the District and Board of Trustees and is to be used as a guide to District employees in the performance of their duties. Violations of the policies, procedures, rules and regulations set forth in this handbook may result in disciplinary action up to, and including, termination of employment.

Specifically, I acknowledge I understand the following policies of the District:

1. The District e-mail and Internet systems are owned by the District and are intended to be used for educational purposes only. While occasional personal use is allowed, employees should have no expectation of privacy when using the e-mail or Internet systems for any purpose. Users of District e-mail and Internet systems are responsible for their appropriate use. All illegal and improper uses of the e-mail and Internet system, including but not limited to extreme network etiquette violations including mail that degrades or demeans other individuals, pornography, obscenity, harassment, solicitation, gambling, and violating copyright or intellectual property rights, are prohibited. Abuse of the e-mail or Internet systems through excessive personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment.
2. Confidentiality is expected in all aspects of employment. Employees will respect the confidentiality of people serviced in the course of the employee's duties and use information gained in a responsible manner. The Board may discipline, up to and including termination, any employee who disclosed confidential and/or private information learned during the course of the employee's duties.

By signing this statement, the employee acknowledges the Belgrade School District Classified Employee Policy and Procedure Handbook has been received and read and that the employee understands the policies and procedures contained herein.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Position \_\_\_\_\_

Effective Date of Employment \_\_\_\_\_

Human Resources: Employee has been given the Policies and Procedure handbook on this date \_\_\_\_\_. Employee should review the handbook, ask questions or clarifications and return the acknowledgement sheet, with original signatures, ***within five (5) working days*** to the Human Resources Department directly or via the employee's Immediate Supervisor. Copies of this page should be provided to the employee.