

**2021-2022**  
**Classified Personnel Handbook**



**MAPLE VALLEY PUBLIC SCHOOL**

## **CLASSIFIED EMPLOYEES:**

Employees of Maple Valley Public School who are hired to work in a position that does not require licensure from the Educational Standards and Practices Board or by the Department of Public Instruction are considered **classified employees** . Classified employees perform a variety of services essential to the operation of the school and their contribution to the environment of the school is recognized and substantiated in this document.

## **EMPLOYMENT:**

Classified employees and the Maple Valley School District are engaged in an at-will employment relationship. Either party is free to terminate the relationship at any time, with or without reason/notice. The Maple Valley Public School District is not bound by any oral promises concerning a classified employee's length of employment. This handbook serves as a guideline for classified employees. It shall not be construed to form a contract of employment between the Maple Valley School District and its classified employees. The Maple Valley School District reserves the unilateral right to change the handbook at any time.

### **Accidents and Injuries**

Classified personnel are to file a report on any student injuries during their supervision of activities and extracurricular or co-curricular activities. These reports should be filed in the Business Manager's office as soon as possible and they should be documented as needed. The Maple Valley Public School does not provide any type of accident or injury insurance to any student. Parents will be responsible for all medical payments and fees that occur as a result of an accident or injury to their child.

### **Care of Marker Boards**

The custodial staff will clean the blackboards/whiteboards. Classified personnel are to use the appropriate erasers only. Please do not glue or tape on the blackboards/whiteboards.

### **Child Abuse or Neglect**

North Dakota Law mandates that school teachers, classified personnel and administrators having knowledge of or reasonable cause to suspect that a child is being abused or neglected must immediately report the circumstances to the administration and required government department.

The law further provides that any person required to report, but willfully fails to do so, is guilty of a Class B Misdemeanor. The penalty is a maximum of 30 days imprisonment or \$500.00 fine, or both. In addition, any person who permits or encourages the unauthorized disclosure of reports which are confidential information is guilty of Class B Misdemeanor. Reports may be made orally but each oral report shall be followed by a written report within 48 hours. Forms are available in the office. Any person other than the alleged violator, participating in good faith in the making of a report or in providing protective services under this act, is immune from any liability, civil, or criminal charges, that otherwise might result. It shall be the policy that all

employees of the Maple Valley Public School shall cooperate in fulfillment of the purpose of this act.

### **Corporal Punishment**

Corporal punishment in the Maple Valley Public School is prohibited. However, the use of defensive force may be used if it is necessary to quell a physical disturbance, threatening physical injury to a person or property, to quell a verbal disturbance, for self-defense, to preserve order, or to obtain possession of a dangerous object.

### **Discipline**

In all discipline, use good judgment and do not act too hastily.

The classified personnel should make every effort to establish good discipline and respect from the very first day. You will not do an effective job until proper respect, discipline, and organization have been established.

Good discipline is the basis of a good working relationship. The student does not need to fear the classified personnel but must respect the classified personnel. The student needs to respect their fellow classmates, the building, other adults, and the equipment and materials that have been provided for their use. We can all work together establishing this respect by providing the leadership, careful planning of all activities and promptness at all times, and continuity from day to day so that the student knows what is expected of them.

### **Email**

Classified personnel should check their email messages daily.

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### **Fire, Tornado and Lockdown Drills**

A guide to dismissing of students for fire, tornado, and lockdown drills will be issued to each classified personnel.

### **General Appearance of the Teacher's Room**

Each classified personnel is responsible to keep their work space neat and orderly. Report any repair needs or safety issues to the custodian or principal.

### **Loaning of Equipment**

Loaning of Equipment (VCR, TV, tables, computers, projectors, etc.) outside of the school building must be approved by the Administration. When approved, you must sign equipment out in the office.

**Mailboxes**

Each classified personnel has a mail box in the staff room. Please check them daily.

**Other Policies and Procedures**

All policies and procedures are not covered in this book. Some policies and procedures that are in the Student-parent Handbook apply to administrative policy. Please refer to that handbook when necessary. The Maple Valley School Board and/or administration reserve the right to update and/or change policies and procedures in this guide at any time due to necessity.

**Purchase of Supplies**

All purchases of school supplies by classified personnel which are to be charged to Maple Valley Public School are to be requisitioned through the superintendent's office in advance. Purchase orders not approved through the central office may not be charged to the Maple Valley School District.

**School Building Keys**

School building keys will be inventoried at the end of each school year. Report lost or stolen key immediately.

**School Lunch**

Meals for all classified personnel will be paid for by the district.

**School Supplies**

School supplies are located in the supply room. If classified personnel run out of these supplies, they will need to contact the central office for ordering. The school secretary will inventory the supplies and make a request for new or more of items in short supply.

**School Vehicle Keys**

All bus keys and School van keys are to be returned to the key box in the staff workroom when the classified personnel or advisors are done using that vehicle. Please check with the office for scheduling and conflicts.

**Working Hours**

Working hours are from 8:00AM to 3:20PM, unless otherwise stated. All classified personnel are expected to be on time. Classified personnel are expected to remain until 3:20 PM Monday through Thursday. On Friday or the day before a holiday or vacation, classified personnel may leave after the buses have departed.

**NONDISCRIMINATION POLICY STATEMENT**  
**Notification of Title VI, Title IX, Section 504 policies**

**YOU ARE HEREBY NOTIFIED** Maple Valley Public School District does not discriminate on the basis of race, creed color, national origin, gender, sexual orientation, marital status, age, or handicap in the educational programs or activities which it operates, and that it is required by Title VI, Section 504 and Part 86 of the Department of Education regulations not to discriminate in such a manner. This requirement not to discriminate extends to education programs and activities offered to its students, as well as to employment therein

**YOU ARE FURTHER NOTIFIED** that inquiries concerning the application of Title VI, Section 504 and this Part may be referred to Superintendent, Pat Windish, who has been designated as the person responsible for coordinating the efforts of the Maple Valley Public School District to comply with and carry out its responsibilities under Title VI, Title IX, Section 504 and this Part, including any investigations of complaints alleging noncompliance. The office address and telephone number of our coordinator is as follows:

Pat Windish  
P.O. Box 168  
Tower City, N.D. 58071  
(701) 749-2570

It is the intent of the Maple Valley Public School District to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents and employees' who feel discrimination has been shown by the Maple Valley Public School District. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to District Administrator, Maple Valley Public Schools at 701-749-2570.

Title IX complaints can also be filed with Offices for Civil Rights:  
U.S. Department of Education  
500 W. Madison Street Suite 147

## **Payroll**

**Payday is the 20<sup>th</sup> of each month or the last prior, if the 20<sup>th</sup> falls on a weekend.**

All classified employees, having been hired for a specific job with defined hours, will be expected to work those defined hours unless otherwise approved by their supervisors to work more or less, and the work would warrant. The specific hours to be paid will be determined by the use of a timecard or timesheet or bus drivers route tracking sheet.

Classified, hourly, staff will be paid by the hour whereas bus drivers will be paid by the "unit" (aka: per route trip).

## **Timecard / Time Sheet**

Classified employees will be required to "clock in" and "clock out" on the iPad. At the end of a monthly pay period, the Business Manager will calculate the number of hours based on the time sheet. Any questions regarding hours will be resolved with employee before a check can be issues. It is the employee's responsibility to ensure all worked time is reported on the time sheet.

**NOTE:** Any work done outside of the normal schedule and expected to be paid by the

school needs to be approved in advance by the Superintendent. The hours claimed for work done, once approved, will be documented on a time sheet, including the date of the work and the beginning and end times of that work.

### **Pay Period**

Paychecks will be issued on the 20<sup>th</sup> of each month. Checks will be paid via Direct Deposit (which must be set up prior to the conclusion of the payroll end date for the month. The Business Manager posts a Fiscal Calendar of payroll cutoff dates – posting in the work room and Business Managers office for reference.

### **Work Breaks**

Classified employees, depending on their workday assigned hours, will receive paid break(s) and lunch breaks as follows: (Note: if lunch break is taken off campus it would **not** be a paid lunch break and thus clocking out would be necessary).

Hours worked:

7-8 hrs = two 15 minute breaks, one 30 minute paid lunch break

5-6 hrs = one 15 minute break, one 30 minute paid lunch break

<5 hrs = one 15 minute break, no lunch break

### **Classified Staff - Employee Benefits**

**Defined:**

**FULL-TIME:** employees scheduled to work 32 or more hours for 9 – 12 month permanent positions.

**PART-TIME:** employees scheduled to work *less than* 32 hours for 9-12 month permanent positions.

**TEMPORARY:** person who is hired for limited time to assist employer without a permanent job within the school. Not eligible for benefits.

### **HEALTH INSURANCE**

- There is potentially a 30-day waiting period before coverage can begin.
- Coverage will begin on the 1<sup>st</sup> or 16<sup>th</sup> of the month following the 30-day waiting period.

FULL-TIME permanent employees, working 9 month – 12 months schedules annually, are eligible to receive a SINGLE HEALTH POLICY with the school's health

insurance plan paid by the District. Should the employee choose additional insurance with the plan, to cover spouse or dependent children, the employee will have their payroll deducted to cover the additional premiums, out-of-pocket, beyond the SINGLE policy that was paid by the school.

**NOTE:** IF the employee chooses not to accept the insurance benefit, there is no compensation in-lieu-of the insurance benefit amount.

IF an employee chooses to accept the insurance benefit at a later date than the initial offer, they are able to enroll during open enrollment period during September for the PLAN YEAR starting October 1<sup>st</sup> \_unless there is a qualifying life event (determined by the Insurance company) that makes it possible to go on the plan prior to October 1<sup>st</sup> .

### **ELECTIVE PAYROLL DEDUCTIONS:**

Maple Valley Public School works with employees on payroll deduction options to cover payments for other premiums you may have.

The District partners with businesses like AFLAC, Discovery Benefits and others to assist employees with automatic payroll deductions should they choose to select products/services from these providers. When Benefit Plan year is enrolling you can work with the Business Manager to establish payroll deductions as needed.

### **RETIREMENT BENEFIT-**

#### **ND PUBLIC EMPLOYEES RETIREMENT SYSTEM (NDPERS)**

Maple Valley Public School is a participating employer in NDPERS. Any employee who is hired to work at least 20 hours per week for twenty (20) or more weeks of the year, are at least 18 years of age, and employed to fill a permanent position that is regularly funded and not of limited duration is participating in NDPERS. Participation is mandatory and must be enrolled the first month of eligible employment and contributions begin with the employee's first payroll. Contributions (from both employer & employee) are calculated using a percentage formula, determined by NDPERS, based on the employee's gross earnings, excluding overtime earnings.

### **HOLIDAY PAY**

All Full Time & Part Time employees are eligible to receive Holiday Pay as long as they are normally scheduled to work during the week the Holiday lands. Ex: If a 9 month employee is not normally scheduled to work in July, that employee would not receive Holiday Pay for July 4<sup>th</sup>-Independence Day.

Most recognized holidays are NON-SCHEDULED days of work, If for some reason an employee is asked to work on a recognized holiday, the time-and-a-half rate would apply. Any work on a recognized holiday would need to be approved by the Superintendent.

**RECOGNIZED HOLIDAYS:** Labor Day, Veterans Day, Thanksgiving, Christmas Day, New Years Day, Presidents Day, Good Friday, Memorial Day & Independence Day.

**Leave**

At the onset of each Fiscal Year (ie: July 1<sup>st</sup> - June 30<sup>th</sup> ex: 7/1/20 – 6/30/21) Each eligible employee will receive leave accruals to be made available for use during the upcoming school year. If the specific LEAVE is allowed to carryover, from year to year, some accruals can be held for future year(s) use, otherwise the leave is used during the current school year with any unused leave forfeited after 6/30.

PAID LEAVE is intended to be used for absences (scheduled or unscheduled) that occur during the work year, for which the employee wishes to take as paid time off (example: illness, appointments, vacation days etc..). Keep in mind, the LEAVE days are intended to cover absences for the duration of the entire school year. Leave is to be used to cover your regularly scheduled shifts and time away is not intended to go “unpaid”. “Unpaid” time away, should it be needed, will need to be discussed with the Superintendent for approval.

**Excessive Absences:** In the event that an employee is in violation of excessive absences the following disciplinary action will be taken:

- First instance will be met with a verbal warning, documented and filed.
- Second instance will be met with written warning, documented and filed.
- Third instance will be met with termination notice, documented and filed.

**LEAVE DISTRIBUTION:**

Leave is distributed based on position & number of months scheduled, as follows:

Months scheduled/ Position	VACATION	COMP. LEAVE	BUS LEAVE
12 month-permanent	10 days	5 days	0
9 month-permanent	0	5 days	0
BUS Driver permanent	0	0	5 days



- "DAYS" of Leave is the equivalent in "hours" to the scheduled hours the employee is assigned per day. EX: If employee works 9am-3:30pm (6.5 hours) then a DAY of LEAVE = 6.5 hours on the timecard.
- Leave totals are printed on payroll stubs, Bus. Manager & Admin. Assistant can look online for leave totals should you request the info.
- Leave request forms (ie: the GREEN sheet) are available in the Business office and the work room for you to get Superintendents approval prior to scheduling time away.
- IF you have an unscheduled time away (ex: call-in-sick) you need to follow-up and record the leave usage on your time sheet. Anything regarding "unpaid" absences needs to be a conversation with Superintendent.
- Bus Leave is listed in days- a bus "DAY" consists of an AM route & a PM route. To use a full "DAY" of bus leave would be when BOTH AM & PM routes have been OFF. IF only a portion of the day (ie: AM or PM) is OFF then a "HALF DAY" is used.

**ALL LEAVE USED needs to be recorded on the timecard / timesheet.**

**Support Staff Range Designation  
2021-2022**

<b>Range 0</b>	<b>Range 1</b>	<b>Range 2</b>	<b>Range 3</b>	<b>Range 4</b>
<b>Subs</b>	<b>Dishwasher</b>  <b>Server</b>  <b>Summer Custodian</b>	<b>Secretary</b>  <b>Para</b>  <b>Assistant Custodian</b>  <b>Night Custodian (+\$1.00)</b>  <b>Assistant Cook</b>	<b>Administrative Assistant</b>  <b>Head Cook</b>  <b>Head Custodian</b>	<b>Business Manager</b>

**Support Staff Pay Schedule  
2021-2022**

	<b>Range 0</b>	<b>Range 1</b>	<b>Range 2</b>	<b>Range 3</b>	<b>Range 4</b>
<b>Starting</b>	<b>\$10.00</b>	<b>\$12.25</b>	<b>\$13.50</b>	<b>\$17.50</b>	<b>\$24.00</b>