

# **Chester-Joplin-Inverness Public Schools**



**Home of the  
Hi-Line Hawks**

2023-2024

**Classified Handbook**

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**SIGNATURE**

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The material covered within this classified staff handbook is intended as a method of communicating to employees regarding general district information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.

Any information contained in this classified staff handbook is subject to unilateral revision or elimination, from time to time, without notice.

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

**Equal Employment**

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, age, marital status, and disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The following have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the district office for additional information and/or compliance issues:

Mrs. Kim Grammar, Elementary Principal/ 7-12 Vice Principal

Mr. Luke Haggerty, Superintendent/ 7-12 Principal

Chester-Joplin-Inverness does not discriminate on the basis of sex in its education programs or activities. Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. Title IX protects students, employees, and applicants for employment, regardless of their gender, from sex discrimination, which includes sexual harassment and sexual misconduct.

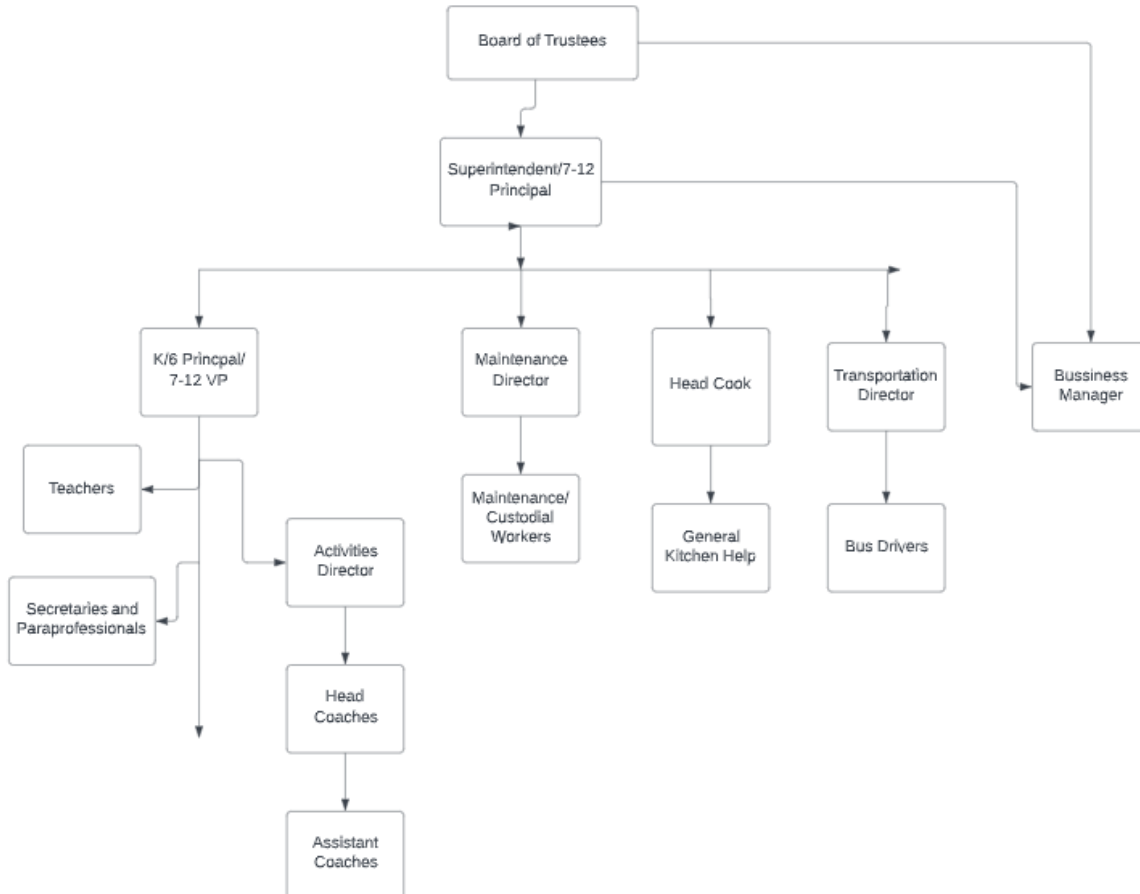
Questions to the District regarding the application of Title IX and the regulations that implement it may be directed to the District's Title IX Coordinator:

Kim Grammar  
(406)759-5108 ext. 103  
511 Main St/P.O. Box 550  
Chester, MT 59522  
Kgrammar@cji.k12.mt.us

## CJI Schools Mission Statement

Through a shared commitment, the mission of Chester-Joplin-Inverness School District is to help all students reach their full potential and to promote learning as a lifelong process.

### STAFF ORGANIZATION



## GENERAL INFORMATION

### BOARD MEMBERS

The Legislature of the State of Montana delegates to the Board responsibility for the conduct and governance of district schools. Board members, as elected by residents of this district, are as follows: Ivan Van Dessel, Levi Kolstad, Kristi Olson, Devin Grammar and Derek Fraser.

## **BOARD MEETINGS/COMMUNICATIONS**

### **Regular Meetings**

Unless otherwise specified, all meetings will be held in the library. Regular meetings shall be held at 7 p.m. on the second Tuesday of each month, or at other times and places determined by a majority vote. Except for an unforeseen emergency, meetings must be held in school buildings or, upon unanimous vote of the Trustees, in a publicly accessible building located within the District. If regular meetings are to be held at places other than the place stated above, or are adjourned to times other than the regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. When a meeting date falls on a legal holiday, the meeting shall be held on the next business day.

### **COMMUNITY USE OF BUILDING**

School facilities are available to the community for education, civic, cultural, and other uses consistent with the public interest, when such use does not interfere with a school program or school-sponsored activities. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the district's conduct rules at all times. Contact the District office for more information. Also, refer to policy 4330.

### **DISTRICT OFFICE HOURS**

The district office is open between the hours of 8:00 am – 4:30 pm on Monday-Thursday and 8:00 am–3:00 pm on Fridays for the school year. Summer hours Monday-Thursday 8:00 am and- 4:00 pm.

## **STAFF OPERATIONS**

### **ABSENCES**

#### **Sick Leave**

Classified employees shall be granted sick leave benefits in accordance with § 2-18-618, MCA. For classified staff, "sick leave" means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. Each request will be judged by the district in accordance with Policy 5321.

### **Family and Medical Leave Act (FMLA)**

#### **Eligibility**

Employees are eligible if they have worked for the District for at least one (1) year, and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months.

### **Length/Purpose of Leave**

In accordance with provisions of the Family Medical Leave Act of 1993 (FMLA), a leave of absence of up to twelve (12) weeks during a twelve-(12)-month period may be granted to an eligible employee for the following reasons:

1. birth of a child;
2. placement of a child for adoption or foster care;
3. a serious health condition which makes the employee unable to perform functions of the job;
4. to care for the employee's spouse, child, or parent with a serious health condition;
5. because of a qualifying exigency arising out of the fact that the spouse or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

### **Service member Family Leave**

Subject to Section 103 of the FMLA of 1993, as amended, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of twenty-six (26) workweeks of leave during a twelve-(12)-month period to care for the service member. The leave described in this paragraph shall only be available during a single twelve-(12)-month period. (Refer to policy 5328 & 5328P)

### **Vacation**

The classified and 12-month administrative employees shall accrue annual vacation leave benefits in accordance with §§ 2-18-611, 2-18-612, 2-18-614 through 2-18-617 and 2-18-621, MCA

Vacation is earned according to the following schedule:

#### **RATE-EARNED SCHEDULE**

<b><u>Employment</u></b>	<b><u>Credit per Year</u></b>
1 day - 10 years	15
10 - 15 years	18
15 - 20 years	21
20 years on	24

Employees are not entitled to any vacation leave with pay until they have been continuously employed for a period of six (6) calendar months. (Refer to Policy 5334)

The district may, in its sole discretion, provide cash compensation in June of each year for unused vacation leave in lieu of the accumulation of vacation leave. (adopted 4/11/17 board meeting.)

## **Holidays**

The holidays required for 12 month classified staff, by § 20-1-305, MCA, are:

1. Independence Day\*
2. Labor Day
3. Thanksgiving Day
4. Christmas Day
5. New Year's Day
6. Memorial Day\*

\* Does not apply to seasonal classified employees, if holiday occurs outside of the contract date.

When an employee, as defined above, is required to work any of these holidays, 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.

When one of the above holidays falls on Sunday, the following Monday will not be a holiday.

When one of the above holidays falls on Saturday, the preceding Friday will not be a holiday.

When a holiday occurs during a period in which vacation is being taken by an employee, the holiday will not be charged against the employee's annual leave.

## **ASBESTOS MANAGEMENT**

**Asbestos Notice:** This school district has completed an extensive survey and inspection of all buildings. Based on the results of this inspection, a management plan was prepared which details the response actions that this district will take regarding asbestos containing material. The Management Plan is available for review in the school office without cost or restriction during normal business hours.

It is the policy of this school that a safe environment will be maintained for students, teachers, and employees. Our procedures for dealing with asbestos reflect that concern. Please let us know if you have any questions concerning these procedures.

## **BREAKS**

Scheduled breaks are provided to all classified employees to ensure safety and efficiency. All classified staff members who work four or more consecutive hours are entitled to one 15-minute break. Those working eight-hour days are entitled to two 15-minute breaks.

Classified employees are expected to adhere to the break schedule established by the superintendent. Deviation from the regularly scheduled break period requires prior supervisor approval.

## **CARE/USE OF DISTRICT PROPERTY**

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Such items as computer and video equipment, other technologies, and musical instruments are priority items for theft and damage.

Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the administration.

## **CHECKOUT**

### **Work Day Checkout**

Classified staff are permitted to leave the building and district grounds during their lunch break. All staff are required to check out/in with the office. This will enable office staff to respond appropriately in the event of messages and emergency situations that may arise. The work week is Monday through Friday during the school calendar year.

## **CHILD ABUSE REPORTING**

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report to the Department of Family Services or local law enforcement agency. The building principal is also to be immediately informed. Hot Line # 866-820-5437

Written documentation of this report must be completed and submitted to the building principal. Forms are available in the office.

Failure to report a suspected child abuse is a violation punishable by law and by district disciplinary action up to and including dismissal.

**(Refer to Policy 5232 & 5232F)**

A staff member who, based on reasonable grounds, participates in the good-faith making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

## **COMPENSATORY TIME AND OVERTIME FOR CLASSIFIED EMPLOYEES**

Classified employees who work more than forty (40) hours in a given workweek may receive overtime pay of one and one-half (1½) times the normal hourly rate, unless the District and the employee agree to the provision of compensation time at a rate of one and one-half (1½) times all hours worked in excess of forty (40) hours in any workweek.

The Superintendent must approve any overtime work of a classified employee. 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.

A non-exempt employee who works overtime without authorization may be subject to disciplinary action.

## **COMPENSATION**

### **Payday**

Employees are to be paid once each month. Pay day will be the first Thursday of every month.

### **Time Clock**

All classified employees must punch in and out on the school time clock.

### **Overtime**

All employees must receive approval from the superintendent prior to working overtime. The only exceptions would be an emergency in which time was of the essence. Those authorized for overtime shall be compensated at the rate of one and one-half their regular rate of pay for the work in excess of the standard forty (40) hour week.

Paid leave of absences (annual or sick) are not figured into the calculations to determine the number of hours worked in one week.

Upon employment, staff will meet with the business manager to sign up for direct deposit.

### **Compensation**

The compensation schedule is as follows (beginning with the 2017-2018 SY):

- A \$0.25 increase will be given every year for those with experience of 1-10 years.
- A \$0.50 increase will be given every year for those with experience of 11-30 years.
- All positions listed on the classified schedule will be paid an hourly rate.
- All positions listed on the classified schedule will clock in and out on a daily basis.

The wording “up to 3 years” will be removed from the statement on the previous compensation schedule regarding in-house transfers. From now on it will say, “Service credit may be given for in-house transfers.”

- All classified staff receive lunch at no charge.

### **Longevity**

A cash bonus (before taxes and subject to PERS & TRS) beginning after the 2017-2018 school year will be given (payable in July) in accordance with the following:

#### **\*Bonus years and amounts**

- |                               |                          |
|-------------------------------|--------------------------|
| * At completion of year 5 =   | \$500                    |
| * At completion of year 10 =  | \$1000                   |
| * At completion of year 15 =  | \$1600                   |
| * At completion of year 20+ = | \$2500(one-time payment) |

1. This is for contracted classified employees, no seasonal or substitute positions.
2. An employee can transfer from one classified contracted position to another classified contract and have all years counted.
3. Part-time and full-time employees receive the full bonus amount
4. There can be a break in service between classified contract years
5. The Business Manager and Transportation Director qualify for the bonus even though they are salaried positions, they are classified contracts.

### **Substitute Pay**

- Substitute teacher- \$90/day
- Certified teacher or Bachelor degree- \$95/day
- Extended substitute teacher (10+ days) - \$100/day  
(See SBP 5314)

### **COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES**

The district provides for reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with Montana Code Annotated and the Administrative Rules of Montana. Infection control procedures, including provisions for handling and disposing of contaminated fluids, have also been established through Board policy and administrative regulations for staff and student protection.

All staff shall comply with measures adopted by the district and with all rules set by the Montana State Health Department and the county health department.

Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law. **(Refer to Policy 5130)**

### **COMPLAINTS**

Staff member complaints contending a violation, misinterpretation, or inappropriate application of district personnel policies and/or administrative regulations should be directed to the building principal immediate supervisor for informal discussion and resolution.

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations.

This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any negotiated agreement. **(Refer to Policy 5240)**

### **CONTRACTS AND COMPENSATION**

Each classified employee will be employed under a written contract of a specified term, of a beginning and ending date, within the meaning of § 39-2-912, MCA, after the employee has

satisfied the requisite probationary period of 6 months.\* Should the employee satisfy the probationary period, such employee shall have no expectation of continued employment beyond the current contract term.

The District reserves the right to change employment conditions affecting an employee's duties, assignment, supervisor, or grade.

The superintendent will determine salary and wages for classified personnel based on the board approved School Classified Compensation Schedule.

### **CRIMINAL RECORDS CHECKS/FINGERPRINTING**

Any finalist recommended for hire to a paid or volunteer position with the district, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board. The results of the name-based check shall be presented to the Board concurrent with the recommendation for employment or appointment. Any subsequent offer of employment or appointment shall be contingent upon results of the fingerprint criminal background check, which must be acceptable to the Board, in its sole discretion.

The following applicants for employment, as a condition for employment, shall be required, as a condition of any offer of employment, to authorize, in writing, a name-based and fingerprint criminal background investigation to determine if he or she has been convicted of certain criminal or drug offenses:

- an educational support personnel employee seeking full- or part-time employment within the district;
- an employee of a person or firm holding a contract with the district, if the employee is assigned to the district;
- a volunteer assigned within the district who has **REGULAR** unsupervised access to students.
- Substitute teachers

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.

### **DISCIPLINE AND DISCHARGE**

Discipline and dismissal of staff will follow due process, administrative regulation, relevant provisions of negotiated agreements, and applicable law. **(See Policy 5255)**

### **DRUG-FREE WORKPLACE**

No staff member engaged in work in connection with a direct federal grant or contract shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled

substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

**“Workplace”** is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school owned vehicle, or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed. Each staff member engaged in work related to a district federal grant or contract must notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

### **DUMPING REFUSE**

It is unlawful for any person or persons to dump, place, deposit, or empty any refuse matter, garbage, waste, or filth on any lot or street or alley within the CJI School District. (Refer to the Montana Solid Waste Management Act (Statute:75-10-201, et seq., MCA / Rule: ARM 17.50.101 through 820)). All lawn material will be removed from the District grounds twice a year.

### **EMERGENCY CLOSURES**

In the event of hazardous or emergency conditions, all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate.

~~A phone tree will be distributed to all staff for use in the event of delayed openings or school closures.~~ Additionally, the following radio stations regularly report delayed openings and school closures: KSEN 96.7 FM or 1150 AM A robocall will also go out informing of closures or delays.

It will also be on the school's website and Facebook.  
Refer to the All Hazards Procedure Checklist

### **EMERGENCY PROCEDURES AND DISASTER PLANS**

All staff will be provided with a copy of the district's emergency procedures plan detailed staff responsibilities in the event of such emergencies as [disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member, and the authorized use of force on school property].

Copies of the emergency procedures plan will be available in the [office] and other strategic locations throughout the building. **(Refer to Policy 8301)**

### **EMPLOYEE ELECTRONIC MAIL AND ON-LINE SERVICES USAGE**

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 electronic mail or Internet systems for any purpose.

All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them.

The District reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees.

District records and e-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, the District retains the right to access stored records in cases where there is reasonable cause to expect wrongdoing or misuse of the system and to review, store, and disclose all information sent over the District e-mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation, and to access District information in the employee's absence. All District employees should be aware that e-mail messages can be retrieved, even if they have been deleted, and that statements made in e-mail communications can form the basis of various legal claims against the individual author or the District.

E-mail sent or received by the District or the District's employees may be considered a public record subject to public disclosure or inspection. All District e-mail and Internet communications may be monitored. (Refer to Policy 5450)

### **FAIR LABOR STANDARDS ACT**

Regular working hours for all classified staff will be set by the [building principal]. Classified staff are not to work before, beyond, or outside their established working hours and are not to work overtime without prior authorization from the [building principal].

All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.

Failure to comply will result in disciplinary action in accordance with applicable provisions of Board policy, and administrative regulations.

Administrators, directors, and/or supervisors shall give written notification to non-exempt employees, as defined by the Fair Labor Standards Act, of the Board's following expectations:

- What constitutes non-exempt working hours;
- What constitutes normal working hours;
- That employees are not to work before, beyond, or outside their normal working hours and are not to work overtime without prior authorization;
- That employee time sheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;

- That a written corrective statement be given to employees not complying with established procedures.

Overtime is defined as time spent working over 40 hours in one week. A week is defined as seven consecutive days covering Monday through Sunday. **(Refer to Policies 5221 & 5336)**

### **GIFTS AND SOLICITATIONS**

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without [building principal] approval.

The solicitation of staff by sales people, other staff, or agents during on-duty hours is prohibited without [building principal] approval. Any solicitation should be reported at once to the [building principal]. **(Refer to Policy 5223)**

### **GRIEVANCES**

Refer to applicable provisions board policy, as appropriate. (SBP 1700)

### **HARASSMENT/BULLYING/INTIMIDATION**

Harassment of staff members is strictly prohibited on district property, including non-district property while a staff member is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business.

Harassment includes, but is not limited to, harassment on the basis of race, color, religion, national origin, age, marital status, disability, and sexual harassment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. The staff member's submission to the conduct or communication is made a term or condition of employment;
2. The staff member's submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment;
3. The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance;
4. The conduct or communication has the effect of creating an intimidating, hostile, or offensive working environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals and groups.

A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal. A student whose behavior is found to be in violation of Board policy may be subject to discipline up to and including expulsion.

Any staff member who is subject to, or knows of, such harassment is directed to notify the building principal or superintendent immediately. If the complaint is not satisfactorily settled, the staff member may file a complaint directly with the Montana Human Rights Commission or with the U.S. Department of Labor, Equal Employment Opportunity Commission. Such complaints may also be filed with the appropriate enforcement agency, in lieu of the district's complaint process, at any time, as provided by law.

There will be no retaliation by the district against any person who, in good faith, reports harassment. **(Refer to Policies 5010, 5012, 5015)**

### **INSURANCE BENEFITS FOR EMPLOYEES**

Covered Employees: The following classified employees are entitled to participate in the group insurance program:

1. Full time custodians
  2. Head Cook
  3. Business Manager
  4. Seasonal full-time secretaries, kitchen workers and paraprofessionals will receive a \$850.00 in-house insurance benefit. (Excluding June, July, and August).
- Option 1: If the employee's insurance premium is less than \$850.00, the difference can be applied to an offered dental or vision plan.
  - Option 2: If the employee chooses the "high deductible" plan, the difference between the premium and \$850.00 can be placed in the offered Health Savings Account (HAS) plan.
- \* Part-time contracted employees will receive one half of prorated insurance benefits.

\*During the summer months, the entire premium payment is the responsibility of the employee for these positions.

Individual Employee Coverage: An employee may elect not to be covered by any of the insurance plans provided through the school; instead, he/she may pay for separate coverage of his/her own choosing. In that case, however, the school is prohibited from contributing any part of the cost.

### **KEYS**

Keys are issued to staff by the administration. In order to protect property, students, and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff are expected to follow the following key-control procedures:

1. The duplication of keys is prohibited;

2. Keys are not to be left unattended. Avoid having keys on desks, tables, in mailboxes, unattended coat pockets, etc.;
3. Keys may not be loaned to students or to individuals not employed by the district. Under no circumstance should staff provide keys to students to “run errands”, “unlock/lock” doors, etc.;
4. Lost or stolen keys must be reported to the administration within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
5. Upon completion of a lost-or-stolen-key report form, presentation of the broken or damaged key(s), and submission of assessed fees, replacement keys will be issued within 72 hours;
6. Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued.
7. All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the administration to keep their keys as appropriate.

**OFFICE VS STAFF MANAGED BEHAVIOR**  
**STAFF VS OFFICE MANAGED BEHAVIOR**

Classroom Managed Level 1 (Prior to Refocus/referral form)	Office Managed Level 2 (Major violations referred and recorded)
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Running in halls *Loud voices, yelling *Off-task behavior *Insubordination/Defiance *Out of seat w/out permission *Unprepared for learning *Disruptive/Distracting others *Incompletion of work *Inappropriate behavior in bathroom *Dress Code Violation (hats, clothing etc.) *Tardy *Damage to classroom materials *Possession/unauthorized use of electronic devices *Indirect verbal/written use of profanity or gestures *Lying to school employee *Leaving class w/out permission *Inappropriate physical contact with others *Inappropriate use of school technology *Unsafe use of playground equipment *Inappropriate/unwanted displays of affection *Unsupervised presence before/after school	*Repeated Level 1 Offense (4 or more) *Direct verbal/written inappropriate language/gestures *Fighting/physical aggression *Harassment/Bullying/ Hazing *Overt defiance *Destruction of school property *Theft of property private or school *Cheating/Plagiarism *Internet misuse/cyberbullying *Truancy *Taking video or pictures in locker room or w/o permission/sexting *Possession of real/imitation firearm *Sexual harassment *Instigating a fight *Failure to serve detention *Credible threats *Misbehavior at off campus activity *Use, sale, possession or promotion of drugs or drug paraphernalia *Arson *Bomb threat *Vandalism *Assault-threat of harm *Battery- causing actual harm *Disruption of school activities with willful defiance of school authority *Cyberbullying
	*Robbery/Extortion *Harassment or intimidation of witness *Use, possession, or sale of nicotine/tobacco/vaping products

### **PARTICIPATION IN POLITICAL ACTIVITIES**

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state, and national level, on the same basis as any citizen in public or private employment and within the law.

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire, by vote, discussion, or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of district duties.

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint. **(Refer to Policy 5224)**

### **PERSONNEL RECORDS**

An official personnel file is established for each person employed by the district. A staff member's personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints, and written disciplinary actions.

All records containing medical-condition information, such as workers' compensation reports and release/permission to return to work forms, will be kept confidential, in a separate file from personnel records.

All personnel records are considered confidential and not open to public inspection. Access to personnel files is limited to use and inspection only by the following or as otherwise required by law:

1. The individual employee. An employee or designee may arrange with the business office to inspect the contents of his/her personnel file on any day the business office is open for business;
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member, when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Employees of the personnel office;
8. Attorneys for the district or the district's designated representative on matters of district business.

The superintendent may permit persons other than those specified above, to use and to inspect employee records when, in his/her opinion, the person requesting access has a legitimate official purpose. The superintendent will determine, in each case, the appropriateness and extent of such access.

In accordance with federal law, the district is required to release information regarding the professional qualifications and degrees of teachers and the qualifications of aides/paraprofessionals to parents upon request, for any teacher or aide/paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order. (Refer to Policy 5231 & 5231P)

### **RELEASE OF GENERAL STAFF INFORMATION**

A staff member's address and personal phone number will not be released by the district. Such information may be disclosed if a staff member authorizes the district to do so.

The district may also disclose information about a former employee's job performance to a prospective employer, under the following conditions:

1. Disclosure of information is upon the request of the prospective employer. or
2. Disclosure of information is upon the request of the former staff member.
3. The information is related to job performance.
4. The disclosure is presumed to be in good faith.

The district will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose, or is in violation of the staff member's civil rights

### **RESIGNATION OF STAFF**

Classified personnel will generally be expected to fulfill the terms of their contract unless there are clearly compelling, mitigating circumstances which prevent the certified or exempt individual from doing so.

The Board has authorized the Superintendent to accept on its behalf resignations from any school district employee. The Superintendent shall provide written acceptance of the resignation, including the date of acceptance, to the employee, setting forth the effective date of the resignation.

Once the Superintendent has accepted the resignation, it may not be withdrawn by the employee. The resignation and its acceptance should be reported as information to the Board at the next regular or special meeting. **(Coordinate with Policy 5251)**

### **Retirement Programs for Employees**

All District employees shall participate in retirement programs under the Federal Social Security Act and the Public Employees' Retirement System in accordance with state retirement regulations.

The District will contribute to the PERS whenever a classified employee is employed for more than the equivalent of one hundred twenty (120) full days (960 hours) in any one (1) fiscal year. Part-time employees who are employed for less than 960 hours in a fiscal year may elect PERS coverage, at their option and in accordance with § 19-3-412, MCA.

## **SAFETY COMMITTEE**

A building safety committee has been established to help implement the district's safety program and as a part of an ongoing effort to help ensure the safety and health of students, staff, and others while on district property.

The building safety committee meets monthly and conducts workplace safety inspections quarterly to locate and identify safety and health hazards, and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring.

All potential hazards are to be reported immediately to a safety committee member or to the office.

## **STAFF CONDUCT**

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 which creates a conflict of interest with the faithful and impartial discharge of the employee's district duties. A district employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates 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.

Further, employees should hold confidential all information deemed to be not for public consumption as determined by state law and Board policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner. Discretion should be employed even within the school system's own network of communication. **(Refer to Policy 5223)**

## **STAFF DRESS AND GROOMING**

All staff are expected to be neat, clean, and to wear appropriate dress for work that is in good taste and suitable for the job at hand.

## **STAFF HEALTH AND SAFETY**

In order to assure the safety of staff and students, information and/or training, as necessary, is provided to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage, and disposal of such materials.

All staff members are expected to conduct their work in compliance with first aid and infection control procedures established by the district and the following safety rules of the district:

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;

2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
  - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
  - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
  - c. An employee shall not remove guards or render methods of guarding inoperative, except for the purpose of adjustment, oiling, repair, or setting up a new job;
  - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
  - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (use hook, stick, tong, jig, or other accessory);
  - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.), until such objects are properly blocked or shored;
  - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load;
3. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade or interfere with any other form of accident prevention device or practice provided on any machine, tool, or piece of equipment which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others, thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved, unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards;

11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes, or other objects with which contact would be dangerous;
12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately, or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless.

### **TELEPHONES**

Telephones are available throughout the building for staff convenience. Long-distance calls for district business and personal use may be placed. Staff members are responsible for all costs related to long-distance calls made for personal use.

### **TOBACCO/Nicotine-FREE ENVIRONMENT**

The District maintains tobacco-free buildings and grounds. Tobacco includes but is not limited to cigarettes, cigars, snuff, smoking tobacco, zyn pouches, vapes, and smokeless tobacco.

Use of tobacco products in a public school building or on public school property is prohibited, unless 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 using tobacco products. For this purpose, "public school building or public school property" 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
- Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school buses.

### **USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS**

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any nonemergency use of private vehicles. No staff members may use a private vehicle for district business without written permission from the administration.

### **VACANCIES/TRANSFERS**

Announced vacancies for classified positions are posted in the staff room at least five working days prior to closing the application period. Copies of the posting are also sent to association representatives and individual staff upon written request to the personnel director.

During summer break, such notices are mailed to the association presidents.

Voluntary and involuntary transfer of staff members may be authorized by the superintendent based on district personnel needs and in accordance with district procedures.

### **VIDEO SURVEILLANCE**

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment.

### **WORKERS' COMPENSATION**

All employees of the District are covered by workers' compensation benefits. In the event of an industrial accident, an employee should:

1. Attend to first aid and/or medical treatment during an emergency;
2. Correct or report as needing correction a hazardous situation as soon as possible after an emergency situation is stabilized;
3. Report the injury or disabling condition, whether actual or possible, to the immediate supervisor, within forty-eight (48) hours, on the Employer's First Report of Occupational Injury or Disease; and
4. Call or visit the administrative office after medical treatment, if needed, to complete the necessary report of accident and injury on an Occupational Injury or Disease form. **(Refer to Policy 5337)**

### **WORK SCHEDULE**

The Superintendent shall determine and assign classified personnel work schedules.

## Appendix A

### **Chester-Joplin-Inverness Schools Activity Bus Driver Expectations for Extracurricular Trips (Approved August 11, 2015 School Board Meeting)**

1. Arrive at school at least 30 minutes before departure time to do a pre-trip inspection. Driver is expected to be at the loading area at least 15 minutes before departure time.
2. Do not block emergency doors with luggage, uniforms or band instruments.
3. Depart according to your schedule and follow the instruction from the coach or sponsor.
4. Maintain full charge of your bus and passengers and give consideration for the wishes of your sponsors.
5. Check with the coach or sponsor in regard to time for the return trip. In some cases, it will be necessary to stay with your bus at the activity.
6. Allow adequate time to have your bus warm before loading students in cold weather.
7. Park only in authorized areas at other schools.
8. Keep the bus locked to protect your property as well as that of the students. Ensure storage doors are secured both in open and closed positions. Do not let students or chaperones operate the storage doors.
9. Keep adequate supply of fuel in case of trouble on the road.
10. If you have any question in regard to the route or to the destination, or location of the school, check with your sponsor or transportation supervisor.
11. Bus Driver Responsibilities
  - a. Chaperones are with the bus — (No sponsors, No trip)
  - b. Clean garbage bags are readily available on the bus.
  - c. Clean and sweep the bus after each trip and dispose of garbage bags in the dumpster at school.
  - d. Report any mechanical problem to the superintendent or maintenance director and note them on the trip inspection form.
12. Complete pre-trip/post-trip reports.
  - a. Pre-trip inspection
  - b. Post-trip inspection
  - c. Submit driver time on school claim form at high school office.
13. Buses will be kept clean inside and out. Windows and light lenses must be clean at all times.
14. Safety is of the utmost importance. When driving, please maintain your bus with safety in mind. The use of cell phones and ear bud devices by bus drivers is strictly prohibited while the bus is in motion (SBP 8123).
15. Make sure you have the proper fuel credit card when needed for long trips.
16. No passengers under kindergarten age will be allowed any trip. All other passengers must be approved in advance by the coach/advisor and administration.
17. These rules as well as all School District Policies, State and Federal Laws must be complied with.

## SIGNATURE PAGE

I have read and understand the policy and procedures outlined in the Chester-Joplin-Inverness School District Classified Handbook.

The signature page will be kept in the Personnel Office.

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Employee Signature

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Print Name

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Date

**Please return this signature page within 7 days of receiving the Classified Handbook.**

Update Contact Info- If your contact info has changed, please provide new information below:

Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_