CLASSIFIED EMPLOYEE MANUAL

RICHARDTON-TAYLOR PUBLIC SCHOOL DISTRICT #34
320 Raider Road
Richardton, North Dakota 58652
701-974-2111

www.richardtontaylor.k12.nd.us



The Richardton-Taylor Public School District #34 does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities.
The Superintendent of Richardton-Taylor Public School District #34 has been designated to handle inquiries regarding nondiscrimination. Additional information may be obtained from the US Department of Education, Office for Civil Rights, 500 W. Madison St., Suite 140, Chicago, IL 60661

Updated August 2026

TABLE OF CONTENTS

SUPERINTENDENT'S LETTER TO SUPPORT STAFF PERSONNEL 3
FUNCTIONS OF THIS MANUAL 3
STANDARD EMPLOYMENT & SEPARATION POLICIES 4
- Responsibilities and Chain of Command 4
- At-Will Employment 4
- Equal Employment 4
- Sexual Harassment 4
- Code of Conduct 4
- Recruitment & Hiring Procedures 5
- General Work Habits 5
- Dress Code 6
- Background Checks 6
- Criminal Convictions 7
- Electronic Network Acceptable Use 7
- Personal Electronic Communication Devices 7
- Personnel Records 7
- Reporting Suspected Neglect and/or Abuse 7

GENERAL POLICIES & PROCEDURES 8
- Employee Orientation & Exit Procedures (*Resignations*) 8
- Trial-Period Employment 8
- Reporting Status Changes for Employee Records 8
- Employment Categories 9
- Compensation 9
- Position Classifications 9
- Payroll Schedule 11
- Pay Advances 11
- Time & Attendance Reporting 11
- Meal Periods & Breaks 11
- Overtime 12
- Payroll Corrections 13
- Payroll Deductions 12
- Evaluations 12
- Expense Reimbursement 13
- Holidays 14
- Support Personnel Physical Examinations 14
- Use of Company Vehicles/Insurance 14
- General Liability Insurance 14
- Staff Conflict of Interest 14
- Employment of Relatives/Nepotism 14
- Confidential Information 15
- Safety Policy 15

LEAVE POLICIES 15
Personal Leave 12-Month Employee 16
Personal Leave 9-Month Employee 16
Professional Leave 16
Sick Leave 16
Family & Medical Leave 17
Military Leave 17
Jury Duty 17
Political Activities 17
EMPLOYMENT BENEFITS 17
Admission to Extracurricular Activities 17
Benefits Eligibility 18
Section 125 Plan Benefits 18
Retirement 403(b) Plan 18
Life Insurance 18
Disability Insurance 18
Employment Assistane Program (*EAP*) 18
Federal Employment Laws 19
North Dakota Department of Labor Regulations 19
North Dakota Workforce Safety & Insurance (*WSI*) 19
Return to Work Program 20
Unemployment Insurance 20
COBRA 20
GRIEVANCE & DISCIPLINARY POLICIES 21
Alcohol & Drug Free Workplace-FFA 21
Tobacco Use-FFA 21
Drug Testing-DABBA 21
Violence & Weapons-FFD 21
Harassment-AAC 21
Grievance Complaint Procedure …. 21
RECEIPT OF HANDBOOK ACKNOWLEDGMENT 22

SUPERINTENDENT'S LETTER TO SUPPORT STAFF PERSONNEL

In order to advance the objectives of our school district and look out for the interests of our employees, Richardton-Taylor Public School District has developed a policy manual. It will help you understand what is expected of you and what you can expect from the school district.

This manual serves as a guideline and reference for employees and their supervisors. It shall not be construed to form a contract of employment between the Richardton-Taylor Public School District and its employees. The Richardton-Taylor Public School District reserves the unilateral right to change the handbook at any time.

Employees and the Richardton-Taylor Public School District are engaged in an at-will employment relationship. Either part is free to terminate the relationship at any time, with or without reason/notice. The Richardton-Taylor Public School District is not bound by any oral promises concerning an employee's length of employment

Please familiarize yourself with the contents of this manual to ensure that all personnel policies are administered fairly and effectively.

FUNCTIONS OF THIS MANUAL

This manual is an outline of the basic personnel policies, practices, and procedures of the Richardton-Taylor Public School District and addresses terms of employment for all employees that are not covered by the teacher or administrative benefit packages. It contains general statements of school district policy and it should not be read as including the fine details of each policy, nor as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases, nor is it to be interpreted to alter, amend, or extend any of the terms of any written contract of employment existing between the employee and the district.

This manual does **not** constitute a contractual agreement between the employees and the Richardton-Taylor Public School District. It is meant for informational purposes to understand possible working conditions and relationships.

The school district may add to the policies in the manual or revoke or modify them from time to time. Administration will try to keep the manual current, but there may be times when policy will change before this material can be revised and published. A complete an up-to-date set of these policies is available to review in the Superintendent's office or the Business Manager's office.

The District, as a service to support staff employees, publishes the Classified Employee Manual. The manual can be a useful reference for providing information and answering questions relating to personnel concerns and the operation of the district. To quickly and easily locate items of interest, please consult the Table of Contents. Policy manuals are available in the main office of each school building and from the Business Manager.

The Business Manager is responsible for the distribution of copies of the Classified Employee Manual. Because of the importance of personnel policies and practices in the conduct of school

business, the policy manual will continually be reviewed by the administration and school board who will recommend changes in the school district's personnel policies, its employee benefit programs, and its salary administration programs. Input from employees concerning policies is always welcome and encouraged.

Any employee may recommend a change in policy to the Superintendent. Likewise, matters of importance not covered by the manual should be brought to the attention of the Superintendent in order that new policy may be formulated if necessary.

The policies described here are not conditions of employment, and the language is not intended to create a contract between the Richardton-Taylor Public School District and its employees.

STANDARD EMPLOYMENT & SEPARATION POLICIES

RESPONSIBILITIES AND CHAIN OF COMMAND

Responsibilities are established in the following line of authority; from the school board to superintendent; from superintendent to principal; from principal to faculty/staff; and from faculty/staff to student. All matters shall be facilitated through this process. Inquiries directed to board members must be referred through the chain of command whenever possible.

Interference with the administration of the schools by individuals or groups is prohibited. School district policies which guide the administration of the district are found in School Board Policy Manuals.

AT-WILL EMPLOYMENT

No employee, excluding elected officials, is guaranteed job permanence. The Richardton-Taylor Public School District may terminate at-will employees at any time with or without cause.

EQUAL EMPLOYMENT

It shall be the policy of the Richardton-Taylor School Board that the Richardton-Taylor Public School District does not discriminate on the basis of race, sex, color, national origin, religion, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations or implementing Title VI, Title IX, The Americans With Disabilities Act (*ADA*) or Section 504/ADA is directed to contact the Business Manager, 320 Raider Road, Richardton, North Dakota 58652.

SEXUAL HARASSMENT

Sexual harassment in the workplace is illegal. It is the Richardton-Taylor Public School District's continuing policy to provide employees a workplace free from any form of sexual harassment. Sexual harassment in any manner or form will not be tolerated by the district and is expressly prohibited.

CODE OF CONDUCT

All staff members have a responsibility to make themselves familiar with, and abide by, the

laws of the state as these affect their work, the policies of the Board, and the regulations designed to implement them. Since the realization of district goals is dependent upon the professional behavior of all staff, the following specific responsibilities will be required:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Board and regulations of the school administration.
3. Diligence in submitting required reports at the time and in the manner specified by the law and the district policies and practices.
4. Care and protection of school property.
5. Concern and attention for their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are always under proper supervision.

RECRUITMENT & HIRING PROCEDURES

Positions within the Richardton-Taylor Public School District will be filled by using any of the following procedures:

1. Advertise internally by formal posting of the job notice in staff lounge, broadcast e-mail, school website and bulletin boards.
2. Listing of the position with Job Service
3. Advertise with local newspaper(s): Richardton Merchant, Dickinson Press or Hebron Herald
4. Solicitation of external applicants

Contents of the posting will include: Position title, position location, indication of full-time or part-time position, salary range, brief description of benefits, potential closing date.

Blank applications will be made available from the business manager or via school website. Applications will be accepted by the Superintendent or business office until the close date or position is filled.

GENERAL WORK HABITS

To have a successful working and learning environment for our students, faculty/staff, and parents all employees are expected to follow and demonstrate the following work habits:

1. Employees are to engage in respectful interactions and positive attitude with all students, faculty, staff, and administration.
2. Tardiness is not permitted. Be on time, begin on time, be prepared.
3. Excessive absenteeism is not permitted. If it is necessary to be absent, your immediate supervisor is to be contacted as soon as possible. Employees should give advanced notice of planned absences.
4. Employees are not to take care of personal business on school time.
5. Cell phone use is not allowed when class is in session for employees working in the classroom.
6. Visitors are to be discouraged.
7. Employees are always to keep themselves neat and clean. Dress appropriately.
8. Employees are to be familiar with the duties and routines assigned to them and take the initiative to perform them without reminders. Supplies and equipment are

property of the school district and are to be taken care of properly and put back in their proper places after each use.

9. Smoking and use of tobacco products (*including vaping*) is prohibited on school district property. Policy **ABBA**

If administration or supervisors have concerns with an employee's work habits, possible disciplinary actions may occur in verbal or written warnings or even possible termination.

DRESS CODE

Employees are expected to maintain a professional appearance that reflects their role, responsibilities, and the school environment. Clothing should be neat, clean, appropriate for the employee's position, and suitable for working with students, families, colleagues, and the public.

The school is a professional workplace, and employee attire should reflect that setting rather than clothing typically worn for exercise, lounging, or other casual activities. Comfort is important, but it should be balanced with the professional appearance expected when working in a school.

For teachers and other professional staff, appropriate attire may include jeans, in good condition without tears or rips, slacks, khakis, dresses, skirts, and other clothing appropriate for a professional school setting. Tops should present a professional appearance.

When a T-shirt is worn, staff are encouraged to choose one with a school logo, school-related design, or other school-appropriate message. Other T-shirts may be appropriate when they are worn in a way that maintains a professional appearance.

Leggings may be worn when paired with clothing that provides appropriate coverage and maintains a professional appearance. When wearing leggings, the buttocks should be covered by a dress, tunic, long shirt, or similar professional top designed to provide appropriate coverage. A sweatshirt alone does not meet this expectation.

Support staff should follow the same general standard while dressing appropriately for the duties of their position. Employees whose work requires more functional clothing, including custodial, maintenance, and cleaning staff, may wear attire suited to the physical and safety needs of their work.

The District recognizes that appropriate dress may vary based on an employee's duties, school activities, special events, weather, and other circumstances. Employees are expected to use good judgment and select clothing that supports a positive professional school environment.

Supervisors may address attire that does not meet these expectations with the employee and provide guidance when needed.

BACKGROUND CHECKS

Each applicant for a position shall be asked whether he/she has ever been convicted of a felony and if there are any criminal charges pending against him/her at the time of application.

Each person hired by the school system shall be required to submit to national and/or state criminal record checks. When possible, background checks will be made prior to offer of employment, or in a timely manner. Failure to provide necessary information to conduct background check will be grounds for withdrawal of the offer or termination.

The Richardton-Taylor Public School District will be responsible to pay all fees and costs associated with submitting and/or processing the background checks.

Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent or his/her designee will notify the affected applicant/employee in writing the result of the check and will provide opportunity for the affected individual to respond to the results of the criminal record check.

Decisions regarding the effect of a conviction upon an individual, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the forgoing, the falsification or omission of any information on the job application or in an interview, including but not limiting to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification or discharge from employment.

Background checks on substitutes or temporary employees are not mandatory but may be done at the discretion of the administration.

CRIMINAL CONVICTIONS

An employee who is arrested for, convicted of, granted deferred adjudication, or who entered a plea of no contest for any felony or any offense involving moral conduct, must notify the Superintendent in writing within three calendar days.

ELECTRONIC NETWORK ACCEPTABLE USE

All information on the Richardton-Taylor Public School District's network is the property of the Richardton-Taylor Public School District. Employees should never assume that any of this information is private. The Richardton-Taylor Public School District reserves the right to view, inspect, or otherwise monitor anything downloaded or transmitted by employees from the Internet and employee usage of the Internet.

Realizing that all technology equipment including desktop computers and laptops belong to the Richardton-Taylor Public School District, private use is not acceptable during the school hours. All rules and regulations of this policy are enforceable during non-school hours as well.

Any user violating these provisions, applicable state and federal laws and district rules, is subject to loss of network privileges and any other district disciplinary options, including termination and/or criminal prosecution.

PERSONAL ELECTRONIC COMMUNICATION DEVICES

See Policy FFI - PERSONAL ELECTRONIC COMMUNICATION DEVICES PROHIBITION DURING INSTRUCTIONAL TIME

PERSONNEL RECORDS

The district maintains a personnel file on each employee. Personnel files will be maintained and kept in the main office.

REPORTING SUSPECTED NEGLECT AND/OR ABUSE

Employees of the Richardton-Taylor Public School District shall cooperate in fulfillment of North Dakota Century Code 50-25.1-03. When a staff member suspects child abuse and/or neglect they must report the offense as follows:

1. Staff members shall consult with the building principal.
2. The principal shall notify the Division of Community Services of the Social Services Board as soon as possible.
3. Oral reports must be followed by a written report within 48 hours. Report should be signed by the initiator(s) and/or the building administrator and stored in a separate file to ensure confidentiality.

To protect the child, any contact with the parent or parent or guardian should originate through Social Services. In critical situations, law enforcement officials may be called before filing a written report.

GENERAL POLICIES & PROCEDURES

EMPLOYEE ORIENTATION & EXIT PROCEDURES (*Resignations*)

All new employees are required to meet with the business manager for employment orientation to introduce the employee to district policies, procedures, benefits, etc and to complete employment forms.

Employees resigning or voluntarily leaving the school district are requested to give two (2) weeks' notice. A letter of resignation must be forwarded to the Superintendent.
Employees will be asked to meet with the Business Manager to complete all final documents, such as possible retirement refunds, COBRA benefits, and an exit interview.

TRIAL-PERIOD EMPLOYMENT

Newly hired classified employee will be on a trial period of 45 days and will not be eligible for benefits until this time has passed. Once the trial period has passed benefits will begin on the 1st of the month following the 45 days. Leave time will be retroactive to the beginning employment date.

REPORTING STATUS CHANGES FOR EMPLOYEE RECORDS

Employees are required to complete and maintain various payroll and personnel forms relating to insurance coverage, tax withholding, etc. Please notify the business manager promptly of any change in name, address, telephone number, marital status, dependents, etc. to assure accurate employee data. Failure to do so in a timely fashion may result in a loss of employee benefits.

EMPLOYMENT CATEGORIES

Each employee shall belong to one of the following categories:

Full-Time: Employees who are regularly scheduled to work full-time, between 35-40 hours/week. Positions may be 12 or 9 months depending on the position. Generally, they are eligible for all offered benefits, subject to the terms, conditions, and limitations of each benefit program.

Part-Time: Employees who are regularly scheduled and work part-time (anything less than 35 hours) during the school year. Positions may be 12 or 9 months depending on the position. These employees are eligible for a portion of the benefits offered, subject to the terms, conditions, and limitations of each benefit program.

Temporary: Employees are generally expected to leave the employer within a certain period of time. Temporary employees generally fill a position until a permanent employee is hired; during an employee leave of absence; or until a specific job is completed; or the position is no longer needed. These employees receive all legally mandated benefits but are not eligible for offered benefits.

Substitutes: Employees who are not regularly scheduled and work part-time during the school year. These employees receive all legally mandated benefits but are not eligible for most offered benefits.

Seasonal: Employee who is hired for a position for which the customary annual employment is six months or less. "Customary" means an employee who typically works each calendar year in approximately the same part of the year, such as summer or winter. These employees receive all legally mandated benefits but are not eligible for most offered benefits.

COMPENSATION

The compensation program for the Richardton-Taylor Public School District is designed to offer salary and benefits that attract and retain highly qualified individuals to meet the needs of our students and the patrons of our community. Rate of pay is determined by the following position classification system to which the employee is assigned.

POSITION CLASSIFICATIONS

Category I

Student Worker

Category II

Assistant Food Service
Cleaners
Seasonal Employees- summer help

Category III

LD paraprofessionals
Assistant Custodian
On- Call Substitutes- Classroom paraprofessionals, kitchen workers, cleaners

Category IV
Highly Qualified Category 3 Paraprofessional
Multi-handicap LD Paraprofessional
Assistant Administrative Secretary
Head Building Food Service
Category V
Head Food Service
Category VI
Administrative Secretary
Assistant Business Manager
Category VII
Head Custodian
Category VIII
Head Maintenance
Category IX
Bus Drivers – Starting wage determined by License Endorsement

Category A: Non–Categorical Classified Staff – This will include the following professional positions and others as deemed necessary by the Superintendent. Beginning wages in any of these positions will be determined by current industry standards, mutually agreed upon with the prospective employee and must have the superintendent's approval.
Technology Coordinator

Classified Wage Scale (*The beginning and maximum wages in each pay category shall be as follows*):

Category I	11.00	to	16.50
Category II	14.00	to	21.00
Category III	16.25	to	24.00
Category IV	16.75	to	25.00
Category V	17.25	to	26.00
Category VI	18.00	to	27.00
Category VII	18.50	to	27.75
Category VIII	19.00	to	28.50
Category IX	21.00	to	31.50
	23.00	to	34.50
	25.00	to	37.50

1. The maximum hourly rate for any category shall be 150% of the beginning rate in that category. The School Board shall determine the amount of annual wage increases. These increases shall be effective on July 1 of any given fiscal year and extend through June 30 of that year.
2. Satisfactory evaluations by an employee's administrative supervisor will permit salary advancement. No salary advancement will be permitted if the evaluation is unsatisfactory. Employees may be placed on probation as the result of an unsatisfactory evaluation. If a classified employee is hired before January 1 of any given year, the employee will be eligible to receive annual increases as authorized by the school board on July 1 of the next year. If hired after January 1 of any given year, the employee may

not be eligible to receive annual increases on July 1 of the next year but will be eligible the following year.

3. Movement from one job category to another: An employee may request a transfer to a different job category or may be assigned to a different category. The requested transfer may be to a higher paying category or a lower paying category. If the superintendent reassigns an employee to a lower category the rate of pay may be reduced. When transfers occur in which the employee moves to a higher category, the new salary may be calculated by adding the difference in the two categories beginning salaries to the employee's current salary. The Superintendent will have final approval on these salary changes. A transfer involving a part-time staff member will only be considered if it is equal to or less than his/her present percentage rate of pay. If the transfer exceeds the employee's present number of hours, he/she must officially apply and compete with other candidates seeking the position.
4. In most instances classified employees will be hired at the beginning rate. However, previous experience may be considered for payment on the salary scale. Up to five (5) years of experience may be given at 4% per year calculating from the beginning salary. The Superintendent will make decisions based on previous experience granted for similar employment. Other previously employed District personnel may be hired at their last rate of salary only if their category classification is the same or at a higher classification.

Position Classification – Appeals Process

1. Any classified staff member may appeal their category classification.
2. The appeal must be submitted in writing to the Superintendent and must include the reason and justification for the appeal.
3. The appeal will be reviewed by the Personnel Committee within thirty (*30*) calendar days.
4. The Superintendent will inform the staff members of the Personnel Committee's decision.
5. Changes in category classifications and/or hourly rates will only be recommended to the school board on an annual basis.

PAYROLL SCHEDULE

The district has two pay dates per month, the 6th and the 20th. The general workweek is Midnight Sunday to Midnight Saturday. All regular employees are paid bi-monthly per the payroll schedule set at the beginning of each school term. Substitute teachers, activity directors/coaches and contracted route bus drivers are generally paid the 20th pay period. If the payday falls on a non-school day, wages will be paid no later than the last working day prior to the pay date. A list of scheduled paydays is available at each school site. Salary is received through Direct Deposit into the employee's bank of choice for all regular employees. Substitute, seasonal or short-term employees may choose to be paid through direct deposit or via paper check. Payroll Advice Statements will be sent out each pay period by the Payroll Department. The work week is defined as beginning at 12:01 AM Sunday and ending at 12:00 Midnight Saturday.

PAY ADVANCES

Neither pay advances nor extensions of credit on unearned wages will be provided.

TIME & ATTENDANCE REPORTING

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the Richardton-Taylor Public School District to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked means all time that is spent on the job performing assigned duties.

Hourly employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period using the online time and attendance reporting system. Missing punches must be corrected each week and online timecards must be reviewed by employees at the end of each pay period before a payroll check can be issued. Absences and leave time must be reported as part of the time record.

Workday hours will be determined by your building supervisor. Unless you have prior approval, please do not come in early or leave late to make up for missed work due to being gone. If you need to miss work for any reason, please submit proper leave time.

Tampering, altering, falsifying time records, or recording time on another employee's time record may result in disciplinary action, including discharge.

MEAL PERIODS & BREAKS

All employees working for periods greater than five (5) hours in length are required to take a minimum thirty (30) minute break and must use the timekeeping system to record the end and beginning of the work sessions. Employees will not be paid for meal periods. If an employee forgets to check in/out for a lunch break, the time keeping system will automatically deduct a half hour from the daily hours worked. 15-minute breaks are not a requirement of the law and may only be taken if time or schedule permits and will be paid breaks by the employer. Employees are to remain on school grounds during these breaks. If you need to leave the building for any reason other than your designated lunch break or for a school related activity or duty you are required to clock in/out.

OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. **All overtime work must have prior authorization from the Superintendent.** Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

As required by law, overtime pay is based on actual hours worked and is paid at the rate of one and one-half times their regular rate of pay for hours worked in excess of forty (40) hours during the work week. Time off for sick leave, vacation leave, or any leave of absence will not be considered hours worked for the purposes of performing overtime calculations. Overtime hours may not be banked, flexed, or used as compensatory time toward another work week.

Failure to work scheduled overtime, or overtime worked without prior authorization from the Superintendent, may result in disciplinary action, up to and including possible discharge.

PAYROLL CORRECTIONS

The Richardton-Taylor School takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and the employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Business Manager so corrections can be made as quickly as possible. Underpayments will be corrected on the next regular paycheck. Overpayments will also be corrected on the next regular paycheck unless this presents a burden to the employee, where there is a substantial amount owed. In that case the school will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

PAYROLL DEDUCTIONS

The law requires that the Richardton-Taylor Public School District make certain deductions from every employee's compensation. Automatic payroll deductions for Federal Income Tax (IRS), Social Security, and Medicare tax deductions are required for all employees hired.

Other payroll deductions may include: premiums for annuities, dues, health insurance, dependent care spending, medical flex spending, supplemental insurance, vision, dental, HSA. These deductions must be approved according to the district section 125 plan document. Employees who wish to participate in these programs may voluntarily authorize deductions from their checks.

EVALUATIONS

The Superintendent, supervisors, and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. The purpose of staff evaluation is primarily improvement and growth in the employees work and secondly, to assist in the service recognition, promotion, nonrenewal, discipline, and dismissal of employees.

Formal performance evaluations will be conducted to provide supervisors and employees the opportunity to discuss job responsibilities, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

EXPENSE REIMBURSEMENT

Before any travel expenses are incurred by an employee, the employee's supervisor and appropriate business office officials must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule authorized by the school board. Employees must submit the agenda for the purpose of the travel to be reimbursed for travel expenses. Meal and Hotel receipts should be attached to the expense reimbursement request.

Mileage: In accordance with rate established by the Board of Education.

Overnight Stays: Direct bill rooms to the district at ND State Rate.

Meals: No reimbursement will be made if meal is provided at conference/workshop.

Travel between 6AM-12 Noon: No reimbursement may be made if travel begins after 7:00 AM
Travel between 12 Noon-6PM: No reimbursement will be made if travel begins after 1:00 pm or ends prior to 12:00 Noon

Travel between 6PM-12 Midnight: No reimbursement will be made if travel begins after 7:00 pm or ends prior to 6:00 pm.

HOLIDAYS

The following nine (*10*) paid holidays are available to eligible regular full-time employees:

New Year's Day	President's Day	Good Friday
Memorial Day	Juneteenth	Independence Day
Labor Day	Veteran's Day	Thanksgiving Day
Christmas Day		

A recognized holiday that falls on a Saturday may be observed on the preceding Friday.
A recognized holiday that falls on a Sunday may be observed on the following Monday.
If a recognized holiday falls during an eligible employee's paid absence, holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.
All holidays shall be taken as a paid holiday, unless there is school then it cannot be given.
If for storm make-up school must be held on any of these holidays, holiday pay will be given in place of the storm day, and the holiday will be worked at the regular rate of pay.
To be paid for a holiday, the employee must have been on payroll the day prior to and the day after the holiday.

SUPPORT PERSONNEL PHYSICAL EXAMINATIONS

All persons employed by the district for the purpose of preparing and/or serving school meals or driving a school bus shall have on file with the district a current health certificate. School bus drivers shall meet the health requirements established by the Superintendent and as contained in NDCC 15-34.2-14.

USE OF COMPANY VEHICLES/INSURANCE

All school vehicles are protected by the district's liability insurance carrier. All employees are required to use the vehicle log to record mileage and other necessary trip/vehicle information.

GENERAL LIABILITY INSURANCE

All persons who were, now are, or shall be employed by the school district are covered for any claims caused by a negligent act, any error, any omissions or any breach of duty while acting in their capacity as such or any matter claimed against them solely by reason of their being insured.

STAFF CONFLICT OF INTEREST

The Richardton-Taylor School Board and administration not only suggest that staff members of the Richardton-Taylor Public School District adhere to all laws regarding conflict of interest, but also be alert to and avoid situations which have the appearance of a conflict of interest. The School Board discourages substantial and continuing school-related business relationships between Board and staff.

EMPLOYMENT OF RELATIVES/ NEPOTISM

In order that there be no conflict of interest in the supervision and evaluation of employees, no employee will be placed in any position, except in a temporary situation caused by the absence of the regular supervisor, wherein direct administrative or supervisory authority is exercised by a close relative or by any other relative residing in the same household. No employee will be placed in any position wherein he/she would be involved in the hiring of a new employee if one of the candidates is a close relative. A close relative is defined as father, mother, sister, brother, spouse, son, daughter, or daughter- in- law, son- in- law, sister- in- law, or brother in- law. No relative of an employee will be shown preference for employment in either a temporary or permanent position.

CONFIDENTIAL INFORMATION

A permanent educational record is kept on all students enrolled in the Richardton-Taylor Public School District. This is a highly private record to be used only by the professional staff immediately became concerned about the students' welfare. Employees of the Richardton-Taylor Public School District may not share any information from school district records except during private staff meetings where the information is necessary to the advancement of the education of a student.

All records when not in use shall be secured. Each principal is responsible for record maintenance and access within his or her building. A breach of confidentiality will be handled under the North Dakota Century Code, Section 15-36-15, and Subsection 6.

SAFETY POLICY

The policy of the Richardton-Taylor Public School District is to protect the safety and health of our employees. Injuries and property loss through accidents are needless, costly, and preventable. The School District has provided for the elimination of all accidents and health hazards by the establishment of a safety and health program, which is adapted to fundamental safety concepts and proven management performance. The reduction of accidents and claims are a goal of the administration.

Each employee has the responsibility for his/her own safety, as well as the safety of his/her employees. It is only by each employee becoming familiar with the hazards of his/her job and doing what is necessary to ensure their safety that the district can achieve the safe working conditions deserved by all its employees.

Employees with safety concerns or suggestions should contact their supervisor or the Risk Management Coordinator.

LEAVE POLICIES

1. Leave will be granted only at such times as will least interfere with efficient operation of the schools. Administrative permission as to time will be required.
2. Employees will be allowed to take only paid leave which has been earned.
3. Unused leave will be carried forward from one year to the next, limited to the maximum carryover per leave type.
4. The leave year shall be from July 1 through June 30 each year.

5. Leave requests will be made before leave is taken, except in the case of unknown illness or emergency leave. Leave time will be posted to an annual leave record for each of the employees.
6. Employees who do not have any accumulated leave must have administrative approval prior to leave being taken. Employees with accumulated leave will be required to take paid leave before leave without pay is granted. Leave taken without prior approval may result in a reduction in employment benefits.

PERSONAL LEAVE: 12-Month Employees

Personal leave time will be granted in accord with years of service as follows:

Years	Leave
0 through 3 years	10 hours per month
4 through 7 years	12 hours per month
8 through 12 years	14 hours per month
13 through 25 years	16 hours per month
Over 25 years	18 hours per month

Personal leave may be accumulated, with a maximum of 120 hours per year carried forward to July 1 of each year. Unused earned vacation leaves over and above the maximum 120 hours carry-over will be paid to the employee at the end of the fiscal year.

PERSONAL LEAVE: 9-Month Employees

Employees scheduled to work less than 12 months and less than 40 hours per week will be granted four (4) days of personal leave per year, at their pro-rated scheduled hours. The maximum accumulation shall be five (5) days. Any days/hours over the maximum carry-over of (1) day (7.5) hours, will be paid out at the end of the fiscal year at the employee's current rate.

PROFESSIONAL LEAVE

Requests to attend sessions for professional development must be submitted to and approved by the Superintendent. Employees should submit a leave request for professional leave along with the agenda for the professional development activity. No personal or vacation leave will be deducted for the purposes of professional leave.

SICK LEAVE

Absence for the employee's own illness, medical appointments, disability, or death in the immediate family shall be charged against his/her cumulative sick leave. "Immediate family" shall be interpreted to include spouse, son, daughter, father, mother, brother or sister, grandparents, brothers or sisters- in- law, sons or daughters- in- law, fathers or mothers- in- law, uncles or aunts of the employee. Time used in this manner will be deducted from accumulated sick leave. If an employee is absent from work 3 or more days a note from their physician will be required upon returning to work.

1. One day of sick leave will be granted for each month during which the support person works full-time.
2. Part-time support personnel who work at least 20 hours per week will be granted leave days commensurate to the percentage of their normal work schedule.

3. Unused sick leave shall be cumulative to 240 hours.

Compensation for unused sick leave will be granted to all classified staff employees upon departure from the school district. The severance payment will be paid at one-half (1/2) of the employees' current hourly rate, not to exceed $3,000.00.

FAMILY & MEDICAL LEAVE

In accordance with federal law, eligible employees can take up to 12 weeks of Family and Medical Leave during the calendar year for the birth or placement of a child for adoption or foster care; to care for an immediate family member (spouse, child, or parent) with a serious health condition; or to take medical leave when the employee is unable to work because of a serious health condition.

The leave may be unpaid, paid, or a combination of paid and unpaid leave, depending on the circumstances. FMLA requests must be made prior to leave being taken, with the exception of emergency medical leave. For additional information on eligibility and steps for requesting leave, contact the Business Manager office. In order to make the necessary arrangements to replace an employee during their absence, we request all employees contact the Business Manager office and the building supervisor as soon as possible.

MILITARY LEAVE

Employees who are members of the National Guard or Armed Forces Reserve and are subject to call in the federal service by the President of the United States or volunteer for such service, when ordered by proper authority to active non civilian employment, will be entitled to a leave of absence in accord with state and federal legislation.

JURY DUTY

All employees of the Richardton-Taylor Public School District are subject to jury duty. When district personnel are required to serve on juries, thus taking them away from their regularly assigned duties, their regular school salary will continue to be paid, but deductions of the amount earned as a juror will be made from regular district paychecks. The employees may wish to endorse the check for jury duty payment to the district rather than have deduction of the amount from the regular payroll check. The employee may elect either of the above.

POLITICAL ACTIVITIES

The Board affirms its wish that all personnel enjoy the full rights and privileges of residence and citizenship in this state and community, such as the right to run for public office.

Employees who are elected to public office will be granted leave without pay for the period of absence during sessions of the elected body.

EMPLOYMENT BENEFITS

ADMISSION TO EXTRACURRICULAR ACTIVITIES

All employees of the Richardton-Taylor Public School District will be allowed to attend district extra-curricular activities at no charge.

BENEFITS ELIGIBILITY

Eligible employees are provided with a range of benefits. Benefit eligibility is dependent upon a variety of factors, including employee classification as defined in the employment categories section on page 8.

SECTION 125 PLAN BENEITS

Each full-time equivalent staff member with the Richardton-Taylor School District will receive a dollar amount equal to single high-deductible health, single vision, single delta dental plus $300 per school year to use toward the Section 125 Flexible Benefit Plan or take as a taxable cash benefit option paid consistent with the annual salary election. Benefit contributions are determined based on the number of months per year of regular employment. A full-time 9-month employee will receive a pro-rated benefit contribution as per their designated scheduled time for the current school year.

Any employee expense above the district contribution will be considered a pre-tax payroll deduction. Staff electing not to participate in the School District's health insurance plan must submit a satisfactory Waiver of Health Coverage form before receiving any funds. Separate tax consequences and contribution limits may exist depending on the staff's designations.

RETIREMENT 403(b) PLAN

A 403(b) plan, also known as a tax-sheltered annuity plan, is a retirement plan for classified employees of the Richardton-Taylor Public School District. Richardton-Taylor Public School District will match 100% of the employee contribution up to 5% of their salary toward a 403(b) employee/employer plan. The cash option salary benefit portion described above is not eligible for match.

LIFE INSURANCE

The Richardton-Taylor Public School District will pay for a $25,000 life insurance term policy through the Richardton-Taylor Public School District group plan. Staff members can choose to purchase additional life insurance coverage at their own expense.

DISABILITY INSURANCE

The Richardton-Taylor Public School District shall pay the full premium required to provide long-term disability insurance for employees. The long-term disability plan shall provide, after a 90-calendar day qualifying period, seventy percent (70%) of covered salary to age 70 per illness or disability up to a $4,400 maximum monthly benefit.

EMPLOYEE ASSISTANCE PROGRAM (*EAP*)

An Employee Assistance Program (*EAP*) is available to all employees of the district. The program assists the employee and/or immediate family members with personal problems affecting private life or job performance. The employer may require the employee to use the program if it is determined that the program is necessary to bring work performance to an acceptable level. The program is strictly confidential.

We understand that life can be challenging, and individuals may need additional support and services to be able to perform their duties as a district employee. The Village professionals will assist you in finding solutions to your specific needs—professional, personal, or financial.

The Village offers a wide variety of services and resources, many can be found online at www.thevib.com. To learn more about the services, or schedule an appointment with a professional, call 1-800-627-8220/ TTY 1-888-510-7433 (*for the deaf and hard of hearing*). Services are available 24 hours a day, 7 days a week.

FEDERAL EMPLOYMENT LAWS

The Richardton-Taylor Public School District complies with all federal employment laws including, but not limited to: the *Civil Rights Act of 1964 and 1991* which prohibits discrimination on the basis of race, color, sex, religion, or national origin; the *Family and Medical Leave Act of 1993 (FMLA)* which provides leave benefits for those employees who meet certain conditions relating to qualifying family and medical circumstances; the *Americans with Disabilities Act* which prohibits discrimination on the basis of disability; the *Fair Labor Standards Act* which governs minimum wage and overtime issues; the *Consolidated Omnibus Budget Reconciliation Act (COBRA)* which provides extended health / vision insurance at the expense of the insured upon meeting qualifying conditions; the *Health Insurance Portability and Accountability Act of 1996 HIPAA* which is intended to insure transferability of health insurance and to protect employees health information; and the EEOC Sexual Harassment guidelines which prohibit sexual harassment of any nature. Any employee having a question relating to any of these federal laws should contact the Human Resource office for additional information.

Website Note:
Civil Rights Act www.eeoc.gov/
Family and Medical Leave Act www.dol.gov/
Americans with Disabilities Act www.ada.gov/
Fair Labor Standards Act www.dol.gov/
COBRA www.dol.gov/
HIPAA www.hhs.gov/
EEOC Sexual Harassment www.eeoc.gov/

NORTH DAKOTA DEPARTMENT OF LABOR REGULATIONS

Federal Labor Law Posters are required to be posted and accessible in each of our school buildings.

The Richardton-Taylor Public School District complies with all North Dakota Department of Labor rules and regulations applicable to wage and hour standards, deductions from pay, working conditions, nondiscrimination, and employment record keeping. Website Note: www.nd.gov/labor

NORTH DAKOTA WORKFORCE SAFETY AND INSURANCE (*WSI*)

All employees are covered by North Dakota Workforce Safety and Insurance (*WSI*) that assists the employee in the event of injury sustained while on the job. Failure to follow district safety guidelines (*please refer to the District Safety Handbook*) may result in a loss of WSI benefits.

Website Note: NDWFS www.workforcesafety.com
District Safety http://www.Richardton-Taylor.k12.nd.us

Employees must report any accident to their supervisor immediately. If the employee's supervisor is unavailable, the employee must contact the building supervisor, Superintendent, business manager or school secretary to report an accident. Employees should also report a near miss or close call, which occurred to them, or they witnessed. Reports must be on all accidents not just those resulting in an injury.

Employees who are reimbursed by Workers Compensation for days absent from work cannot have sick leave payments or any other district provided insurance exceed their regular earnings. When an employee has a loss time claim and receives workers compensation reimbursement, the employee must send a copy of the workers compensation check to payroll. Credit to the employee's sick leave account will be calculated by dividing the amount of the workers compensation check by the employee's hourly rate.

If an employee receives more than the regularly scheduled earnings, the district will deduct the overage in the next pay period.

As part of the North Dakota Workers Compensation Risk Management Plan, the Richardton-Taylor Public School District selected Work Life and Career Care as its primary designated medical providers. Any employee who is injured on the job and requires attention must report to Work Life at MidDakota Clinic or Career Care at Q& R Clinic. If an employee wants a medical provider not associated with WorkLife or Career Care approval must be designated prior to the work-related injury. Contact the Superintendent or Business Manager for approval.

RETURN TO WORK PROGRAM

Richardton-Taylor Public School District supports a return-to-work program for all of its employees. Under this program, all employees injured in the course of their employment will be returned to some form of meaningful employment as quickly as possible. Based on the injuries and restrictions set by the treating physician, a restricted or modified duty job is designed for the employee able to return to work. All employees will be given full consideration as may be required by their restrictions. Under no circumstances will an employee be requested to perform any activity that exceeds those restrictions.

UNEMPLOYMENT INSURANCE

Support staff employees are entitled to unemployment insurance. Eligibility and benefit amounts are determined individually based on a percentage of yearly earnings, up to the allowable maximum. **Unemployment insurance is not available for the summer months when nine- or ten-month personnel are not working.**

COBRA

The federal law, Consolidated Omnibus Budget Reconciliation Act, referred to as "COBRA", allows employees and dependents whose medical insurance would otherwise terminate, to continue the same medical coverage for a specific period-of-time under certain conditions. Depending on the circumstance employees and/or their dependents can continue medical coverage for up to 18, 29 or 36 months. Some of the qualifying events are termination of employment, reduction of hours, divorce, or dependent child is no longer eligible as a dependent under the health plan's eligibility rules.

GRIEVANCE & DISCIPLINARY POLICIES

ALCOHOL & DRUG FREE WORKPLACE-FFA
TOBACCO USE-FFA
DRUG TESTING-DABBA
VIOLENCE & WEAPONS-FFD
HARASSMENT-AAC

GRIEVANCE COMPLAINT PROCEDURE

The purpose of this procedure is to facilitate orderly communication and timely resolution of conflicts, and to encourage such communication and resolution occur as near as possible to the source of the complaint in question.

Suggested steps to resolve the problem are:

1. Discuss the problem with the person you perceive to be involved and offer suggestions for settling the dispute, if the problem persists.
2. Discuss the problem with your immediate supervisor, if the problem persists.
3. Discuss the problem with the Principal or Building Supervisor, if the problem persists.
4. Discuss the problem with the Superintendent, if the problem persists.
5. Request placement on the agenda of the earliest possible School Board meeting.

RECEIPT OF HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Richardton-Taylor Public School District #34 Classified Employee Handbook dated August 2024. I understand that this employee handbook replaces any and all prior verbal and written communications regarding the Richardton-Taylor Public School District #34 working conditions, policies, procedures, appeal processes, and benefits.

I have read and understood the contents of this handbook and will act in accord with these policies and procedures as a condition of my employment with Richardton-Taylor Public School District #34. This signed acknowledgement will be placed in my employee file.

I have read and understood the Code of Conduct and General Work Habits expected by the Richardton-Taylor Public School District #34 and I agree to act in accord as a condition of my employment.

I understand that if I have questions or concerns at any time about the handbook, I will consult my immediate supervisor, my building Principal, the District Business Manager, or the Superintendent for clarification.

- I also acknowledge that the handbook contains an employment-at-will provision that states: Either Richardton-Taylor Public School District #34 or I can terminate my employment relationship at any time, with or without cause, and with or without notice;
- That this employment-at-will relationship is in effect regardless of any other written statements or policies contained in this handbook.
- That no one except the Superintendent can enter into any differing employment relationship, contract, or agreement. To be enforceable, any such out-of-the-ordinary relationship. contract or agreement must be in writing, signed by the Superintendent, and in the employee file.

Finally, I understand that the contents of this employee handbook are simply policies and guidelines, not a contract or implied contract with employees. The contents of the employee handbook may change at any time.

_____

Employee Signature & Date

_____

Employee Name & Date (*Please Print*)