

Crete Public Schools



Support Staff Handbook

Mission Statement

The Mission of the Crete Public Schools is to develop respectful and productive citizens. Learners will demonstrate academic and communicative skills necessary to navigate new challenges while providing support for their families and communities.

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SCHOOL BOARD

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| Justin Kuntz, President | 826-4608 |
| Bill Lorenz, Vice President | 826-5278 |
| Julie Kozisek, Secretary | 826-4450 |
| Greg Mach | 826-0148 |
| Scott Piening | 450-3492 |
| Greg Hollman | 540-6858 |

ADMINISTRATION

| | |
|--|--------------------------|
| Dr. Josh McDowell, Superintendent | 826-5855 or 877-826-1011 |
| Dr. Bret Schroder, Director of Instruction | 826-5855 or 877-826-1011 |
| Meagan Kershner, Business Manager | 826-5855 or 877-826-1011 |
| Heather Wendelin, Elementary Principal | 826-5822 or 877-826-1017 |
| Jenny Beck, Asst. Elementary Principal | 826-5822 or 877-826-1017 |
| Lisa Fye, Intermediate Principal | 826-5833 |
| Shannon Cole, Asst. Intermediate Principal | 826-5833 |
| Brent Cole, Middle School Principal | 826-5844 or 877-826-1018 |
| Melissa Frans, Asst. Middle School Principal | 826-5844 or 877-826-1018 |
| Jason Weber, High School Principal | 826-5811 or 877-826-1019 |
| Jim Moore, Asst. High School Principal | 826-5811 or 877-826-1019 |
| BT Kracl, 7-12 Activities Director | 826-5811 or 877-826-1019 |
| Diane Bruha, Director of Special Programs | 826-7895 or 826-5228 |

RULES AND REGULATIONS CONCERNING SUPPORT STAFF PERSONNEL

The Board, upon recommendation of the Superintendent, shall employ, assign, transfer, reclassify, and terminate the service of support staff personnel and approve rules and regulations governing their employment.

This handbook is intended to provide general information about the operation, practices, and procedures of the school district. **It is not a contract, and should not be relied upon as such.** The Board of Education may change policies at any time, and the administration may change rules, regulations or handbook provisions at any time. Copies of board policies are available on our website, www.creteschools.com. If you have questions about the handbook or policies, direct your questions to the building principal or superintendent of schools.

EMPLOYMENT

Support staff personnel are hired as “at will” employees and the duties of the employee are subject to the assignment by the Superintendent and the employee’s supervisor. The offer of employment creates no property right in continued employment.

EMPLOYMENT YEAR

The employment year for support staff employees will be from August 1 to July 31.

JOB CLASSIFICATIONS

Classifications of job categories for support staff will be as follows:

1. Network Administrator
2. Technology Assistant
3. Special Programs Staff including CCLC Directors
4. Bookkeeper
5. Maintenance/Head Custodian
6. Custodian
7. Secretary
8. Food Service Director
9. School Nurse
10. Van Driver
11. Food Service Technician
12. Para-educator
13. Translators
14. Psychologist

SALARY SCHEDULE

All employees placed on the support staff salary schedule shall receive their new salary status and classification in conjunction with the new school year for the school district. New salary and benefits shall be effective beginning with September paychecks of each year and continue without change unless by action of the Board at a regularly scheduled meeting, until the end of the July payroll period.

Initial wage placement for hourly employees will be according to rates determined annually by the Board of Education. Salary adjustments for all support staff will be considered prior to the beginning of the new school year.

New employees must have worked for the district no less than four calendar months to be eligible for the first step on the longevity column of the salary schedule.

SUBSTITUTE PAY

Temporary and substitute employees will be paid according to the salary schedule approved by the Board of Education. All substitutes who work at the same assignment for more than ten consecutive days will receive the substitute rate of pay plus \$.50 per hour beginning with the eleventh day. Leave benefits applying to the job in the care of the substitute, if the substitute has held that position during the entire sixty (60) days, may be thereafter granted to that substitute.

PARAS SUBBING FOR TEACHERS

If a para is also a certified teacher and substitutes for a teacher during the teacher's prep time, the para is paid \$25 per hour. A para subbing for a teacher for 5 hours/periods or longer will receive the daily sub rate of \$142 for the day and may be asked to return to their normal duties after the subbing request has been fulfilled for the day.

PAYROLL

Beginning in August 2018, employees will no longer have the option to annualize their pay.

Employees who elected to annualize their pay in the 17-18 year and are nine, ten or eleven-month employees may elect to annualize their compensation over twelve equal installments.

1. Due to recent IRS regulations, you must make a written election to have your compensation annualized.
2. IRS regulations provide that, once you have signed the agreement, you may not revoke it.
3. Once a grandfathered employee chooses to no longer annualize their pay, they will not be given the option in future years.

All personnel shall be paid once each month, through direct deposit, on the fifteenth (15th) day of the month or the Friday before the 15th if the 15th falls on a weekend. The pay stub reflects time worked from the first of the preceding month to the end of that month.

It is the responsibility of the employee to be sure that the account numbers and routing numbers are current and correct for direct deposit.

TIME CLOCKS

Hourly employees shall clock in daily using the technology provided. If time management technology is not available in the work area, personnel shall turn in time cards weekly; such cards shall be signed by the employee's immediate supervisor to verify the work record on the time card. **It is the responsibility of the employee to clock in and out and to be sure all necessary information is approved and submitted to the Business Office by the**

3rd of the month no later than 4:00 PM in order to be paid on the 15th of the following month.

OVERTIME

All overtime work must be approved by the immediate supervisor before the work is performed. Any overtime work performed without prior approval from the immediate supervisor will result in disciplinary action including up to termination of employment.

Hourly employees will be paid at the rate of one and one-half their normal rate of pay for any work hours exceeding 40 hours in one week.

Meetings scheduled beyond the normal working hours for the day will be paid at the normal rate of pay for the employee except when such hours would result in a total of over 40 hours for the employee's workweek, in which case time and one-half will be paid for the number of hours exceeding 40 hours. Working for another department or program does not mean overtime can be accrued without supervisor approval. A week shall be defined as Sunday through Saturday.

COMPENSATORY TIME

Compensatory time may be taken in lieu of payment for extra hours worked, if proper forms are filed. No more than 150 hours may be accumulated at any one time. A week shall be defined as Sunday through Saturday.

WEATHER DAYS

Employees shall remain home as a standard of practice unless specifically requested to do so. No sick leave or other leave will be granted during such days unless the employee has been specifically required to report for work and cannot because of illness or other reasons as allowed by other Rules and Regulations. Personal leave may be granted upon request to hourly employees for weather days. Twelve-month employees may request vacation during school cancellation days unless specifically requested to report to work.

PHYSICAL OR MENTAL EXAMINATION

A physical or mental examination may be required at any time by the Board of Education if a question arises regarding an employee's health interfering with his or her adequate contractual performance. Such examination shall be at the board's expense and performed by a physician who shall be named by the board. The results of the examination shall be provided to the Board of Education, in compliance with the Privacy Act.

TERMINATION OF EMPLOYMENT

COMPENSATION UPON TERMINATION

The offer of employment creates no property right in continued employment and may be

terminated by either party, with or without cause or hearing, upon giving two (2) calendar weeks' notice. The Superintendent may, acting upon his or her own initiative, terminate the employee's employment and such termination will be effective two (2) calendar weeks from the date of the Superintendent's notice. (See Current Salary Schedule.)

FRINGE BENEFITS

The professional health employees will receive all fringe benefits and leaves as the staff covered by the Negotiated Agreement with the Crete Education Association for the current year.

HEALTH INSURANCE

TWELVE MONTH EMPLOYEES

Twelve-month (full time) employees in categories 1 through 7, and categories 8, 9, and 14 will be entitled to family, employee/spouse, employee/child or single coverage as their dependent status requires. Employees may also choose a high deductible plan (HDHP) that allows them to save money for health expenses in a Health Savings Account.

For 12-month employees who work less than 8 hours per day, but more than 3 hours, the district will pay a prorated share of the health insurance premium based on the employee's percentage of employment.

NINE TO ELEVEN MONTH EMPLOYEES

Support staff employees who work 9-11 months may choose to participate in the District's health insurance program. For those who work 40 hours per week for 9 months, the District will pay the equivalent of 75% of the cost of a single PPO premium. For 10 month employees, the District will pay the equivalent of 83%, and for 11-month employees 92% of the cost of a single plan. The balance of the premium of whichever plan the employee chooses (single, employee/child, employee/spouse, or family) will be paid by the employee through payroll deductions. If a 9, 10 or 11-month employee works less than full-time, but 20 hours or more per week, the percent of health insurance paid will be prorated. Employees may also choose a high deductible plan (HDHP) that allows them to save money for health expenses in a Health Savings Account. The lower premium of the HDHP results in a lower amount the employee pays. Check with the school business office for details of the current deductibles and costs to the employee for each plan.

If a 9, 10 or 11-month employee works another job in the summer to get to 12 months of employment, this does not entitle that employee to the health insurance plan provided to twelve-month (full-time) employees.

LONG-TERM DISABILITY INSURANCE

All support staff employees who work 20 hours a week or more will be covered under the long-term disability insurance plan of the district at no cost to the employee.

403B TAX SHELTERED SAVINGS

All employees who work at least 20 hours per week during the school year may contribute to a 403B approved account through a pre-tax payroll deduction. This allows the employee to save extra money for retirement on a tax-deferred basis. To initiate this deduction please contact the Business Office at the Administration Building.

RETIREMENT

According to regulations from the Nebraska Public Employee Retirement System (NPERS), employees who work twenty (20) hours a week or more must be enrolled in NPERS. As a member of NPERS, employees contribute a percentage of their gross compensation. The employee contribution rate is set by the Public Employees Retirement Board. **The district is required by retirement law to contribute to NPERS at the rate of 101% of the employee contribution.**

HOLIDAY PAY

All support staff who work 30 hours a week or more will receive pay for approved holidays, which fall in their normal work schedule. If the holiday falls on a Saturday, the Friday before the holiday will be observed as the holiday. If the holiday falls on a Sunday, the Monday following the holiday will be observed as the holiday. Approved holidays are as follows:

- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- New Year's Day
- Good Friday
- Memorial Day
- Independence Day

Christmas Eve Day will be observed as a paid holiday for all 12-month employees. When Christmas Eve day falls on a Saturday or Sunday, the Friday before will be observed as a holiday. When Christmas Eve Day falls on a Friday, the Thursday before will be observed as a holiday. The Superintendent may change this day to the day after Christmas dependent on the school calendar.

PAID VACATIONS

Support staff employees who work twelve months of the year will annually receive ten days paid vacation, fifteen days paid vacation after ten years of continuous service and twenty days paid vacation after twenty years of continuous service. Vacation hours will be credited monthly according to the employee's time of service (6.67) hours/month for up to 10 years of service, 10 hours/month for 11 to 20 years of service, 13.33 hours/month for 21 or more years of service). Once an employee hits an accumulated 30 days of vacation, they will no longer be able to accrue leave until their leave is below the 30 days. **Employees who currently have over 30 days accumulated leave have until July 31, 2020, to use their leave while still accumulating leave time.** After this date, they will no longer accumulate leave should they still be over 30 days. Due to the work to be done during the summer months and the need for employees to be on duty during scheduled school days, employees must complete the necessary leave requests and arrange all vacation time with their immediate supervisor. Employees working a 9-month position and adding a summer position to work all 12 months are not entitled to accumulate vacation.

YEARLY ACTIVITY PASSES

All staff shall have the opportunity to secure a yearly activity pass for homeschool activities. To be eligible to receive activity passes staff must work the minimum required based on the categories below. After working for activity passes staff will be paid the applicable rate as also listed below.

GATES

\$20 cumulative pay for the first 2 hours and minimum wage for each hour after that.

- Ticket Sales
- Gate Supervision Dance Supervision

Working for passes will require 2 events for a single pass, 3 for a couple's pass, and 4 events for a family pass.

SKILL LEVEL 1

\$25 cumulative pay for the first 2 hours and minimum wage for each hour after that.

- Middle School Level Sports
 - Basketball – Book, Scoreboard
 - Football – Scoreboard, Clock (for all games at Papik field) Volleyball – Book, Scoreboard

Working for passes will require 2 events for a single pass, 2 for a couple's pass, 3 events for a family pass.

SKILL LEVEL 2

\$30 cumulative pay for the first 2 hours and minimum wage for each hour after that.

- 9/JV/Varsity Level Sports
 - Basketball – Book, Scoreboard, Clock, Announce Football – Scoreboard, Clock, Announce, Video Board Volleyball – Book, Scoreboard, Announce, Libero Softball - Scoreboard, Announce
 - Baseball - Scoreboard, Announce (often, the same person does both) Soccer - Scoreboard, Announce

Working for passes will require 1 event for a single pass, 2 for a couple’s pass, 3 events for a family pass.

OTHER

- Track/Wrestling: Many of the workers needed for track/wrestling are supplied by the teams competing. If additional workers are needed, payment would be determined by the A.D. while taking into account the level of competition and the categories listed above.
- Tennis/Golf/Cross Country: Workers are rarely needed within these activities. If workers are needed, payment would be determined by the A.D. while taking into account the level of competition and the categories listed above.

Activity passes are issued at the beginning of each school year with the understanding that staff members will complete the assignments in which they have volunteered. If unforeseen circumstances cause a staff member to not fulfill the work required for a pass, the balance of the activity pass costs must be refunded by the staff member to the district through payroll deduction on the June paycheck.

LEAVES

Support Staff will be granted sick, personal, professional, bereavement, and adoption leave as listed below. **New employees must work one month before they can take any leave.**

SICK LEAVE

An employee shall be granted leave for personal illness, non-elective surgery, or other conditions resulting in disability in the following manner. (Pregnancy-related disability and illness shall be considered a disability under this provision).

IMMEDIATE FAMILY

For the purpose of the sick leave provision, immediate family shall mean the employee’s spouse, mother, father, dependent child (dependent according to IRS), or spouse’s mother or father.

USE FOR FAMILY MEMBERS AND DEPENDENT CHILDREN

Sick leave may be used for absence necessitated due to the following reasons:

1. Required hospitalization or doctor recommended hospice care of a member of the employee's immediate family;
2. Physician recommended home health care of a member of the employee's immediate family;
3. The care of an employee's dependent child (26 years of age and under) who is confined at home due to a physician's orders; or
4. The care of a dependent, handicapped child living with the employee regardless of the age of the child.
5. Sick leave may be used for an employee to accompany an immediate family member to doctor and dental appointments.

Employees may choose to use one of two available family sick leave options:

1. up to ten days of accumulated sick leave, or
2. up to 50% of accumulated leave within the employee's sick leave bank.

Each day's absence for such reason in excess of ten days and/or option #2, in excess of 50% of accumulated leave, shall result in the loss of a day's pay.

NUMBER OF DAYS; ACCUMULATION

Each month all support staff personnel will be credited with sick leave equivalent to the number of hours in one working day, with no limit to the number of days that may be accumulated.

UNUSED SICK LEAVE

Employees who have been employed with the District at a minimum of 7 hours per day, 9 months per year for ten (10) consecutive years shall receive Thirty Dollars (\$30) for each unused sick day up to seventy-five (75) days upon retirement or resignation from the District.

REDUCTION OF SICK LEAVE ENTITLEMENT

Absence for one-tenth of an hour or a fraction thereof shall result in the reduction of the employee's sick leave entitlement by one-tenth of an hour. Each day's absence for illness or disability-related reasons in excess of the employee's accumulated sick leave shall result in the loss of a day's pay.

CERTIFICATION OF ILLNESS, DISABILITY, OR ABILITY

Any employee who is absent for five (5) continuous contract days may be required to certify his or her illness, disability, or ability to perform duties with a physician's statement, which shall be filed with the Central Administration Office. In the event of sixty (60) consecutive working days absent from work due to illness, the superintendent will review the employee's status with the district in regard to continued employment with the School District of Crete.

PERSONAL LEAVE

Two (2) days of personal leave per year shall be made available to each employee, and shall be prorated for those employees who work less than full time. The employee shall be required to submit a written application for the personal leave but shall not be required to provide any reason. The administration shall grant leave requests in the chronological order in which they are submitted subject to the following requirements:

Except in the case of an emergency, an employee **must submit a written request for personal leave at least three (3) working days prior to the employee's intended day of absence.** Personal leave shall be granted in the order they are requested; however, the supervisor may limit the number of employees that may be absent on any given workday. All Personal leave requests are subject to approval of the supervisor and superintendent or the superintendent's designee.

NUMBER OF DAYS; ACCUMULATION

Beginning with the 1995-96 school year, personal leave can accrue up to ten (10) days. Beyond the ten (10) days, unused personal leave will be converted to sick leave.

EXCHANGE OF SICK LEAVE FOR PERSONAL LEAVE

A qualifying staff member has the option to exchange two accrued sick leave days in order to gain one additional day of personal leave. In order to qualify for an exchange the staff member:

1. Must have been employed by the district for at least 5 consecutive years.
2. Must have depleted all of their current personal leave days.
3. Must agree that the additional personal leave day, remain subject to existing requirements for use of personal leave.
4. May only make one such exchange per school year.

LEAVE WITHOUT PAY

All personal leave must be used before leave without pay is granted. An employee may be granted personal leave without pay at the sole discretion of the Superintendent or his/her designee. Employees who take more than 2 days in a semester or 4 days in a year may be subject to disciplinary action up to and may include termination.

UNUSED PERSONAL LEAVE

Unused personal leave will be paid out upon retirement or resignation from the district at the employee's rate of pay.

GRANDPARENTS LEAVE

One day of sick leave may be used by any support staff employee who wishes to take leave five (5) contract days before or after the birth of a grandchild. Any additional days must be personal leave, vacation leave, or leave without pay.

PROFESSIONAL LEAVE

Employees are encouraged to attend in-service meetings and other training sessions to receive continuing education. The immediate supervisor shall establish the criteria needed in order for an employee to be eligible to use this leave.

BEREAVEMENT LEAVE

An employee may be granted as many as three (3) days of leave per year because of bereavement. If additional bereavement/funeral leave is requested, a maximum of two additional days may be taken by deducting from the individual's sick leave bank. If the employee is out of sick leave, then up to 2 days of unpaid time off may be granted at the sole discretion of the superintendent or his/her designee. An employee who receives a payment for his or her participation in a funeral shall not be entitled to bereavement leave with pay.

REDUCTION OF BEREAVEMENT LEAVE ENTITLEMENT

Absence for one-tenth of an hour or a fraction of one-tenth of an hour shall result in the reduction of the employee's bereavement leave entitlement by one-tenth of an hour. Each day's absence for bereavement purposes in excess of three (3) days in one year shall result in the loss of a day's pay.

ADOPTION/MATERNITY LEAVE

Each day's absence for maternity or adoption leave shall result in the use of one day of accumulated sick leave. If accumulated sick leave is not available, unpaid leave is available under the Family Medical Leave Act. Under this act, staff must apply according to the procedures outlined in the law.

LEGAL AND CIVIC DUTY LEAVE

An absence with pay may be allowed by the Superintendent or his/her designee for transactions involving a legal instrument (deed, mortgage, property title, etc.) or a court order. The Superintendent or his/her designee's advance approval will be required.

Employees summoned for jury duty are granted paid leave for that period of time. However, any money received for jury duty other than for personal expenses such as "travel" must be reported to and verified in the business office. Any compensation received for serving on jury duty, less personal expenses will be deducted from the regular paycheck from the district. The following stipulations apply:

1. The employee must not be a litigant in court action or proceeding.
2. The employee must present to the Business Office the actual notice to appear for jury duty.
3. The employee must be scheduled to work on the day of court.

BOARD OF EDUCATION POLICIES

A complete set of board policies is in effect which serves to provide direction in the overall operation of the schools. All staff is advised to become familiar with, understand and adhere to board policy. Copies of board policies are available on our website, www.creteschools.com. If you have a question about any of the board policies, make sure to ask for clarification prior to acting.

ACCIDENTS TO EMPLOYEES

Should you be injured while on duty the accident should be reported to your supervisor within 24 hours. Report of Injury forms must be completed as soon as possible and submitted to the Central Administration Office.

ASBESTOS ABATEMENT

Crete Public Schools has very few building materials containing asbestos. These materials are inspected and rated by state inspectors. An Asbestos Abatement and Management Plan is available in the Central Administration Office for inspection. Every precaution is taken to protect the health of the district's students and employees.

ALCOHOL AND DRUG-FREE WORKPLACE

(Board of Ed. Policy #3447)

SCOPE AND POLICY

This regulation is applicable to all Crete Public Schools employees. No school employee may distribute, dispense, possess, use, and be under the influence of alcohol while the employee is performing his/her assigned duties or supervising school activities. It is unlawful to illegally manufacture, distribute, dispense, possess, or use a controlled substance in the workplace or at school activities. Information concerning such activities will be turned over to the police.

PROCEDURES

- A. If an employee violates the drug-free workplace policy, disciplinary actions may be imposed according to established rules and regulations of the Crete Public Schools, or applicable labor agreements.
- B. If an employee is convicted of violating any criminal drug or alcohol statute while on the workplace, he or she will be subject to discipline up to, and including termination.

Alternatively, the Crete Public Schools may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution.

- C. An employee is required to report within five days of any criminal drug statute conviction occurring in the workplace to his or her immediate supervisor. The supervisor will immediately report the conviction to the Superintendent of Schools.

SMOKING

Pursuant with Board of Education Policy #1120, smoking is prohibited in all areas of the school and school grounds. All staff must comply with the policy, which was passed in conjunction with the Nebraska Clean Air Act.

DISCRIMINATION GRIEVANCE PROCEDURE

Complaints of alleged discrimination of race, age, creed, national origin, sex, or disability are to be directed to the Executive Director of Talent and Operations, 920 Linden Ave., Crete, NE 68333, phone number (402) 826-5855. The Board of Education of Crete Public Schools has adopted grievance procedures to comply with the spirit and letter of the law prohibiting discrimination.

Any public school employee or student of the School District of Crete Saline County, Nebraska who alleges discrimination on the part of the school district, Board of Education, administrator, or staff may follow the procedures outlined in resolving the alleged complaint or grievance. Refer to the grievance procedure for discrimination, Board of Education Policy #4003 and/or 5401.

SEXUAL HARASSMENT

It shall be the policy of the Crete Public Schools to provide an environment free of sexual harassment of employees, applicants for employment, and students on any work premises where the District has total control of the premises or can otherwise lawfully exert its jurisdiction. If prescribed acts as are set forth in this policy occur on such premises, the superintendent or his/her designee shall undertake immediate and appropriate action, within the bounds of the law, to punish as appropriate any violations of this policy or of applicable law pertaining to sexual harassment and shall undertake immediate and appropriate action to prevent any such conduct in the future.

As used in this policy, the word “employee” shall mean any person who is an employee, or any former employee who alleges to have quit, to have been fired, or to have been constructively terminated as a result of sexual harassment as that term is defined in this policy or by other applicable law.

As used in this policy, the word “student” shall mean any resident student of the district, any student being served by contract with another educational agency, or any other person of school-age attending the district for educational reasons.

The following acts are specifically prohibited by this policy:

1. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to which is demanded by an employee of the District against any other person as a term of condition of obtaining employment.
2. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to, or rejection of which by any employee is used as the basis for any employment decision such as, but not limited to, rate of pay, promotion, favorable evaluations, whether formal or informal or the conferring of job responsibility.
3. Conduct by any employee or employees of the same or opposite sex, which has as its purpose unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment.
4. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to or rejection of which by any employee of the District is used as a basis for any education decision pertaining to a student such as, but not limited to, conferring of a grade, credit, favor, or honor.
5. Conduct by an employee or employees directed against a student of the same or opposite sex which has an effect of interfering with the academic performance of the student, or creating an intimidating, hostile, offensive, or unsafe or unwholesome learning environment.
6. Conduct by a student or any other person over whom the school district has control with such conduct being directed against a student of the same or opposite sex and which conduct has an effect of interfering of academic performance of the student, or creating an intimidating, hostile, offensive, or unsafe or unwholesome learning environment.

It shall be the policy of the District to receive information from any person concerning allegations of conduct prohibited by this policy on a form which shall be distributed to all employees of the District at the commencement of their employment or as soon thereafter as is reasonable or within a reasonable time following the operative date of this policy, whichever date is applicable.

The availability of the form shall be made known to all students in grades Pre-Kindergarten through Twelfth. Information pertaining to the availability of such complaint forms shall be made known to the parents of all other students in a reasonable manner. An adequate number of copies of the complaint shall be maintained within the superintendent's control and shall be available to any person protected by this policy. Upon receipt of any complaint upon the form prescribed by this policy, the superintendent shall be informed of the allegation within 24 hours of the said report. At all times, the information that is given, and any report thereof must and will be kept confidential between the parties. At this point, the superintendent and his/her designee shall confer with the person or persons against whom the complaint has been lodged and shall give such person or persons a fair opportunity to present his or her version of the facts involved in the complaint, as well as to be informed of the name of the complaining party, the allegations of the complaining party, the names of all corroborating or refuting witnesses, as

well as any statements or allegations made by any such witnesses which are known to the superintendent or his/her designee.

Upon the conclusion of such investigation, the superintendent shall take such immediate and appropriate action as is required in his or her discretion within the bounds of the law. Nothing in this policy shall be construed to require the superintendent to take disciplinary action, not within his or her legal authority. In the event action is required, which by law would require Board action, the superintendent shall undertake such proceeding as may be required by law to bring before the Board such a matter of proposed discipline involving the person against whom the complaint was lodged.

The Board by this policy also recognizes a desire to protect its employees against non-employees at the workplace as well as to protect non-employees from employees at the workplace. From time to time as deemed appropriate, the superintendent shall address the subject of sexual harassment with the employees of the District by way of in-service training, selected by the superintendent or his/her designee to make known the contents and application of this policy. While this policy shall not be construed to obligate the District to take actions other than are required by law to prohibit and prevent sexual harassment, it is the spirit of this policy to undertake all reasonable effort to prohibit sexual harassment in the workplace regardless of by whom it is perpetrated and regardless of by whom it is suffered.

Nothing in this policy, not any of the terms and conditions attendant to the complaint or used by the District, not terms or conditions of the consent form used by the complaining party shall be construed to prevent the superintendent or his/her designee from engaging in other action against any person engaging in conduct prohibited by this policy to authorities other than the administration or Board of Education of the District when such action is required or permitted by law. Such actions may be, but are not limited to, providing information to any appropriate prosecuting authority, filing a report concerning any incident complained of with appropriate agencies, including, but not limited to, the Professional Practices Commission, the Nebraska Department of Education, the U.S. Office of Education, and any appropriate departmental office of civil rights. Notwithstanding the duty placed on the superintendent or his/her designee to accommodate the right of privacy of any complaining party, the superintendent or his/her designee shall be permitted by this policy to make such disclosure to witnesses, agencies, prosecutorial personnel, the Board of Education, and any other person entitled or obligated to be informed of any complaint brought under this policy when any state or federal statute, applicable case law, applicable agency state or federal statute, applicable case law, applicable agency law or any other appropriate body of law mandates such reporting.

It shall further be the policy of the District to strictly prohibit the use of any electronic medium including, but not limited to, the Internet, telephones, electronic mail, fax machines, or any other means of communicating electronically in such a manner as to create a hostile working environment. It shall be contrary to this policy to use any electronic medium for such purposes as, but not limited to, uttering profane messages, uttering sexually explicit or sexually innuendo oriented material, soliciting romantic involvement, uttering obscene or offensive material of a

sexual nature in any manner. It shall be the policy of the District that this prohibition shall run as to all interpersonal communications of the District and this prohibition shall run to such persons whether or not prohibited communications as described in this paragraph arise to the legal standard of sexual harassment or not.

Nothing in this policy shall be construed to prevent the superintendent or his/her designee from taking any remedial action as is in the best interest of the District toward the goal of preventing sexual harassment of employees of the District in the workplace (Ref. Board of Ed. Policy #1200).

OTHER WORK REGULATIONS

A school district must follow certain regulations to maintain a proper and efficient work atmosphere. The following rules should be carefully read and understood by all employees. Violation of these rules may be cause for dismissal.

DEFINITIONS OF TERMS

1. Probation – a period of no more than three weeks duration during which an employee’s work and work attitudes will be reviewed on an intensive basis to assist the employee to improve and to provide additional information regarding continued employment or termination of employment.
2. Suspension Without Pay – A period of no more than four weeks duration during which an employee is suspended from work without pay or fringe benefits. During a suspension without pay, the employee does not earn any credit toward the accrual of sick leave or other benefits dependent upon the duration of employment.
3. Discharge – Termination of the employment relationship.

PERSONAL CONDUCT

Consideration for the rights of others requires that each employee act in a respectable and orderly manner. Violence, foul language, fighting, horseplay, and other objectionable or unfavorable conduct will not be tolerated and may be subject to termination.

COMPUTER USAGE

STAFF MEMBERS USE OF INTERNET AND EMAIL

Staff members may use the internet as a means to locate information for use in the classroom as well as the development of the curriculum. All school employees will adhere to applicable laws, school district policy, copyright laws, and the rights of software publishers, license agreements and privacy, such as confidentiality of student data, created by federal and state law. The district reserves the right to access all computers including any software programs and data files and/or creations of any descriptions which reside on district computers and/or storage media.

The following are **strictly prohibited** by all school employees:

1. Any offensive messages.
2. Personal, commercial or religious messages.
3. Installation of unauthorized hardware or software.
4. The streaming of audio/video not pertaining to legitimate educational use.
5. Use of email, Facebook, Twitter, Instagram, Snapchat, etc., at any time for any purpose other than school-related business.
6. Giving any student passwords for access to emails, access to any server or restricted programs within the district except as authorized by the superintendent.
7. Accessing of any obscene, pornographic or otherwise inappropriate material on a district-issued device or through the District's network.
8. Purchasing, ordering or selling of items or services by anyone unless for district business.
9. The use of eBay or similar sites for buying, selling or bid notification other than school business.
10. Engaging in hacking or other attempts to otherwise compromise any computer or network system security.
11. Engaging in any illegal activities on the internet.
12. Violation of any copyright laws.
13. Unauthorized use for solicitation or proselytization for commercial, religious, political, personal or any other non-school related activities.

Staff members shall not view any internet sites other than accidental pop-ups or accidental linking for anything other than school-related business during the normal school staff hours (8:00 A.M.-4:00 P.M.) Guidelines for using the internet outside the school hours are subject to prohibited items listed above. School employees may forward any non-school related emails received at a school business address to his/her personal email address. Forwarding to a listserv or any other addresses is prohibited.

PHONE USAGE

Any phone calls/texting should be limited to school business. Staff members should not use the school phone lines for any personal long-distance calls.

HONESTY

Each person is expected to respect the property of the school district and of fellow workers. Theft of even the smallest item, as well as any other act of dishonesty, is strictly prohibited.

PERSONAL APPEARANCE

Neatness and good taste in an employee's dress contribute greatly to the impression made upon students, fellow employees, and visitors to the school. Wearing apparel should be based on your working conditions. Your supervisor will instruct you as to specific wearing apparel for safety

purposes. Employees are expected to maintain their wearing apparel and personal hygiene in a business-like manner.

EQUIPMENT CARE

You are required to take the best possible care for the equipment with which you work. All employees are requested to cooperate in keeping the premises and equipment as clean and orderly as possible at all times.

SAFETY

All employees are expected to follow common-sense safety practices, which will protect themselves and others from injury. Crete Public Schools is proud of its safety record and wants to continue to make working conditions as safe as possible. It is the responsibility of each individual to make a safety program really work.

PROHIBITED PRACTICES

The following are examples of unacceptable behavior. There may be additional types of behavior, which cannot be tolerated on the job, or on school premises and will be handled accordingly. Failure to abide by these guidelines may result in disciplinary action or immediate discharge.

1. Distracting employees from their work. This includes loud or prolonged talking and unauthorized soliciting.
2. The unauthorized posting, defacing or removing messages on school premises.
3. Insubordination; refusal to follow policy, rules, or orders.
4. Leaving the place of work during working hours without permission.
5. Abuse, misuse, or deliberate destruction of school property or equipment or the property of other employees in any manner.
6. Violating safety rules or safety practices.
7. Taking more than allocated time for breaks.
8. Working overtime without prior approval.
9. Continually clocking in late or clocking out late.
10. Stopping work or making preparations to leave work before the end of work hours.
11. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, the school, or its services.
12. Disorderly conduct or use of abusive language on school premises.
13. Not attending to assigned duties.
14. Immoral conduct.
15. Improper usage of internet, email, or phone.
16. Chronic absenteeism

DISCIPLINE

Disciplinary action is based upon the degree or severity of the problem and is intended to correct or improve the performance and/or behavior of an employee. This action may be in the form of an informal talk with the supervisor, a verbal warning, a written warning, suspension, or discharge depending upon the severity of the offense.

The employee's supervisor shall have the authority to issue verbal warnings, written warnings, and reprimands, and to recommend probation, suspension without pay and discharge. The superintendent of schools shall have the authority to place an employee on probation, suspend an employee without pay or discharge an employee. Prior to issuing a written warning, instituting probation, imposing a suspension without pay or discharging the employee, the supervisor or superintendent of schools shall advise the employee of the charges, discuss the misconduct and consider the employee's version of the facts. Following such a conference, the supervisor or superintendent of schools may impose the disciplinary action which, he or she, in his or her sole discretion deems appropriate.

OTHER TERMS OF EMPLOYMENT

NON-SCHOOL EMPLOYMENT

Employees are responsible for devoting full-time energy and attention to job duties during hours of employment. Each employee is responsible for arriving at work capable of performing work efficiently and effectively.

RECEIVING AGENTS OR SALESMEN

No school employee shall visit with or discuss business matters of a personal nature with any representative during the hours the employee is on duty in the school, except by special permission of their immediate supervisor.

PURCHASING

Any employee who orders any items for the school without express authorization of their immediate supervisor, executive director of finance, or superintendent may be personally liable for payment of the amounts billed for such items.

PERSONNEL RECORDS

An individual personnel file shall be maintained for all support staff employees in the administration office. The right of access to one's individual personnel file and the right to attach a written response to any item included in such file, except with respect to any letters of recommendation solicited by the employee which may appear in said file, will be granted to the employee upon request during regular office hours. No other person, except school officials

while engaged in their professional duties, shall be granted access to said personnel file nor shall the contents thereof be divulged in any manner to any unauthorized person.

TEMPORARY AND PART-TIME PERSONNEL

The superintendent is granted the authority to appoint temporary and part-time personnel as necessary for the personnel needs of the district. The authority shall include the appointment of replacement support staff employees to fill a vacancy because of the termination of an employee, extended approved leaves, or for temporary summer work. When temporary or part-time personnel are employed by the superintendent for any of the above reasons, the Board shall be informed and the appropriate action taken on the appointment at the next regularly scheduled Board meeting.

EVALUATION OF PERFORMANCE

Immediate supervisors and school administrators, in appropriate instances, shall annually evaluate the performance of support staff on the basis of job description requirements and submit recommendations to the superintendent regarding the reemployment of support staff personnel. It shall be the responsibility of the superintendent to assure completion of such recommendations to the Board following appropriate discussion and consideration. Each support staff member will annually receive a notice prior to August 1 of the employment terms for the ensuing year.

VOLUNTARY TERMINATION

Persons desiring to terminate their employment with Crete Public Schools may have an exit interview with the Executive Director of Talent and Operations prior to leaving. The request for termination should be in writing and given to the superintendent at least two weeks prior to actual separation from services.

NONDISCRIMINATION IN EDUCATION PROGRAMS & ACTIVITIES

ENGLISH

It is the policy of the Crete Public Schools, not to discriminate on the basis of race, national origin, creed, age, marital status, sex, or disability in its educational programs, activities, or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1992 Education Amendments, the Section 504 Rehabilitation Act of 1973 and the Nebraska Educational Opportunity Act.

Any person who believes she or he has been discriminated against denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race, or handicap in violation of this policy may grieve such matters using the adopted grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

Inquiries regarding compliance with Title IX, Section 504, Title VI or the Nebraska Equal Opportunity in Education Act may be directed to the Executive Director of Talent and Operations, 920 Linden Avenue, Crete, NE 68333 (402) 826-5855 or in the case of Title IV and the Section 504 Rehabilitation Act to the Director of the Region VII Office for Civil Rights 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153, (816) 891-8026.

SPANISH

NO DISCRIMINACIÓN EN PROGRAMAS Y ACTIVIDADES DE EDUCACIÓN

Es la política de las Escuelas Públicas de Crete, no discriminar por motivos de raza, origen nacional, credo, edad, estado civil, sexo o discapacidad en sus programas educativos, actividades o políticas de empleo, como lo requieren los Títulos VI y VII. de la Ley de Derechos Civiles de 1964, el Título IX de las Enmiendas de Educación de 1992, la Ley de Rehabilitación de la Sección 504 de 1973 y la Ley de Oportunidades Educativas de Nebraska.

Cualquier persona que crea que él o ella ha sido discriminada o que se le ha negado un beneficio, o que ha sido excluida de participar en cualquier programa o actividad educativa del distrito por motivos de sexo, raza o discapacidad en la violación de esta política, puede afectar tales asuntos utilizando los procedimientos de queja adoptados de este distrito. Dichos procedimientos deberán prever una resolución rápida y equitativa de las denuncias de actos de discriminación.

Las consultas sobre el cumplimiento del Título IX, Sección 504, Título VI o la Ley de Igualdad de Oportunidades en Educación de Nebraska pueden dirigirse al Director Ejecutivo de Talento y Operaciones, 920 Linden Avenue, Crete, NE 68333 (402) 826-5855 o en el caso del Título IV y la Ley de Rehabilitación de la Sección 504 al Director de la Oficina de Derechos Civiles de la Región VII 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153, (816) 891-8026.

CRETE PUBLIC SCHOOLS SUPPORT STAFF SCHEDULE

2019-2020

HOURLY POSITIONS BASE

| | |
|--------------------------|-------|
| ABE Teacher | 20.22 |
| CCLC Site Coordinator | 19.85 |
| Custodians | 18.58 |
| Food Service Technicians | 14.62 |
| Nurse | 26.10 |
| Para-educators | 15.89 |
| Parent Liaison | 19.05 |
| Secretaries | 18.58 |
| Sixpence Home Visitor | 19.46 |
| Teammates Coordinator | 21.42 |
| Technology Assistant | 24.48 |
| Van Driver (CDL) | 18.98 |

LONGEVITY

10 years at .10 each plus (starting 2000-2001) an additional .05 for every year after the first ten years. Effective 18-19, longevity formally capped will begin again at .05 for each year (this is not retroactive). Longevity will be granted if the employee returns to employment with Crete Public Schools within 12 months of their separation.

Night Shift Custodians shall receive an additional .35 to the base.

High Responsibility will include an additional .40 to the base. Examples of high responsibility include, but are not limited to, working with high needs special education students, lead teachers for CCLC, and head secretary for a building. A bilingual secretary shall receive an additional \$1.00 to the base. The secretary to the Superintendent shall receive an additional .60 to the base.

SALARIED POSITIONS

ABE Teacher/Asst Director
 CCLC Director
 Food Service Director
 Head Custodian of a Building
 Maintenance Director
 Network Administrator
 Psychologist
 Sixpence Director

OTHER COMPENSATION

| | |
|----------------------------------|--------|
| Substitute Teacher | 142.00 |
| Sub Part-time Secretary | 12.00 |
| Sub Teacher Assistant | 12.00 |
| Sub Part-time Custodian | 12.00 |
| Sub Food Service Technician | 12.00 |
| Sub Nurse | 20.50 |
| Sub Van Driver (CDL) | 16.96 |
| | |
| Cafeteria Workers (students) | 9.00 |
| Summer Custodial (students) | 10.25 |
| | |
| Doane Students CCLC/CZ | 10.00 |
| | |
| Doane Students CCLC/CZ (2nd Yr+) | 10.50 |