
SHAKER REGIONAL SCHOOL DISTRICT

Serving the Communities of Belmont & Canterbury



Staff Handbook

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Staff Handbook

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INTRODUCTION

Welcome

The mission of the Shaker Regional School District (SRSD) is to develop a community of lifelong learners, critical thinkers and responsible, productive citizens. All decisions will be made based strictly on what is educationally sound for all students and fiscally responsible for our communities.

About this Handbook

This Handbook has been prepared to inform SRSD's employees about Shaker Regional School District's general employment practices and policies. SRSD Board policies apply to all employees of SRSD and are intended to help all of us get along in a friendly and productive atmosphere. SRSD's policies are also designed to help promote your personal productivity and career goals. This Handbook is intended to be consistent with SRSD School Board policies, but it does not detail every policy that may be applicable to your work for SRSD. In addition to this Handbook, you are responsible for familiarizing yourself with, and complying with, SRSD Board policies, which are available on the District's website. To the extent that there is a disparity between District policies and this Handbook, SRSD policy governs.

This is your personal copy of SRSD's Employee Handbook. It has been given to you to familiarize you with the general policies, procedures, benefits and rules of conduct and other matters directly affecting your employment with SRSD. This Handbook supersedes any other previously issued employee Handbooks and other inconsistent rules. All policies and procedures in this Handbook are effective immediately. You are required to read this Handbook and to keep a copy of it and any subsequent changes and additions for future reference.

Each employee must sign a form acknowledging receipt of this Handbook and return the form to SRSD's Business/Human Resource Office. In addition, copies of this Handbook and any changes and additions thereto are available to all employees to review on the District website or through SRSD's Business/Human Resource Office. When SRSD changes any written personnel policy or procedure, a copy of such change will be provided to all current employees. Employees on a leave of absence will be given a copy of any such change when they return to work.

This Handbook is provided as a source of general information only. It is not all-inclusive as no employee handbook can anticipate every circumstance or question that may arise in the workplace. Should any provision in this Employee Handbook be found unenforceable and invalid, such finding will not invalidate the rest of the Handbook, but only the subject provision. Should any section of the Handbook incorrectly represent a state or federal law or regulation, the language of the actual law or regulation takes precedence over the provision in the Handbook.

From time to time, this Handbook may be modified by SRSD as it deems appropriate, in its sole discretion. No one other than SRSD's Superintendent of Schools, with authorization of the

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School Board, may alter or modify any policy in this Handbook. No statement by a supervisor or any other employee may be interpreted as a change in policy, nor will any such statement constitute an agreement with an employee that is binding on SRSD.

In addition to this Handbook SRSD may use a variety of other methods to communicate information with its employees about the District. Such methods may include bulletin boards, email, memoranda and staff meetings. Employees are expected to review any such materials on a regular basis. **Additionally, certain SRSD employees are covered by a collective bargaining agreement or an individual contract. This Handbook should be read together with that agreement or contract, as that agreement or contract may alter the application of this Handbook to a particular employee.** If there are conflicts, please seek guidance from your supervisor or the District's Business/Human Resource Office.

Nothing in this Handbook does or should be considered to create an expressed or implied contract between SRSD and any employee, and does not modify any existing at-will status of any SRSD employee.

This Handbook also summarizes the current benefit plans maintained by SRSD for eligible employees. If any questions arise regarding the implementation or interpretation of any benefit plan, the terms and conditions of the actual plan documents and summary plan descriptions will control rather than the summaries contained in this Handbook. The Handbook (and other benefit plan documents) are not contractual in nature and do not guarantee any continuance of benefits.

Please read this Handbook carefully, and refer to it whenever questions arise. Questions about any of the policies and procedures described in this Handbook, or suggestions for improvement should be directed to your supervisor or the District's Business/Human Resource Office.

EMPLOYMENT PRACTICES

Employment At Will

SRSD is committed to a standard of excellence in the services it provides to students, parents and its communities. All employees are expected to participate in these efforts in order to meet this commitment. Because the District and its employees are judged on their performance and results, it is important that both parties retain the ability to determine their relationship with each other.

As a result, as is common throughout New Hampshire, unless otherwise provided in an applicable written contract/agreement, support staff employees of SRSD are employed at-will. This means that an employee is free to resign their employment at any time, with or without cause or notice to the District. Similarly, SRSD may terminate an at-will employee at any time, with or without notice or cause.

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No supervisor or representative of SRSD, other than SRSD's Superintendent with written authorization of the SRSD School Board, is authorized to modify this at-will employment relationship for any employee. Aside from a written authorized contract/agreement, no statement(s) made in pre-hire interviews or discussions, or in any hiring materials of any kind, are intended to alter the at-will nature of employment nor should they be taken to imply in any way that employment termination will occur only "for cause" and/or "with notice." Nor does any provision of this Handbook or any other district materials in any way alter the at-will employment relationship. Statement of acceptable or unacceptable conduct in this Handbook are for illustrative purposes only and do not in any way restrict SRSD's right to terminate any at-will employee at any time with or without cause or notice.

Equal Employment Opportunity

SRSD is proud to subscribe to a policy of equal opportunity in employment. All employment decisions are made without regard to race, color, sex, gender identity, age, physical or mental disability, religion, creed, national origin, marital status, sexual orientation, ancestry, political belief or activity, veteran status, economic status, or any other characteristic protected by law.

Any employee who believes that s/he or any other employee of SRSD has been the victim of employment discrimination on the basis of a characteristic protected by law should report this concern promptly to their supervisor, building Principal or the District's Business/Human Resource Office. Employees should feel free to raise in good faith any such concerns without fear of reprisal.

Any employee found to be involved in discriminatory practices on the basis of a characteristic protected by law will be subject to disciplinary action, up to and including termination from employment. In addition, SRSD prohibits retaliation against any employee who complains in good faith about unlawful discrimination. Anyone found to be engaging in such retaliation will be subject to disciplinary action, up to and including termination from employment. (See Shaker Regional School District Policy AC and AC/R&P on the District website or by contacting the SRSD Business/Human Resource Office).

Immigration Law Compliance

It is the policy of SRSD to employ only United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, it is against SRSD policy to discriminate because of an individual's national origin, citizenship, or intent to become a U.S. citizen.

In accordance with federal law, every prospective employee is required to provide documents verifying his/her identity and authorization to be legally employed in the United States. In addition, a prospective employee is required to sign a verification attesting that he or she is legally employable in the United States.

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SRSD retains copies of these documents submitted/signed by an employee. To the extent practical and appropriate, these documents will be kept confidential. However, SRSD is required to provide copies of the documents to the U.S. Department of Labor and to the Immigration and Naturalization Service (“INS”) on request.

Providing false documentation or making false statements related to this verification shall be grounds for immediate discharge. And, if, during the course of employment, SRSD requests further information relating to the employee’s authorization to work in the United States, the employee must furnish the information requested. Failure to cooperate in furnishing such information shall be grounds for discipline, up to and including discharge.

Disability Accommodation

It is the policy of SRSD to comply with all the relevant and applicable provisions of the Americans with Disabilities Act, as amended and New Hampshire’s Law Against Discrimination. SRSD prohibits any form of discrimination in hiring, as well as in all terms and conditions of employment, against individuals with physical or mental disabilities. SRSD will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship for SRSD. It is the responsibility of each applicant/employee of SRSD to notify SRSD of any disability the person believes will/is limit(ing) their ability to perform the essential functions of their job and to request any reasonable accommodation s/he believes is necessary to permit them to perform these job duties. Such requests should be directed to SRSD’s Business/Human Resource Office. (See Shaker Regional School District Policy ACE).

Sexual and Other Harassment General Statement of Policy

SRSD will not tolerate harassment of any student, employee or visitor on the basis of sex, race, color, religion, sexual orientation, national origin, age, disability, veteran status or for any other unlawful reason. This policy prohibits all such activities whether engaged in by an administrator, principal, supervisor, agent of SRSD, coworker or other non-employee who is on SRSD’s premises or who comes in contact with SRSD’s employees or students.

Sexual Harassment Defined

Sexual Harassment includes unwelcome sexual advance, request for sexual favors, and other verbal, physical or non-physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to, or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual or for the awarding or withholding of a favorable employment opportunity, evaluation or assistance.
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s performance at work, or creates an intimidating, hostile or offensive environment in which to teach or learn.

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Sexual harassment includes a wide range of behaviors, from the actual coercion of sexual relation to unwelcome offensive comments, jokes and innuendo, other sexually oriented statements, and unwelcome advances of a sexual nature. Sexual harassment may be indirect and even unintentional.

Administrators, supervisors, faculty, staff and those in position of authority should be sensitive to the questions about mutuality of consent that may be raised, and to the conflicts of interest that are inherent in personal relationships where professional and/or educational relationships are involved.

Examples of conduct, which if unwelcome, may, depending on the totality of the circumstances and including the severity of the conduct and its pervasiveness, constitute sexual harassment, include but are not limited to:

- Unwelcome sexual advances, whether or not it involves physical touching;
- Sexual epithets, jokes, written or spoken references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons or other material;
- Unwelcome leering, whistling, body contact, sexual gestures, and suggestive or insulting comments;
- Inquiries into one's sexual experiences;
- Direct or implied request by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits or continued employment; and
- Discussion of one's sexual activities.

Experience has shown that a clear statement to the person engaging in the offensive behavior is often all that is necessary to stop the conduct. Employees who believe they are being harassed are encouraged to let the person engaging in the conduct know how they feel, but they are not required to do so.

All complaints of sexual harassment received by SRSD will be investigated promptly and thoroughly, and appropriate action will be taken depending on the nature and severity of any proven incident. SRSD will make every effort to complete its investigation as promptly and discretely as possible.

Reporting Procedures

All employees of SRSD have a responsibility for keeping our work environment free of harassment. Any employee and any employee of anyone who contracts to provide services to the District (e.g. transportation services) who witnesses or has reliable information that illegal harassment in any form has occurred must report such harassment to their building Principal or to the District's Business/Human Resource Office. If any of these individuals is the source of

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the problem the matter must be reported to SRSD's Superintendent; or if SRSD's Superintendent is the source of the problem, the matter must be reported to SRSD's Chairperson of SRSD's School Board. The District will take prompt and appropriate action with respect to harassment of which it becomes aware

Retaliation

Retaliation against an individual who makes a good faith report of alleged sexual or other illegal harassment is a violation of this policy and is prohibited by both state and federal law. Such retaliation is a form of harassment and will be handled in the same manner as other forms of harassment.

Investigation and Action

All complaints of illegal harassment received by SRSD will be investigated as promptly, thoroughly and discreetly as possible. Upon a finding that illegal harassment more probably than not occurred, or a report of such was made in bad faith, SRSD's Superintendent shall take action as appropriate based on such finding. Any employee in violation of this policy is subject to disciplinary measures up to and including dismissal. (See Shaker Regional School District Policy GBAA).

Business Ethics and Conduct

The success of SRSD is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of SRSD is dependent on our communities' trust and satisfaction with the services SRSD provides. Employees have a duty to SRSD, its students, students' families and SRSD's communities to act in a way that will merit their continued trust and confidence.

SRSD will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to line of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with SRSD's Superintendent for advice and consultation.

Compliance with this policy of ethics and conduct is the responsibility of every SRSD employee. Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary action, up to and including possible termination of employment. (See Shaker Regional School District Policy GBEB).

Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which SRSD expects its employees to act. The purpose of this policy is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact SRSD's Business/Human Resource Office for more information or questions about any specific conflict of interest that concerns you.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of SRSD business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside individuals or entities that do business with SRSD. However, if an employee has any influence on transactions involving SRSD and any outside individuals or entities that do business with SRSD, the employee is required to disclose to SRSD's Superintendent as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Business dealings with outside companies or individuals should not result in personal gains for those companies/individuals or an employee of SRSD or their relatives. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which SRSD does business, but also when an employee or relative receives any kickback, bribe, bonus, gift, benefit or price break, or special consideration as a result of any transaction or business dealings involving SRSD.

All employees should avoid any outside pursuits which could create the appearance of a conflict of interest, including but not limited to other employment. SRSD may require an employee to describe other outside pursuits to determine if a conflict exists or if there is a risk to any confidential or proprietary information of SRSD or its customers. (See Shaker Regional School District Policy GBEA/GBEBC/GBEE).

Relationships with Other Employees

It is SRSD's policy not to discriminate against an employee because of that individual's marital status, because the individual may be related to another SRSD employee, or because the employee is in a relationship or living with another SRSD employee. However, certain situations can create conflicts of interest, or even the appearance of such a conflict, which require SRSD to take an employee's relationship with another employee into account.

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Specifically, an employee should not be supervised by another employee who is a relative (husband, wife, domestic partner, brother, sister, mother, father, children, grandparents) or with whom they are living or having a romantic/sexual relationship. If such a situation arises, employees are expected to promptly notify SRSD's Business/Human Resource Office or the Superintendent.

Supervisors are expected to avoid real or apparent opportunities for favoritism or conflicts of interest regarding the employment of relatives or anyone with whom they are living or having a relationship.

Accordingly, a supervisor should not date or form special social, romantic or sexual relationships with someone directly under his/her supervision or otherwise form special social, romantic or sexual relationships with SRSD's employees which could result in real or apparent opportunities for favoritism or conflicts of interest. If such a relationship arises, the supervisor must promptly inform the Superintendent of the circumstances so that appropriate steps can be taken to avoid the appearance of favoritism or conflicts of interest. Failure to promptly notify the Superintendent of the relationship may result in discipline, up to and including termination (See Shaker Regional School District Policy GBEA).

Personal Information

For purposes such as emergencies and/or compensation and benefits, SRSD keeps records with each employees name, home address, telephone number(s), and tax withholding information. In case of emergency, and in order to avoid issues such as compromising your benefit eligibility or having W2's returned, it is important that these records be accurate at all times. You are required to notify SRSD's Superintendent's office in writing of any change in pertinent information as soon as changes occur.

Personnel Records

An electronic employee file is retained for each employee. The employee file and all associated records will be kept in the name of the employee's legal name, which is the name on the employee's social security card. Employees who ask may have a reasonable opportunity to inspect their digital file, and may also request a copy of all or part of their file, at his or her own expense. Employees must call SRSD's Superintendent's office to obtain an electronic copy of their file. (See Shaker Regional School District Policy GBJ and GBJ/R&P).

Name Change

To change your name with the District you must first change your name with the Social Security Administration. You may visit the nearest Social Security Office or call the Social Security Hotline at 800-772-1213. When you receive your new social security card you must contact SRSD's Business/Human Resource Office to schedule an appointment to complete necessary paperwork.

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Supervision of Support Staff

Typically, the building Principal supervises all support staff in his or her building. Staff assigned to a particular classroom or area may also be supervised by the classroom teacher or department leader.

Evaluations of Support Staff

Performance reviews are normally completed at the conclusion of an employee's introductory period and thereafter on either a semi-annual or annual basis and are placed in the employee's personnel file. The purpose of the evaluation is to acknowledge positive work, to address areas needing improvement, and to provide a written record of performance. Additional evaluations may be conducted as deemed appropriate by SRSD. An employee may respond in writing to an evaluation, and the statement will be attached to the evaluation and placed in file. (see Shaker Regional School District Policy GDO).

Medical Examination

All employees will be subject to medical examinations. Any offer of employment will be conditioned, in part, upon the results of a post offer/pre-employment medical examination which will be arranged and paid for by the District. If such a medical examination reveals that the individual is unable to perform the essential functions of the job, with or without reasonable accommodation, the offer of employment will be withdrawn. The SRSD may require and employee to submit to a medical examination at other times as allowed by law. (See Shaker Regional School District Policy GBGA).

Background Investigation, Criminal Records Check

As part of SRSD's efforts to provide a safe learning environment, applicants for employment will be subject to a background investigation. All offers of employment are conditioned, in part upon submitting to, and the satisfactory results of, a background investigation, a criminal records check, and fingerprinting as outlined in School Board Policy GBCD.

The refusal to submit to or otherwise cooperate with the District's efforts to conduct a complete background investigation, criminal records check or fingerprinting, and or the receipt of unsatisfactory results from a background investigation or criminal records check will result in the withdrawal of a conditional offer of employment and/or disciplinary action up to and including immediate termination of an employee.

Employees also have an obligation to report any change in their criminal background status to the District within 48 hours. This includes all convictions and traffic offenses if the employee drives a District vehicle or operates small machinery. The District will assess the charge and make necessary changes in responsibilities or employment status: including disciplinary action up to and including immediate termination. (See Shaker Regional School District Policy GBCD).

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Mandatory Paperwork

All new employees must provide SRSD with the following before they start work: application, reference letters, copy of social security card (for social security number and legal name information), and I-9 form (which requires an employee to show evidence that they are eligible for employment in the United States) and date of birth. Additional paperwork may be required based on the position or hours of employment. Any person under the age of 18 must produce working papers available from this or any other local high school before they commence employment. It is the employee's responsibility to notify the District of any changes in information during the course of employment.

Job Descriptions

While no description can encompass all duties and functions performed by an employee, the job description on file in SRSD's Superintendent's office are general in nature for each position. It is understood that the job descriptions are subject to change at any time and employees may be required to do tasks that are not on the job description of their job position.

Safety and Accidents

Safety of our staff and students is of paramount importance. All staff is encouraged to exercise good judgment and consider safety when performing tasks for SRSD. Each employee must immediately report any situation or condition s/he reasonably believes is unsafe to their supervisor or the District's Business/Human Resource Office.

All work-related accidents must be reported to their supervisor immediately and sent to the District's Business/Human Resource Office within 48 Hours. Documentation is critical should a claim be filed as a result of the accident/injury. All injuries, including minor injuries, should be reported and treated at once. Accidents requiring immediate medical attention will be handled by the local health facility, clinic or hospital as appropriate.

For more information, please see SRSD's full Safety Program outlined in Shaker Regional School District Policies EB and EB/R&P, available on the District's website. (See also Shaker Regional School District Policy EBBB).

Employment Applications

SRSD relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsification, or material omission in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, may result in termination of their employment.

Employment Checks/References

SRSD's Superintendent, or his/her designee, is the only person authorized to respond to any reference inquiry from other employers or any outside party. In response to such inquires, unless otherwise required by law, SRSD will confirm only dates of employment and position(s) held.

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Employees may not provide references for a current or former employee on behalf of SRSD without express prior authorization from SRSD's Superintendent. Employees may provide "personal" references at their own discretion. Personal references may not be published on SRSD's letterhead or give any other indication of being a reference or recommendation from/on behalf of SRSD, and must affirmatively state that the reference is being provided in the employee's personal capacity only.

Media

Only SRSD's Superintendent or his/her designee is authorized to speak with or respond to requests for information from the media on behalf of SRSD. Any employee who is contacted by the media with regard to SRSD or any of its employees, students or anyone else related in any way to SRSD is not authorized to speak on behalf of SRSD, and should refer any such inquiry to SRSD's Superintendent.

Employees may speak with the media in their personal capacity at their own discretion. Any personal statements to the media should be clearly made in an individual capacity, may not be published on SRSD's letterhead or give any indication of being made or authorized by SRSD.

Use of Likeness

SRSD may take photographs and/or videos for use both internally, on the employee's ID badge, and in displays, publications and on SRSD's website. Any employee who does not want their picture used in displays, publications, and on SRSD's website is responsible to notify SRSD's Business/Human Resource Office in writing. The picture must, however, appear on the employee's ID badge.

Workplace Issues, Concerns, Open Door Policy

In any workplace, work issues and concerns arise from time-to-time. If any such issues or concerns arise for you, SRSD recommends the following procedure so that such matters can be addressed and resolved as soon as possible.

Any employee who has any problem or concern with respect to their employment at SRSD should initially discuss and try to resolve the matter with their immediate supervisor. However, if an employee is uncomfortable discussing the matter with their immediate supervisor or such a discussion does not resolve the matter to the employee's satisfaction, the employee should contact their building Principal, and in the event that the matter is still not resolved to the employee's satisfaction, the employee should contact SRSD's Business/Human Resource Office to bring about resolution.

SRSD is confident that utilizing this procedure will bring about a satisfactory resolution of most workplace issues or concerns, resulting in a productive work environment for all employees. (See Shaker Regional School District Policy GBK and GBK/R&P).

PROFESSIONAL STANDARDS

Introductory Period

New employees are placed on a 30-day introductory period. Both during and following the introductory period, employees are subject to SRSD policies and procedures. The purpose of the introductory period is to give new employees and the District the opportunity to get to know each other and to decide if they want to continue a working relationship. At this time, a supervisor uses this period to acquaint the new employee with his or her job and how it relates to the overall operation of SRSD. Should circumstances warrant, the introductory period may be extended for an additional 30 days.

Unless otherwise specified in a Collective Bargaining Agreement or Employment Contract, employees are not eligible for any benefits during the introductory period, and any extension of it. Benefits for Support Staff begin on the first day of the month following the completion of the introductory period. Completion of the introductory period does not create a contract of employment or a guarantee of continued employment, nor is an employee guaranteed employment for the full introductory period. Both during and after the introductory period all employees' employment with the District remains at-will, unless otherwise set forth in an applicable contract or agreement.

Rules of Conduct

Any group of people who come together for a common purpose must have some guidelines by which to work. Employees are prohibited from engaging in general misconduct, which includes, but is not limited to, profane or abusive language, physical violence, threats thereof, horseplay, or interference with the work of others. As an employee of the District you are expected at all times to use your best efforts to perform assigned tasks promptly and efficiently and to be courteous and impartial in dealing with those we serve.

No list of prohibited behaviors in the workplace can be all-inclusive. The following area, however, are expressly described to guide employees in recognition of certain behaviors that are clearly prohibited. Thus, without implied limitation, the following behaviors may result in disciplinary action, up to and including termination of employment, as determined by SRSD within its discretion.

- Violation of any rule or expectation outlined in this Handbook
- Theft
- Falsifying time reports or other District records, including but not limited to:
- Filling out another employee's time report
 - Schools must provide a report of time for employees who are absent; however the employee is responsible for ensuring they complete, sign, and submit a time report upon their return.

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- Engaging in an act of discrimination, harassment, or retaliation in violation of SRSD policy
- Disclosure of confidential information
- Use of intoxicants or illegal drugs during work hours or reporting to work under the influence of intoxicants or illegal drugs
- Repeated unexcused absence or tardiness
- Abuse or damage of District property, equipment, vehicles, or tools, or abuse of property of others
- Unauthorized possession of firearms or other dangerous weapons on District property or while performing District business
- Disregard for safety rules which includes, but is not limited to, any behavior which creates an unnecessary, dangerous situation
- Committing or threatening violence
- Insubordination or other disrespectful conduct toward another employees, students, or the public
- Inability, unwillingness, inefficiency, neglect, or tardiness in completing assignments or following directions
- Inappropriate dress or hygiene
- Inappropriate or illegal off-duty conduct
- Acts or omissions that a reasonable person, guided by common sense or standard practices, would know or should know are contrary to the best interests of SRSD

These unacceptable behaviors are not set out in any particular order of severity. Your cooperation with SRSD's performance and conduct expectations is a necessary component of all positions with SRSD. Any questions or concerns regarding these expectations or anything not covered by these expectations should be addressed to your supervisor or SRSD's Business/Human Resource Office.

It is important that all employees accept personal responsibility for maintaining high standards of conduct and job performance.

(See Shaker Regional School District Policies GBEA, GBEB, GBEC, GBJ, GBAA, AC).

Confidentiality

During the course of working at SRSD, employees may come in contact with information that is confidential in nature including, but not limited to, information related to students and their families, co-workers, and SRSD information. For example, but without implied limitation, under the Family Educational Rights and Privacy Act (FERPA), information from a student's education record that is personally identifiable is considered confidential information.

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Unless specifically required to perform one's work, discussion or distribution or otherwise sharing this or any other SRSD confidential information is strictly prohibited. Additionally, employees are not permitted to remove or make unofficial copies of a SRSD's records, reports or documents without prior approval of their supervisor.

All employees are required at all times to adhere to SRSD's confidentiality policies and expectations. Employees concerned about the appropriateness of a request for information from any person, whether from a co-employee or outside the District, must check with their supervisor or the District's Business/Human Resource Office before responding to the request.

Any violation or suspected violation of this policy must be immediately reported to your supervisor or the District's Business/Human Resource Office. Employees who improperly use or disclose confidential student, student's family, co-employee or SRSD information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

(See Shaker Regional School District Policies JRA and JRA/ R&P).

Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect our schools and students as well as the image SRSD presents to the communities. SRSD expects every employee to present a clean and professional appearance when at work and representing the District, whether that is on or off District premises. Employees are required to dress in a manner suitable for their work and consistent with good taste and good personal hygiene. It is expected that all clothing will be clean and in good repair.

Your appearance identifies you as a member of SRSD's staff and indicates a high level of competence and professionalism to our students, their families and members of the general public. A well-groomed employee will be respected more readily than others who are not. SRSD hopes that every employee will exhibit pride and professionalism in presenting themselves to everyone we serve. Questions regarding work clothing may be addressed to your supervisor or the District's Business/Human Resource Office. (See Shaker Regional School District Policy GBEBA).

Absences and Tardiness

To maintain a safe and productive work environment, SRSD expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness are disruptive and place a burden on other employees and on SRSD. In rare instances when an employee cannot avoid being late to work or is unable to work as scheduled, s/he should notify their supervisor as soon as possible in advance of the anticipated tardiness or absences to explain the situation.

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Failure to properly notify SRSD that you will be tardy or absent will be considered unexcused and the time you are not at work will be unpaid. Unexcused and/or excessive tardiness or absences may result in disciplinary action, up to and including immediate discharge.

Any employee who is absent without notice to the SRSD for three days will be deemed to have voluntarily quit their employment.

Resignation/Voluntary Separation

Separation of employment is an inevitable part of any employment relationship, and many of the reasons for separation are routine such as resignation and retirement.

Employees are asked to give at least two weeks' written notice of voluntary separation of employment to their supervisor, stating the effective date of and reason(s) for their separation. SRSD may, in its discretion, excuse an employee from such notice or relieve an employee of their duties, effective immediately, upon such notice.

Employees whose employment with SRSD terminates for any reason are expected to:

- Continue to work through the last scheduled day of their employment, unless this requirement is expressly waived by SRSD;
- Turn in all reports and paperwork required to be completed no later than their last day of work; and
- On or before termination, return all property of SRSD to SRSD. SRSD may take any action deemed appropriate to recover or protect such property or its value, if such property is not returned.

An employee's consideration of this policy is appreciated and will be noted favorably should s/he ever wish to re-apply for employment with SRSD.

SRSD does not provide a separating or former employee with a "letter of reference". Instead, generally, SRSD will confirm, upon request, only a former employee's dates of employment and job title(s).

School year employees who qualify for District sponsored benefits, and who have signed a letter of employment indicating they will return in the new school year, will be kept on the benefit plans during July and August. In the event the employee resigns prior to returning, the benefits will be terminated effective the prior June 30th.

In all other cases all benefits received through the employee's employment with SRSD will cease effective on the date of termination, whether termination is voluntary or involuntary or with or without notice, and the employee shall reimburse the District any amount due after the proration of the District's share and the cost of the benefit.

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EMPLOYEE CLASSIFICATIONS

All employees, regardless of their employment status (regular [including full-time or part-time], or temporary) are subject to SRSD's policies and procedures, which may be modified at the School Board's discretion from time to time.

Calendar Year Employees are those who are hired to work for a twelve-month period.

Enhanced Days School Year Employees are those who are hired to work between 200 and 239 days.

Regular School Year Employees are those who are hired to work between 180 and 199 days.

Full-Time Employees are those who are hired to work 30 or more hours per week.

Part-Time Employees are those who are hired to work less than 30 hours per week.

Temporary Employees are those hired for a limited period of time, usually to perform jobs arising out of special projects, abnormal workloads, temporary absences of an employee, emergencies, and the like.

In addition to classification as regular or temporary employees, SRSD employees are also classified as either exempt or non-exempt for purposes of the Fair Labor Standards Act (FLSA). SRSD determines an employee's status as either exempt or non-exempt in compliance with state and federal law. If SRSD changes an employee's status as exempt/non-exempt during the term of his or her employment, SRSD shall notify the employee of the change in writing.

Non-Exempt Employees

Non-exempt employees are those employees who are covered by the overtime provisions of the Fair Labor Standards Act (FLSA) and applicable state law. Employees in this category will receive overtime pay for hours worked in excess of 40 hours in a work week.

Exempt Employees

Exempt employees not covered from the overtime provisions of the FLSA and any applicable state law. Exempt employees do not receive overtime pay, as their salaries represent compensation for all work performed in a pay period.

Upon hiring, employees are told whether they are classified as a regular or temporary employee, and whether their position is exempt or non-exempt from the overtime provisions of the FLSA. If an employee is uncertain about his or her status as a regular or temporary employee, or as an exempt/non-exempt employee, he or she should ask the District's Business/Human Resources Office.

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COMPENSATION/HOURS

Compensation

Support staff employees shall be paid according to a salary schedule developed by the Board. Said salary schedule will be provided to all support staff members annually.

Substitute Teacher Pay

Any paraprofessional employee who works as a substitute teacher shall be paid their regular hourly rate for hours worked plus a differential of \$30.00 per half day/\$60.00 per full day.

Working outside of job duties

Employees who are required to perform work outside their normal job duties will be paid at the appropriate rate of pay for such work.

Overtime

There may be occasions when SRSD determines in its sole and absolute discretion that overtime is warranted. All overtime work must be authorized in advance by the Superintendent.

Employees who work overtime without prior approval may be subject to discipline up to and including termination. Only non-exempt employees qualify for overtime pay. Overtime pay is calculated at one and one-half times the employee's regular rate for all hours worked over 40 hours per week. Vacation days, holidays, personal days or sick days are not counted as hours worked for the purposes of calculating overtime. The District will not reimburse employees for overtime hours in compensatory time.

Curtailed operations

In the event of a delayed opening or early dismissal, staff may make up the hour(s) missed provided the hours are worked in the same week.

At the start of the school year an employee may designate, in writing, the use of up to three (3) personal days to be used in hourly increments equal to the delay or early release in lieu of making up the time.

Schedules/Shift Assignments

SRSD's Superintendent will make the final decision for hours to be worked by each employee and this will be conveyed in your annual letter of employment. You are not to work hours beyond those in your letter of employment without prior authorization from your supervisor, or a written change by SRSD's Superintendent. SRSD may at any time change an employee's classification and/or number of hours the employee is to work in each classification.

If a workday consists of at least five consecutive hours, a lunch period is mandatory. Each qualifying employee will have a 30 minute unpaid, uninterrupted, duty free lunch.

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Work day is defined to be the day that an employee is assigned to work, which shall typically be the days on which the District offices and/or schools are open.

Your shift assignment (start and end times) will be assigned by your supervisor. Requests to any change to your shift assignment must be pre-approved by your supervisor.

Custodians are hired for either a day shift or a night shift position. Custodians who are hired for the night shift position will be placed on the day shift during school vacations and summer breaks. Custodians who are hired for the night shift may choose to work either the day shift or the night shift on teacher workshop days. Nothing herein shall prevent the District from hiring custodians to other shift assignments (i.e. split shifts).

Holidays

Full-time Calendar Year Employees receive 12 paid holidays: Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving and the Day After, Christmas Day and the Day Before and the Day After, New Year’s Day, President’s Day (taken the first Monday during February vacation) and Memorial Day.

Enhanced School Day Employees receive 5 paid holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year’s Day, and Memorial Day

Regular School Year Employees receive 4 paid holidays: Thanksgiving Day, Christmas Day, New Year’s Day, and Memorial Day.

The Superintendent will provide a list of holiday observance days by April 1. Employees leaving the District will not be compensated for unused or future holiday time.

Vacations:

The District shall provide vacation to full-time employees in accordance with the following schedule:

Calendar Year Employees		
	Date of Hire	Date of Hire2
	July 1 - Jan 15	Jan 16 - Jun 30
Service Credit Year	1	0
Service Credit Year	1	1
Service Credit Year	1	1
Service Credit Year	1	1
Service Credit Year	1	1
Service Credit Year		1

Calendar Year Employees

1-4 Service Credit years = 10 days awarded July 1st of each year

5 Service Credit years = 15 days awarded July 1st each year thereafter

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Example: Joe Smith was hired on December 15, 2022. His first service credit year would be 22-23. Yr 2 would be 23-24, Yr 3 would be 24-25, Yr 4 would be 25-26 and Yr 5 would be 26-27. 10 days vacation awarded 7/1/23, 7/1/24, 7/1/25, 7/1/26. 15 Days vacation awarded 7/1/27.

Example 2: Jane Doe was hired on February 12, 2023. No service credit awarded for 22-23, Yr 1 would be 23-24, Yr 2 would be 24-25, Yr 3 would be 25-26 and Yr 4 would be 26-27, Yr 5 would be 27-28. 4 days awarded 7/1/23, 10 days awarded 7/1/24, 7/1/25, 7/1/26, 7/1/27. 15 Days vacation awarded 7/1/27.

Vacation time is awarded beginning July 1st, based on the employee's length of service within a specific classification with the District as of that date. Calendar Year Employees who start after Jan 15th will be entitled, on July 1, to one paid day of vacation for each month of service after their date of hire month during the previous year, up to a maximum of 5 days.

Enhanced Days School Year Employees

After 1 service credit year = 5 days awarded July 1st each year thereafter.

Vacation time is awarded beginning July 1st, based on the employee's length of service within a specific classification with the District as of that date. Calendar Year Employees who start after Jan 15th will be entitled, on July 1, to one half paid day of vacation for each month of service after their date of hire month during the previous year, up to a maximum of 2.5 days.

Unless taken in conjunction with emergency FMLA leave, vacation time must be scheduled and approved in advance and must be taken when school is not in session unless otherwise unavoidable and approved by the District. Approval for vacation time must be received from the employee's supervisor. Vacation leave cannot be carried into a subsequent year. In the event of extenuating circumstances where such vacation leave cannot be scheduled, the employee may use up to 1 week of vacation prior to the start of school in the subsequent year.

Paid absences shall be considered as time worked in determining the amount of vacation pay for employees. All unpaid leave shall not be considered as time worked in determining the amount of vacation pay, except in cases of maternity leave and Worker's Compensation leave for which an absence not exceeding ninety (90) days shall be considered time worked in determining the amount of vacation pay.

Sick Leave

The purpose of sick leave is to afford employees protection against lost income from absences due to their own injury or illness, or for the injury or illness of an immediate family member (spouse, significant other, children, parents, ward) who is "incapable of self-care", or to accompany such person(s) to healthcare provider visits. Any employee that is out on sick leave for three or more consecutive days may be asked to provide the District with a medical provider's certificate stating the nature of the illness and the employee's fitness to return to duty in order to return to work.

Full-time Calendar Year employees may earn up to 10 sick days each fiscal year and may carry forward their unused sick days to a maximum of 60 accrued days at any time.

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Full-time School-Year and Enhanced Days School Year employees may earn up to 8 sick days in a school year and may carry forward their unused sick days to a maximum of 45 accrued days at any time.

Sick time is not given in advance; it is earned with each pay period. Earned/accrued sick leave is not paid under any circumstances when separation from employment occurs. To be eligible for paid sick leave, employees must report the usage of sick time to their immediate supervisor.

Time Records

Time records are used by the District in accordance with state and federal laws, which require the District to keep accurate records of time worked by employees. Employees are required to complete time records utilizing a paper or electronic time card to report all hours worked daily, and a total of all hours worked weekly and bi-weekly. Time records must be approved by the employee's supervisor prior to being sent to SRSD's Superintendent's Office. Time records are forwarded to SRSD's Superintendent office on the final Friday of the pay period, unless otherwise specified.

All absences should be noted on a Request for Leave Form for the day(s) on which they occur (i.e. vacation, sick, holiday, jury duty, bereavement, etc.) If no approved Record of Leave Form is provided the absence will be considered an unpaid day. Retroactive payment for an unpaid absence will not be made.

Hours listed on your time record should reflect the time actually worked to the nearest quarter hour. Employees must complete their own time record. No employee is authorized to complete a time card on behalf of another employee. Schools will report the employee's time when an employee is absent; however the employee is responsible for completing, signing, and submitting their time record upon their return. Falsification of time records or failure to follow SRSD's time record policies and procedures may result in disciplinary action, up to and including immediate discharge.

Pay Schedule/Workplace

SRSD's workweek begins every Sunday at 12 a.m. and ends on the following Saturday at 11:59 p.m. All employees are paid on a bi-weekly basis for the previous two-week period, with paychecks distributed on alternate Thursday's. The District does not process pay advances. While an employee can certainly have his/her actual paycheck delivered to the school each payday, the District encourages direct deposit of paychecks. This is a service which saves you time and provides added security. With this option, each paycheck will be automatically deposited into checking or savings account(s) you choose. You will still receive a pay stub for your records – much like a voided check with all the same information which would appear on your regular check – except the face of the check indicates “Non-Negotiable”. Employees also have the option of receiving an e-mail notice of direct deposit instead of a paper copy. (See Shaker Regional School District Policy DKA/R&P)

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Deductions

There are two categories of payroll deductions: those required by state or federal law and those authorized by the employee. For example, the Federal Government requires that SRSD deduct, where applicable, State and Federal Income, Social Security, and Medicare taxes from your pay. Deductions are made according to standard Government tables and vary according to your earnings, marital status, and the number of dependents claimed on your W-4. If there is a change in your marital status or in the number of dependents during your employment, please notify SRSD's Business/Human Resource Office. Wage garnishments (i.e., child support payments, court ordered payments, IRS garnishments) may also be required by law.

SRSD will otherwise only deduct money from your paycheck in limited circumstances as allowed by law (outlined below) and with your written authorization. Arrangement for these voluntary deductions may be made with the Business/Human Resource Office. Deductions will be itemized on your check stub.

Upon the employee's written authorization or request, payroll deductions are also permitted by law for: installment payments of legitimate loans made by the employer to the employee; repayment of accidental overpayments made to the employee; repayment of advances on vacation or other paid time off; voluntary contributions into cafeteria plans of flexible benefit plans, or both, as authorized by section 125 or section 132 of the Internal Revenue Code; voluntary payments by the employee for the following: child care fees by a licensed child care provider and/or parking fees; required clothing not considered to be uniforms; voluntary rental fees for non-required clothing; voluntary cleaning of uniforms and non-required clothing; medical, surgical, hospital, and other group insurance benefits having no financial advantage for the employer; the use of demonstrator vehicle as defined in RSA 261:111; payments into saving funds held by someone other than the employer; housing and utilities; strictly voluntary contributions to charities; union dues; and health, welfare pension, and apprenticeship fund contributions; pharmaceutical items, gift shop and cafeteria items purchased on the site of a hospital by hospital employees; recovery of tuition for non-required costs; payments for the employee's use of a qualifying health or fitness facility; and contributions to a political action committee, or for any purpose on which the employer and employee mutually agree and that does not grant financial advantage to the employer if the agreement is in writing and the withholding is not used to offset payments intended for purchasing items required in the performance of the employee's job in the ordinary course of the operation of the business.

Pay

All support staff employees will be paid based on hours worked and documented leave for which time is available during the pay period.

Unemployment Compensation

Unemployment compensation is a form of insurance provided by SRSD at no cost to employees and administered by the State of New Hampshire. Unemployment compensation benefits may be available to former employees to assist with the loss of income under New Hampshire law.

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If you have questions concerning unemployment compensation, please contact the Business/Human Resource Office.

Administrative Pay Corrections/Improper Deductions from Salary

SRSD takes all reasonable steps to ensure employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of your pay, you should promptly bring the discrepancy to the attention of SRSD's Payroll Clerk so that corrections can be made as quickly as possible and not be repeated.

Workers' Compensation

Workers' Compensation coverage is paid entirely by the District. If you are injured on the job you may be entitled to workers' compensation benefits. To prevent possible disqualification from these benefits, it is vital that you report any accident or injury immediately as required by SRSD policy. Failure to do so may jeopardize your workers compensation benefits. Your cooperation is greatly appreciated. (See Shaker Regional School District Policy EBBB).

Temporary Alternate Duty

Employees who are unable to perform their essential functions due to an accident or injury and are receiving workers' compensation benefits must notify the District of any changes in their health condition (i.e. light duty work release). The District will review your status and determine whether a temporary alternate work assignment may allow you to return to active status. (See Shaker Regional School District Policy GBGD).

INSURANCE AND BENEFITS

The Board shall provide fringe benefit coverage based on a twelve-month period consistent with the terms and conditions of the individual carrier. The Board shall maintain returning staff on the fringe benefit plan(s) during July and August; however the Board's contribution toward the health insurance plan(s) is contingent to the employee returning to work at the District. In the event that an employee resigns during July or August, the employee will not be eligible for any Board contribution toward the health insurance plan, but will be offered the opportunity to either pay the full premium through COBRA or be retroactively dropped from the Board's coverage effective the previous June 30.

Fringe benefits under this Agreement shall be provided for full-time employees throughout the current school year, irrespective of absence due to illness or injury. Part-time employees will receive fringe benefits in proportion to their share of the full-time position whenever appropriate.

Health Insurance:

The District will make available the SchoolCare Consumer Driven Health Plan (Yellow Open Access) with Choice Fund and will pay 90% of the Cost of the Plan for those covered under the Single Plan and 80% of the Cost of the Plan for those covered under the Two-Person or Family Plan.

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The coverage period shall be July 1 through June 30, in accordance with the terms and conditions of the carrier. The District will pre-pay the insurance premiums for returning employees during July and August and the employee's share of health insurance shall be deducted through payroll deductions during the school-year pay. Any Employee who resigns or is hired during the coverage period will be provided a prorated District contribution and the employee will be responsible for any balance.

In addition, any full-time employee who elects not to receive health insurance through any District offered plan, including the plan of a family member or spouse, shall be entitled to an annualized sum of \$2,500 upon the signing of a waiver of health insurance, such waiver will contain a provision for prorated reimbursement to the District if the employee subsequently elects to take such insurance, and provides proof of an employer-sponsored health insurance plan through a family member or spouse. Said payments will be divided over the number of payrolls for which an employee will be paid between September and June.

Dental Insurance

Full-time employees will have their dental premium paid 100% by the District.

NH Retirement System

Pursuant to RSA 100A, as amended, employees who work a regular work week of 35 hours per week or more shall participate in the New Hampshire Retirement System. Employee contributions to the New Hampshire State Retirement System shall be on a pre-tax basis.

Tax Sheltered Annuity (403(b)) Plans

The Employer shall provide all employees with the opportunity to participate in a tax-sheltered annuity plan, also known as a 403(b) plan. Each employee may select any Plan Provider for their 403(b) contributions; however, contributions to the provider will be contingent on the Plan Provider participating with the Employer's Plan Administrator. Any employee electing to participate in a 403(b) plan must complete and submit a salary deduction form; available through the Plan Provider. Any fees associated with the employee's 403(b) plan are the responsibility of the employee.

Life Insurance

Life insurance shall be provided and paid for by the Employer for employees who work at least 30 hours per week. The life insurance plan shall provide an amount to the next thousands of the employee's annual gross wages. In no event will the amount of the life insurance be less than \$10,000. Upon separation from employment, each employee shall have the option of converting the group plan into an individual life insurance policy.

Long Term Disability Insurance

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The District shall provide long-term disability insurance at the rate of two-thirds (2/3) base pay for the period commencing from six (6) months after the onset of the disability and continuing for the duration of the disability or to age sixty-five (65) years, whichever is sooner.

Short Term Disability Insurance

The District will make available short term disability insurance for purchase by employees who work 30 hours or more each week. The cost of this insurance depends on the plan selected by the employee.

Longevity

Any full-time employee who has completed 10 years of continuous service shall be paid, in addition to his/her normal salary, a sum determined annually by SRSD's School Board. The longevity payment will be made in a check separate from the regular payroll check during the first pay period in December.

COBRA

Consolidated Omnibus Budget Reconciliation Act (COBRA) is the continuation of health or dental coverage, available for a limited time, to covered employees, their spouses and dependent children (all of whom are referred to as "qualified beneficiaries") whose coverage would end upon the occurrence of "qualifying events", such as: an approved unpaid leave of absence; the death of the covered employee; termination (other than by reason of gross misconduct) or reduction of hours of the covered employee's employment; divorce or legal separation of the covered employee; a dependent child ceasing to be a dependent child under the generally applicable provisions of the plan. You and your dependent(s) must pay the required contribution for the continued coverage, which is administered through SRSD's insurer. Additional information regarding COBRA can be obtained from SRSD's Business/Human Resource Office.

OTHER LEAVE

Jury Duty

An employee shall be given time off with pay and without loss of accrued leave when performing Jury Duty. A copy of the court papers for Jury Duty must be turned into the District's Business/Human Resource Office within 48 hours of receipt. When not required to be present in court, employees must report to work, unless released from returning to work by the employee's supervisor.

Bereavement

Employees may take bereavement leave for a death in their immediate family defined as their spouse, significant other, children, parents, siblings, grandparents, wards, and any other member of their family living in the employee's household. Employees are also eligible for leave for the same relative of the employee's spouse. Such leave may be for up to three days at full pay for each occurrence. Employees may take one paid day per fiscal year of funeral leave for the death of a non-immediate family member. Use of bereavement leave is restricted to the period of one week immediately following the death. The Superintendent may waive the time restriction in case of extenuating circumstances.

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Personal Days

Full-time employees will have three paid personal days. Personal days shall be available for use by full-time employees during each contract year. For support staff members; personal days not taken shall be credited to Sick Time in the subsequent contract year. For all other employees; personal days shall lapse if not used during the contract year. Personal days must be taken as time off. Personal days will not be paid as additional compensation. Personal days may not be used during the first or last five (5) days of school, while working out a resignation notice, or to extend holidays and/or school vacation periods, except at the discretion of the Superintendent. Unless personal days are used concurrent with FMLA leave, an employee must request prior approval from their supervisor. The supervisor will approve or deny the request and then submit the form to the Superintendent's office for final approval.

Other Unpaid Leave

Any other unpaid leave of absence may be granted at the sole discretion of the District. Such leave will be unpaid and participation in health and dental insurance programs will be at the employee's expense. Requests for personal leave will be considered on a case-by-case basis at the discretion of the Superintendent. An employee who wishes to request such leave of absence should notify the Superintendent in writing and state the length of the leave requested and a brief description of the reason for the request.

Employees are expected to return to work upon expiration of a granted leave or to have arranged an extension of the leave prior to its expiration. Failure on the part of an employee to return to work on the expiration of a granted leave, without having arranged for an extension, shall be deemed a resignation. The District will make a reasonable effort to reinstate employees returning from an other unpaid leave of absence to their original or a comparable position; however, the District cannot guarantee reinstatement. Employees who cannot be reinstated remain eligible to apply for any available position. An employee shall not be paid for any holidays occurring during an other unpaid leave of absence. If during an other unpaid leave of absence an employee accepts other employment, his or her employment with the District shall be terminated. Employees do not accrue benefits, vacation, personal, or sick days during such leave.

Maternity Leave

Employees are entitled to a leave of absence for the period of temporary physical disability resulting from pregnancy, childbirth or related medical conditions, which may occur both before and after the birth of the child. An employee taking such leave must provide a medical certification from a health care provider in the same manner she would for FMLA leave. When an employee's disability also qualifies as a serious health condition under FMLA, the two types of leave will run at the same time. When this happens, the leave will be counted against the employee's FMLA leave entitlement.

While on maternity leave, an employee who qualifies for disability benefits will be eligible to receive the same disability benefits as an employee on a medical leave of absence for any other health condition. Maternity leave will be unpaid in the event that the employee does not qualify for disability benefits and has no available paid leave days.

Child Rearing Leave

Support Staff members are entitled to a 2 week continuous period of unpaid leave to spend time caring for a newborn or newly-adopted child for the first twelve months after the birth or adoption of the child. In order to be eligible for child rearing leave, the employee shall notify his/her immediate supervisor in writing, with a copy to the Human Resources Office, as soon as he/she has knowledge of intent to take child rearing leave. Child rearing leave is available to mothers, fathers, adoptive parents or legal guardians. For employees on maternity leave under Article 16.5 child rearing leave is a separate leave that begins after the maternity leave ends.

Military Leave

An employee who must be absent from work due to service in any branch of the Armed Forces of the United States shall be given a leave of absence in compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice from being given in advance. To the extent possible, employees should schedule military duty time at a time when their absence will be the least disruptive to the Employer. An employee may elect to use available vacation and personal days during an absence for military service.

Crime Victim Leave

An employee may take time off from work to attend legal or investigative proceedings related to prosecution of a crime in which the employee, or their immediate family member as defined by New Hampshire law, is the victim, unless such leave would create undue hardship to the Employer. Leave to attend such proceedings is unpaid. However, if the employee has accrued, unused vacation or personal time they may use such time during any such leave. An employee who believes s/he will need time off to attend proceedings in accordance with this section should notify his/her Supervisor in advance so that appropriate arrangements may be made; and before taking any time off under this section, the employee must provide the Employer with a copy of the written notice s/he received of the scheduling of the legal or investigative proceeding.

Safety Personnel Leave

When the Governor or the General Court declares a state of emergency under NH RSA 4:45, any employee who is a member of a fire department, rescue squad or emergency medical services agency who was called into service of the State or a political subdivision to respond to the emergency shall be entitled to leave without pay for such service, unless the Employer certifies that the employee is essential to the Employer's own emergency or disaster relief activities. An employee may use any available vacation or personal leave time during this leave.

Working while on Leave of Absence

An employee on a leave of absence who goes into business or engages in paid work elsewhere shall be deemed to have quit voluntarily and without recourse.

TITLE IX Grievance Procedure

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A grievance for a violation of Title IX is a complaint that there has been harassment and/or sexual harassment, because of age, sex, gender identity, familial status, physical or mental disability, religion or economic status and is prohibited. All school employees are required to report possible incidents of harassment or sexual harassment involving students to the Human Rights Officer/Title IX Coordinator. (See Shaker Regional School District Policy ACAA and ACAA-R&P).

Designation of Representatives

The Superintendent of Schools has designated Debbie Thompson, Business Administrator, as the Human Rights Officer/Title IX Coordinator. All alleged violations under IX should be reported to the Human Rights Officer/Title IX Coordinator as soon as possible so that an investigation may be promptly conducted. SRSD's Superintendent of Schools has designated Tonyel Mitchell-Berry, Director of Student Services as the Compliance Officer and Civil Rights Coordinator for violations of section 504, Chapter 1 and Title VII. All alleged violations under this Chapter must be reported to the Compliance Officer and Civil Rights Coordinator as soon as possible so that an investigation may be promptly conducted.

Reports of Violations

Any employee who believes that SRSD is violating any law, rule or policy, whether federal, state, local, internal or other, must report the violation to his or her supervisor or to SRSD's Superintendent's Office.

Procedures to be followed

Step 1 – A grievance should be initiated within 15 working days after the occurrence. A grievant should first discuss the grievance with the District representative in an attempt to resolve the matter mutually at that time. It shall be the grievance representative's responsibility to impartially investigate the complaint and deliver the finding to the grievant and SRSD's Superintendent of Schools. In the event SRSD's Superintendent concurs with the recommendation(s), he or she shall make every effort to implement such recommendation(s). SRSD's Superintendent should advise the grievant of the concurrence and the effort to implement the recommendation(s).

Step 2- If the grievant is not satisfied with the decision in Step 1, he or she may appeal the decision to the Superintendent of Schools within 10 working days after receipt of the decision of the grievance representative. The appeal shall be in writing and must specify:

- The nature of the grievance and the specific provisions of Title IX that have been violated, misinterpreted or misapplied;
- The injury or loss claimed;
- The remedies sought.

SRSD's Superintendent of Schools shall investigate the matter and communicate the decision in writing to the grievant within 10 working days from receipt of the written grievance.

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Step 3 – Following Step 2, the grievant may request the presence of a third party as a representative or observer. This privilege will also be offered to SRSD. If the grievant is not satisfied with the decision in Step 2, he or she may appeal the grievance to SRSD’s School Board in writing within 10 working days after receipt of SRSD’s Superintendent’s decision. The School Board shall investigate the grievance and render a decision in writing within 10 working days after its receipt of the appeal. SRSD’s School Board may assign a subcommittee to investigate, but the final decision must be made by the entire Board that is assembled. (See Shaker Regional School District Policy AC and AC/R&P).

WORKPLACE RULES

Workplace Safety is Each Employee’s Responsibility

SRSD regards its employees as its most valuable asset. SRSD recognizes the importance of protecting its employees from accidents while working.

In order to accomplish this, SRSD has a well-planned Safety Program and procedures for its employees, which is outlined in School Board Administrative Rules and Procedures EB/R&P on the District’s website. Under this Program, every SRSD employee is personally responsible for reporting and correcting hazardous conditions and unsafe work procedures which can cause injury to person or property.

Each and every accident represents an unnecessary loss to both you and the SRSD, not only in actual dollars paid out, but also in human suffering, lowered morale, and loss of productivity. It is our objective to reduce accidental injuries and property damage. Through cooperative efforts, we can achieve this objective and ultimately we will all benefit. All employees are expected to:

- Conduct themselves in a reasonable and safe manner while on the job with due regard for the safety of themselves, fellow workers, students, visitors, and property.
- Record any dangerous or unsafe activity or hazardous condition to your immediate supervisor. If the recognizing party can immediately remedy the activity or correcting parties.
- Follow all management designations of individuals for specific operations for the safety of SRSD’s work place. These operations may include, but are not limited to immediate reports of any injury, equipment and vehicle repair, building improvement, grounds keeping, and snow removal.
- Read and be familiar with all policies and documents concerned with workplace safety.

(See Shaker Regional School District Policies EB, EB/R&P, and EBBB).

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Good Housekeeping

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. You are expected to promptly report anything that needs repair or replacement to your supervisor.

Workplace Searches

To protect SRSD's property and to ensure the safety of all its employees, students and visitors, SRSD reserves the right to conduct personal searches consistent with federal and state laws, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes or any other possessions or articles carried to/from SRSD's property. In addition, SRSD reserves the right to search any employee's office, desk, computer, files, equipment or any other area or article in/on SRSD's property. In this regard, it should be noted that all SRSD's vehicles, offices, desks, computers, files, equipment, etc. remain at all times the property of SRSD even when issued to /used by employees during their employment. Inspection may be conducted at any time at the discretion of SRSD. *No employee is entitled to an exception of privacy with respect to any property of SRSD.*

Any person in/on the property of SRSD who refuses to cooperate in an inspection conducted pursuant to this policy may not be permitted to remain or re-enter SRSD's property. Employees working on, entering or leaving the SRSD property who refuse to cooperate in an inspection may be subject to disciplinary action, up to and including termination.

Weapons/Required Reporting

Possession, use or sale of weapons, firearms or explosives on any property of SRSD, while operating SRSD's machinery, equipment or vehicles or while engaged in SRSD's business off SRSD's premise is forbidden except where expressly authorized by SRSD and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

Weapons include but are not limited to powder and gas actuated firearms, explosives, incendiaries, martial arts weapons (NH RDS 199:24), electronic defense weapons (NH RSA 159:20), metallic knuckles, knives and use of any object as a threat to another person or property.

Starter pistols may be allowed on school property only with written permission from SRSD's Superintendent or Building Principal.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to your supervisor or Building Principal immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

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(See Shaker Regional School District Policy JICI)

Workplace Violence Prevention/ Required Theft, Destruction or Violence Reporting

SRSD is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, SRSD has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on SRSD premises.

All employees, including supervisors and temporary employees, and all outside parties should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, horseplay, or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a student or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of or actual violence, both direct and indirect, must be reported as soon as possible to the employee's immediate supervisor or any other member of management. This includes threats by employee's, as well as threats by/to students, vendors, solicitors, visitors or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor/Building Principal. Do not place yourself in peril.

As required by NH law, any employee who witnesses any act of theft, destruction or violence in, on or around any SRSD property or school bus, must immediately report the incident to the Building Principal. The report must be in writing and include the names and addresses, if known of the person suspected of committing the act, and any other witness to the act. In addition, the report must identify the act that the employee witnessed.

SRSD will promptly and thoroughly investigate all reports of threats of or actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as practical, but may be disclosed as necessary. In order to maintain workplace safety and the integrity of its investigation, SRSD may suspend employees, either with or without pay pending investigation. Anyone determined to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

SRSD encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or SRSD's Business/Human Resource Office before the situation

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escalates into potential violence. SRSD will not discipline employees for raising any such legitimate concerns in good faith.

(See Shaker Regional School District Policy ADD)

Reporting Student Hazing/Bullying

Hazing and bullying of students of SRSD by anyone including other students, employees or visitors interferes with our District's mission, is against the law and absolutely will not be tolerated. All employees of SRSD as well as any employee of an individual or entity under contract with the District who witnesses or has reliable information that bullying or hazing of a student is likely to or has occurred must report that information to their Building Principal or his/her designee. (See Shaker Regional School District Policies JICFA and JICK).

Drug and Alcohol Use

SRSD is committed to providing a safe and productive workplace for all of its employees. To achieve this goal, it is absolutely essential that every employee report to work in an appropriate condition to perform their jobs safely. This is also critically important for the students, their families and the communities to whom we provide services.

In compliance with Drug Free Workplace Act of 1988, while on SRSD's premises and while conducting school-related activities off SRSD's premises, no employee may use, possess, distribute, manufacture, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Employees who are suspected of violating SRSD's policies regarding drugs and/or alcohol, including, but not limited to, when their performance is impaired, behavior is erratic, or the odor of drugs/alcohol is observed, may be required to immediately submit to a drug and/or alcohol test to be conducted by a facility designated by SRSD. In addition, drug testing may be required when SRSD reasonably suspects that an employee has violated this policy, such as where an employee is involved in a job related accident, where any controlled substance to which the employee has access through their work with SRSD has been tampered with. Failure of an employee to consent and submit to such testing and to complete any documentation requested by the testing facility or if the drug/alcohol test is positive may result in disciplinary action, up to and including immediate termination, at the sole discretion of SRSD. However, SRSD shall have no obligation to require or accept any such testing in determining to discipline/terminate any employee for suspected violations of this policy. An employee who appears impaired and is asked to submit to a drug/alcohol test will not be permitted to drive to the test facility. They will be taken to the test facility by a member of SRSD's management.

Employees are required to notify SRSD, within five (5) days, of any drug statute conviction resulting from workplace conduct.

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Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Violations of this policy may also be reported to the police. (See Shaker Regional School District Policy GBEC).

SRSD makes substance abuse assistance available to its employees. Anyone needing such assistance should contact the District's Business/Human Resource Office for information on available assistance. SRSD will not take any negative job action against anyone seeking and/or participating in such assistance on their own in good faith.

Alcohol at Work Functions

Employees are not to have or purchase alcoholic beverages at any store, restaurant or any other facility while working or in uniform.

From time-to-time SRSD may sponsor a function such as an annual party or such event at which alcohol is served. If an event sponsored by SRSD includes the availability of alcohol, employees are required to be responsible about their consumption and are strongly encouraged to make appropriate transportation arrangements including, but not limited to, using a designated driver. (See Shaker Regional School District Policy GBEC).

In An Emergency

Your supervisor should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If the employee's supervisor is unavailable, contact your Building Principal or, if unavailable, appropriate outside authorities.

Should an emergency result in the need of SRSD to communicate information to employees outside of business hours, a representative of SRSD will contact you. For this and other reasons, it is important that employees keep their personal emergency contact information up to date. You are required to provide SRSD's Business/Human Resource Office and your supervisor in writing of a change in this information. It is also important for employees to keep their personal emergency contact information up to date in the event you have an emergency and SRSD needs to contact your designated emergency contact person.

If events warrant an evacuation of the building, you should follow the instruction of your supervisor or any other member of management. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you by your supervisor to await further instructions or information.

Please direct any questions you may have about SRSD's emergency procedures to your supervisor.

Smoking

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In the interest of a safe and healthy environment for our students, employees and other members of our community, SRSD is a smoke-free workplace. Therefore, smoking is not permitted while working or in/on any property of SRSD, including vehicles. This policy applies equally to all employees, students, patrons, vendors, and visitors. (See Shaker Regional School District Policy ADC).

Cell Phones

SRSD provides cellular telephones and/or other portable communication devices to some employees as business tools. These portable communication devices are provided to assist employees in communicating with other employees, calling for assistance and for business-related contacts. Portable communication devices are intended for business-related calls. However, occasional brief personal use is permitted on non-work time, and within reasonable limits during work time or while engaged in a work related activity. You should be aware the SRSD reserves the right to review cell phone invoices.

During work time, or while engaged in any work-related activity, a cellular telephone, pager, or other portable communication device, whether or not provided by SRSD, may not under any circumstances be used while driving or engaging in any other activity which requires full attention. There are no exceptions to this policy. And, employees are not permitted to use unauthorized/personal beepers, pagers, cellular telephones or other communication devices during work time or while engaged in any work related activity. Employees who wish to access the District's network using a personal electronic device are required to sign and comply with SRSD's BYOD User Agreement.

If you use a cell phone for business, always remember to apply normal business etiquette by keeping your conversations private and non-disruptive to others. Employees should not use cellular telephones, or any other insecure communications system, to communicate any confidential or proprietary information.

At no time should any of these devices be used by an employee to record anyone/thing or any conversation without the permission of all individuals. SRSD will fully cooperate with law enforcement or government agencies as required by the U.S. Patriot Act of 2001.

(See Shaker Regional School District Policy EGAA and EGA/R&P).

E-mail, Voice Mail and Other Electronic Communications

SRSD provides and maintains various electronic communication systems including, but not limited to, facsimile machines, voice mail system, electronic mail system (e-mail), computers, computer network system, cell phones, and the equipment and data stored on these systems. All such systems, as well as all information, data, messages and documentation composed, sent, received and generated on these systems are the property of SRSD. SRSD reserves the right to limit or terminate any employee's access to these systems at its discretion. Uses of any of these systems must be approved and authorized by the employee's supervisor, and all employees with

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such approval are required to learn how to use these systems properly. SRSD reserves the right to limit or terminate employee's access to these systems at its discretion at any time.

The use of SRSD's electronic communication, voice mail and computer systems are not private. Employees should have no expectation of privacy while using, or related to these systems. SRSD reserves the right to access, audit, read, review, monitor, save and disclose any and all information and messages on these systems, whether password protected or not, at any time for any reason, without notice, permission or any other restriction. These systems should be considered by employees as accessible as any other shared business file. In addition, all uses of these systems are subject to disclosure to law enforcement and/or government officials. Employees are prohibited from receiving, sending, viewing and/or downloading any messages or information on these systems that are discriminatory, offensive, harassing, embarrassing, intimidating, destructive, or in any way may be deemed illegal or fraudulent, or which would otherwise violate SRSD's rules/expectations. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. Employees are prohibited from accessing, reading, using and disclosing electronic, voice mail or any other information not intended for their review or receipt.

All system passwords or access codes are SRSD's property and must be available to SRSD's management. Employees may not use passwords or access codes unknown to SRSD.

The electronic information and communication systems of SRSD are intended to be used for job related purposes. Use of these systems for personal use is strongly discouraged. However, incidental and occasional brief personal use is permitted on an "absolutely necessary" basis. Such use should be on personal time. In addition, employees should be aware that such communications are not private and shall be treated in the same manner as all other messages in accordance with this policy. Under no circumstances should any of these systems be used to solicit other for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Employees are prohibited from disclosing any confidential information on these systems about SRSD or its employees without specific permission to do so from their supervisor or SRSD's Superintendent. When so authorized, employees should use significant caution and must declare the information as confidential. The disclosure shall not exceed the authorization. Employees are also forbidden from bringing electronic information with data on SRSD or its employee with them unless specifically given permission from SRSD, their supervisor or the District's Superintendent.

SRSD purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, SRSD does not have the right to reproduce such software for use on

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more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. SRSD prohibits the illegal duplication of software and its related documentation.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending material over the Internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by SRSD in violation of law or SRSD policies will result in disciplinary action up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Creating e-mail congestion by sending trivial or personal message;
- Sending or posting discriminatory, harassing, or threatening messages or images;
- Using SRSD's time and resources for personal gain;
- Stealing, using, or disclosing someone else's code or password without permission;
- Copying, pirating, or downloading software and electronic files without permission;
- Sending or posting confidential material, trade secrets, or proprietary information outside of SRSD;
- Violating copyright law;
- Failing to observe licensing agreements;
- Engaging in unauthorized transactions that may incur a cost to SRSD or initiate unwanted Internet series and transmissions;
- Sending or posting messages or material that could damage SRSD's image or reputation;
- Participating in the viewing or exchange of pornography or obscene materials;
- Sending or posting messages that defame or slander other individuals;
- Attempting to break into the computer system or another organization or person;
- Refusing to cooperate with a security investigation;
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities;
- Using the Internet for political causes or activities, religious activities, or any sort of gambling;
- Jeopardizing the security of SRSD's electronic communications systems;
- Sending or posting messages that disparage another organization's products or services;

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- Passing off personal views as representing those of SRSD;
- Sending anonymous email messages;
- Engaging in any illegal activity.

Employees should notify their immediate supervisor or SRSD's Business/Human Resource Office on learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

In order to receive access to the District's systems, each employee is required to sign and comply with an acceptable use agreement. (See Shaker Regional School District Policy EGA, EGA/R&P, EGAD, and EGAD/R&P).

Personal Use of District Phone and Mail Systems

Employees should practice discretion when making local personal calls and may be required to reimburse SRSD for any charges resulting from their personal use of the telephone. Personal use of the telephone for long-distance and toll calls is not permitted.

The use of SRSD's paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

Solicitations

Employees are not permitted during work time, or in work areas, to distribute any literature, printed materials, or printed products or sell any products or solicit any other contributions for any purpose other than the business purposes of SRSD. Employees who are not themselves on work time are not permitted to solicit or distribute literature or products to any employee who is on work time or in work areas. Non-employees are not permitted to solicit or distribute any material on or in any property owned or managed by SRSD at any time. (See Shaker Regional School District Policy GBEC).

Workplace Interactions

SRSD strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker or third party to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. SRSD encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

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The following guidelines for personal interactions at work are meant to help everyone be conscientious and considerate of co-workers and the work environment. Please contact your supervisor or the District's Business/Human Resource Office if you have comments, concerns, or suggestions regarding these guidelines for personal interactions in our workplace.

- All directives by supervisors are to be carried out immediately unless it is illegal or would place the employee, a student or the general public at risk or harm. Except in the case of an illegal or unsafe directive, any disagreement on a directive is to be discussed after the task is completed in a private forum.
- Be respectful and helpful to co-employees, students and visitors. These people all have their own stresses. Every employee is to be an ambassador of good will and professionalism. Unless safety is an issue, do not have a confrontation with any such individual. If the employee feels a problem must be resolved, report it by filing an incident report and notifying your supervisor.
- Public accusations or criticisms of other employees are often unproductive or counterproductive. Such matters are generally more effectively addressed privately with those involved or your supervisor.
- Try to minimize unscheduled interruptions of other employees while they are working.
- Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
- Minimize talking between workspaces or over cubicle walls. Instead, conduct conversations with others in their workspace.
- Try not to block walkways while carrying on conversations.
- Refrain from using inappropriate language (swearing).
- Avoid discussions of your personal life /matters in public conversations.
- Monitor the volume when listening to music, voice mail, or a speakerphone that others can hear.
- Clean up after yourself and do not leave behind waste or discarded papers.

See Shaker Regional School District Policy GBEB).

Required Certificates and Licenses

Employees are required to maintain and provide to SRSD any license or certificate required to perform their job duties.

Recording Devices in the Workplace

Employees are prohibited from using any form of recording or photography device in the workplace, unless given advanced written permission to do so by their supervisor or the Superintendent. Violations of this policy may result in immediate discipline (including the

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possibility of termination), immediate removal of the recording device and/or employee from the workplace, and retention of the recording device for inspection by SRSD and/or legal authorities.

Prohibited “recording devices” under this policy include but are not limited to cameras, camcorders, video devices, picture or video capable cellular telephones, cassette recorders, and digital voice or image recorders. Cellular telephones, PDSs, MP3, and DVD devices, portable computers, and other devices are included if they are equipped with any device or technology that has the capability to record images or sounds unless the devices recording capability is turned off.

Work-Related Travel Expenses

SRSD will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. The employee’s immediate supervisor must approve all business travel in advance. Travel expenses will be reimbursed at the IRS rate per mile and will be based on the employee’s work location or home, whichever is less. Mileage will be substantiated using a map website such as MapQuest. When multiple routes are available, the mileage for the route with be the shortest trip-length will be used. Tolls will be reimbursed upon submission of a receipt for the expense. An itemized travel expense report shall be submitted to SRSD’s Business/Human Resource Office by the end of the month in which the travel occurred and shall have applicable receipts attached.

In the event an employee is required to attend a workshop or conference which requires overnight stay, SRSD will pay the actual costs of lodging and other expenses directly related to accomplishing the business travel objective. When approved by SRSD’s Superintendent, the employee will be reimbursed reasonable costs for meals while attending such workshops or conferences. The employee shall submit all receipts to SRSD’s Business/Human Resource Office immediately upon their return to work.

Employees who are involved in an accident while traveling on business for SRSD must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by SRSD may not be used for personal use without prior approval.

Abuse of this business travel expense policy, including falsifying expense reports to reflect costs not incurred by the employee, is theft and is grounds for disciplinary action, up to and including termination of employment. (See Shaker Regional School District Policy DKC).

Outside Employment

SRSD understands that employees may wish to hold other jobs while continuing to work for the District. Outside employment is not prohibited, except where it would create a conflict of interest or would interfere with the employee’s ability to perform work for SRSD in a satisfactory manner and when scheduled. Employees are expected to give their responsibilities to SRSD precedence over any type of outside employment. (See Shaker Regional School District Policy GCR).

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EMPLOYEE ACKNOWLEDGMENT

I, _____, hereby acknowledge that I have received a copy of the Shaker Regional School District's (SRSD) Employee Handbook revised March 12, 2024 which outlines many of the goals, policies, benefits and expectations of the District, as well as many of my responsibilities as an employee.

I understand that I am responsible for reading and knowing the contents of this Handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in this Employee Handbook provided to me by SRSD. I understand this Handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits and expectations of SRSD. I additionally understand that SRSD's policies are further set forth on the District's website, that I am also responsible for reviewing and complying with all District policies, and that, in the event there is a disparity between SRSD's policies and this Handbook, SRSD's policy shall govern.

I understand that this Handbook does not create an express or implied contract with SRSD for any purpose, and that SRSD may change or eliminate any provision in this Handbook at any time. I acknowledge and understand that, unless otherwise stated in an authorized applicable contract or agreement, my employment with SRSD is at all times at-will, and as such either I or SRSD can at any time, with or without notice or consent, terminate my employment.

I understand that a copy of this signed signature page will be placed in my personnel file.

Employee's Signature

Date

Received in SAU

Date