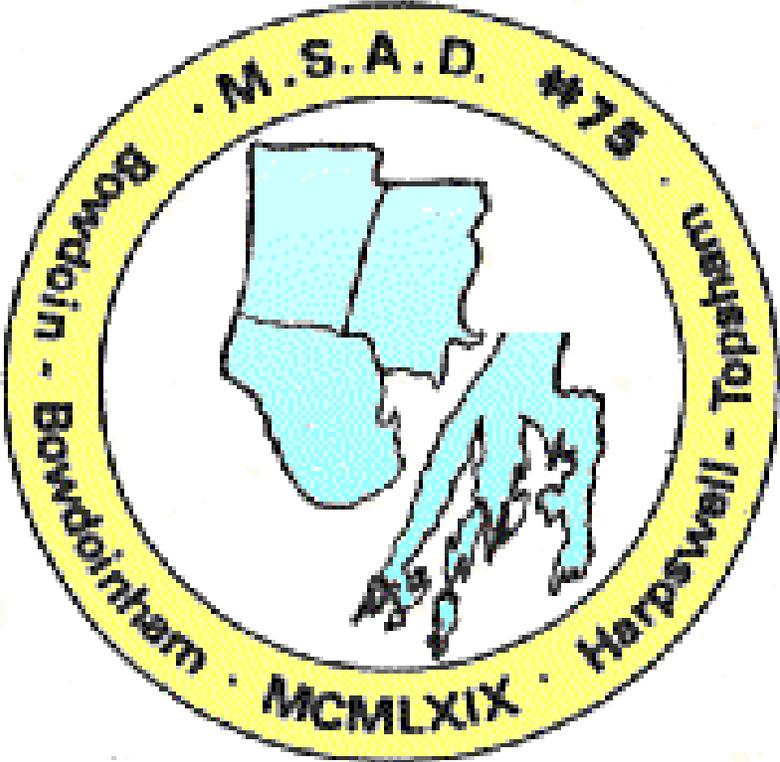


M.S.A.D. No. 75



Employee Handbook

Maine School Administrative District No. 75 Employee Handbook

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Introduction

Dear Staff,

Whether you have recently joined our staff or have been employed by M.S.A.D. No. 75 for a while, we are confident that you will find this a dynamic and rewarding place in which to work; and we look forward to a productive and successful association. We consider the employees of M.S.A.D. No. 75 to be its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things that are important to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should direct your specific questions to the Human Resources Department.

Second, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Finally, some of the subjects described here are covered in detail in official policy documents, master contracts and State and Federal Law. You should refer to these documents for specific information, since this handbook only briefly summarizes those benefits.

We wish you the best of luck and success in your position and hope that your employment relationship with M.S.A.D. No. 75 is a rewarding experience.

Sincerely,

B. V. Smith
Superintendent of Schools

Employment with M.S.A.D. No. 75

Mission Statement

The four communities of M.S.A.D. No. 75 (Bowdoin, Bowdoinham, Topsham and Harpswell) are united in our dedication to develop confident, life-long learners. It is our mission to work together to ensure a community of fluent learners, critical leaders, and creative contributors to our society.

Equal Employment Opportunity Statement

M.S.A.D. No. 75 does not discriminate on the basis of race, color, national or ethnic origin, religion, gender, sexual orientation, marital or parental status, age or disability in its employment or in the administration of its educational policies and programs.

1. Recruitment:
M.S.A.D. No. 75 will recruit, hire, assign, train and promote persons in all job titles on the basis of merit, without regard to race, color, national or ethnic origin, religion, gender, sexual orientation, marital or parental status, age or disability.
2. Selection:
M.S.A.D. No. 75 will ensure that hiring and decisions about promotions are in accord with principles of equal employment opportunity by imposing only strict job-related requirements for promotional opportunities.
3. Personal Actions:
M.S.A.D. No. 75 will ensure that all personal actions such as compensation, benefits, transfers, layoffs, returns from layoff, training, education, social and recreational programs will be administered without regard to race, color, national or ethnic origin, religion, gender, sexual orientation, marital or parental status, age or disability.

M.S.A.D. No. 75 is committed to a program of career development opportunities for its staff. All vacancies are posted within the District before being advertised to the public.

Any employee who feels that they have been subjected to discrimination should report the incident to his or her immediate supervisor or the Human Resources Department.

Harassment Policy

M.S.A.D. No. 75 is committed to a work environment in which all employees are treated with respect and dignity. Every employee is entitled to work in an environment free of harassment in areas which include but are not limited to race, color, religion, sex, age, sexual orientation, national origin or disability.

Harassment is prohibited

Harassment includes, but is not limited to, verbal abuse such as offensive racial, ethnic or sexual threats or comments, physical overtures, rude gestures, and other activity that creates a threatening, intimidating or hostile environment.

Sexual Harassment

Sexual harassment is specifically prohibited by State and Federal Law. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
- Submission to or rejection of such a conduct by an individual is used as the basis for an employment decision affecting such individual, or
- Such conduct has the purpose or effect of unreasonably or substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include, but are not limited to:

1. Unwelcome sexual advances
2. Suggestive or lewd remarks
3. Unwanted hugs, touches, kisses
4. Requests for sexual favors

It is also unlawful to harass a person based upon his or her gender regardless of whether the conduct is sexually related.

Reporting incidences of harassment and discrimination

Any employee who feels that he or she has been subjected to sexual harassment or other harassment should report the incident to his or her immediate supervisor, school principal, or administrator, Human Resources Director or the Superintendent. Each incident so reported shall be promptly and carefully

investigated as directed by the Superintendent; and if appropriate, remedial action shall be taken.

Employees also have the right to report incidents of harassment to the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 (207-624-6050).

Disciplinary Action

Any employee found to have harassed another employee will be subject to disciplinary action, up to and including termination. It is the policy of the District that no one will be retaliated against for making a complaint of harassment based upon an honest perception of the events or for cooperating in the investigation of a complaint. Any employee who engages in the act of retaliation or attempted retaliation against an individual will be subject to disciplinary action, up to and including termination.

Education and Training

M.S.A.D. No. 75 shall provide education and training for all new employees within one year of commencement of employment as required by State Law.

Family Educational Rights and Privacy Act (PL 93-380)

M.S.A.D. No. 75 is firmly committed to insuring that student education records are official and confidential documents protected by the Family Educational Rights and Privacy Act (FERPA). FERPA defines education records as all records that school or education agencies maintain about students. The following policy has been implemented to protect these rights.

1. M.S.A.D. No. 75 shall publish an annual notification to be included in the student handbooks distributed to all students and parents at the beginning of each school year informing all parents of students and eligible students of their rights under PL 93-380, the federal regulations pertaining to this Law, and this policy. This annual notification shall also advise that copies of this policy are available upon request and that parents of students and eligible students have the right to file complaints concerning alleged violations of PL 93-380 with the Family Educational Rights and Privacy Act (FERPA) Office, Department of Health, Education and Welfare, 330 Independence Ave., SW, Washington, DC 20201.
2. Parents of students and eligible students shall be permitted to inspect and review the education records of appropriate students in accordance with the Law.

3. Records maintained by the District which are governed by PL 93-380 are:
 - a. Directory information on students such as names, addresses, telephone numbers, ages
 - b. Academic records or grades of students
 - c. Aptitude and achievement scoresAll educational records are maintained at the school and are the responsibility of the school administrator.
4. The school shall not disclose personally identifiable information on students except as permitted by PL 93-380.
5. The school shall maintain a record of the disclosures of personally identifiable information as permitted, and parents and students will be allowed to inspect the record.
6. The school will provide for parents of students or eligible students an opportunity to seek correction of appropriate education records if upon inspection and review of the records they are believed to contain information which is inaccurate, misleading, or in violation of the privacy or other rights of the student.

Employment Classifications

M.S.A.D. No. 75 classifies employees for pay and benefit purposes, in one or more of the following classifications.

- **Full-Time** – employees regularly scheduled 40 hours per week in one position
- **Part-Time** – employees regularly scheduled fewer than 40 hours per week
- **Exempt** – employees exempt from overtime provisions of the Federal and State Wage and Hour Laws (Wages are calculated and paid on a salaried basis.)
- **Non-Exempt** – employees not exempt from Federal and State overtime provisions (Such employees are generally paid on an hourly basis and receive overtime pay in accordance with Federal and State Law.)
- **School-Year** – an employee regularly scheduled 50 weeks or fewer per year
- **Full-Year** – an employee regularly scheduled 52 weeks per year in one position

- **Temporary or Substitute** – an employee hired to work for a limited period of time (These positions are not classified as 'regular' employees, and time worked does not accrue towards benefits.)

All employees of M.S.A.D. No. 75 are required to have a high school diploma or GED.

Probationary Employment

Every new employee with M.S.A.D. No. 75 goes through an initial period of adjustment when learning the position and the culture of the District. During this time the employee will have an opportunity to find out if he or she is suited to, and likes his or her position. Additionally, the initial employment period gives the employee's supervisor or administrator a reasonable period of time to evaluate the employee's performance.

Fingerprinting

Maine Law requires certain employees to be fingerprinted and to undergo a criminal history check. Any new staff member required to be fingerprinted must begin the process prior to employment. Any existing staff member required by Law to be fingerprinted must complete the process prior to recertification unless prohibited by law.

Pay Schedules

Employees of M.S.A.D. No. 75 are paid every two weeks and are encouraged to utilize direct deposit at a banking institution or credit union of their choice. A notification period of two to four weeks is necessary to activate direct deposit. Employees who utilize direct deposit will be paid by check during the notification period. Information and guidelines regarding direct deposit can be obtained through the Human Resources Department.

Evaluations

The Board of Directors expects all M.S.A.D. No. 75 employees to make a constant effort toward improvement in their work. To encourage this, a system for fair and effective supervision and evaluation shall be maintained. Evaluation schedules are set based on job classification and negotiated agreement. For specific information regarding evaluation schedules please contact the Human Resources Department.

Personnel Records

Personnel records are confidential, and only the employee and authorized management are granted access to these records. Employees wishing to

view their own personnel file can do so per request through Human Resources.

To keep necessary records up to date, it is extremely important that you notify the Human Resources Department of any changes in:

- Name and/or marital status
- Address and/or telephone number
- No. of eligible dependents
- W-4 deductions
- Person to contact in case of emergency

Job Postings

M.S.A.D. No.75 believes that the recruitment and selection of the best-qualified individuals contributes to the overall success of our students' educational experience. Each employee, regardless of position, is hired to make a significant contribution to the District. All District openings will be posted internally for 5 days before external candidates are considered. For more information regarding open positions, please refer questions to the Human Resources Department.

Holidays

The District recognizes the following holidays:

<u>FULL-YEAR EMPLOYEES</u>	<u>SCHOOL-YEAR EMPLOYEES</u>
New Year's Day	New Year's Day
Martin Luther King's Birthday	Martin Luther King's Birthday
Presidents' Day	Memorial Day
Patriots' Day	Labor Day
Memorial Day	Columbus Day
Independence Day	Veterans' Day
Labor Day	Thanksgiving Day
Columbus Day	The day after Thanksgiving
Veterans' Day	Christmas Day
Thanksgiving Day	One day before or after Christmas
The day after Thanksgiving*	
Christmas Day	
One day before or after Christmas*	

* Non-administrative positions

Leave of Absence

M.S.A.D. No. 75 offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available.

Employees who have personal needs that will require long leaves of absence (more than 5 work days) should contact the Human Resources Department for counseling on leave options and continuation of benefits.

Personal and sick leave is earned on an annual accrual basis determined by an employee's job classification and negotiated agreement.

Sick Leave:

The District recognizes that there may be times when an employee is unable to perform the duties of his or her position due to illness. Sick leave annual accruals will be determined by job classification and applied to an employee's payroll account upon the beginning of their contract year. Unused sick leave will accumulate towards the next year based on an employee's job classification and negotiated agreement.

Personal Leave:

An employee will be allowed personal leave which can be used without justification for religious, legal, business, household and family matters that cannot be conducted at times other than normal working hours. The number of days will be based on job classification and negotiated agreement. It is the policy of the District that personal leave will not be allowed for vacation purposes or on days preceding or following school vacations or holidays without the approval of the Superintendent. Personal leave cannot be used for purposes where the employee receives remuneration.

Vacation Leave:

Time away from work to relax and pursue special interests is important to everyone. Some full-year and school-year employees are eligible for vacation pay based on job classification, negotiated agreement and Board policy.

Bereavement Leave:

In the unfortunate event of a death in the immediate family of an employee, a paid leave of absence will be granted. The number of days paid and the definition of 'immediate family' will be determined upon job classification and negotiated agreement.

Professional/Educational Leave:

Employees will be allowed paid time to attend professional conferences, workshops and/or seminars based on job classification and negotiated agreement.

Jury Duty:

Employees shall be granted a leave of absence any time they are required to report for jury duty. Employees shall be compensated the

difference between their pay as a juror and their regular wages, provided lost time falls within the work week of the employee.

Military Leave:

A leave of absence will be provided to employees for duty, training and/or other activities in the Armed Services as required by State and Federal Law.

Whether this leave is paid or unpaid will be determined by job classification and negotiated agreement. For further information, please refer questions to the Human Resources Department.

Workers' Compensation:

The District, in accordance with State Law, provides Workers' Compensation benefits to employees who suffer a work-related illness or are injured on the job. Employees will be compensated based on the terms of their negotiated agreement. Employees who are unable to work due to a work-related injury will be notified by Human Resources of their rights and responsibilities under the Maine Workers' Compensation Act. For further information regarding Workers' Compensation, please refer questions to the Human Resources Department.

Maine Family Medical Leave:

Maine Law provides for a leave of up to 10 work weeks in a two-year period for reasons similar to that of the Federal FMLA. To be eligible for leave under the Maine Act, an employee must have worked for the District for 12 consecutive months. Leaves that are eligible under both the Maine and Federal Acts may run concurrently.

Family Medical Leave:

M. S. A.D. No. 75, will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered servicemember with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave.

All employees who anticipate or become aware that they require FMLA leave must provide verbal or written notice of the need for the leave to the Human Resources Director. When the need for the leave is foreseeable, the employee is to provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day.

To qualify to take family or medical leave the employee must have worked for the District for 12 months or 52 weeks and worked at least 1,250 hours

during the 12-month period immediately before the date when the leave is requested to commence. The 12 months or 52 weeks need not have been consecutive

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child.
 - 2) The placement of a child for adoption or foster care and to care for the newly placed child.
 - 3) To care for a spouse, child or parent with a serious health condition (described below).
 - 4) The serious health condition (described below) of the employee.
- An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position. A serious health condition is defined as;

A condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

Serious and long-term illnesses, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the District's sick leave policy are encouraged to consult with Human Resources.

An employee who has requested leave for their own serious health condition is required to use all accrued paid sick leave prior to being eligible for unpaid leave. Accrued vacation leave may also be used per the employee's request for certain job classifications

- 5) Qualifying exigency leave for families of members of the National Guard and Reserves when the covered military member is on active duty or called to active duty in support of a contingency operation. An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to 12 weeks of leave for reasons related to or affected by the family

member's call-up or service. The qualifying exigency must be one of the following: 1) short-notice deployment, 2) military events and activities, 3) child care and school activities, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation, 7) post-deployment activities and 8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

6) Military caregiver leave (also known as covered servicemember leave) to care for an ill or injured servicemember.

This leave may extend to up to 26 weeks in a single 12-month period for an employee to care for a spouse, son, daughter, parent or next of kin covered servicemember with a serious illness or injury incurred in the line of duty on active duty. Next of kin is defined as the closest blood relative of the injured or recovering servicemember.

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The District will measure the 12-month period as a rolling 12-month period measured from the first day an employee is out of work on an approved leave covered under this policy. Each time an employee takes leave, the District will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the District will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the District and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the District and each wishes to take leave to care for a covered injured or ill servicemember, the husband and wife may only take a combined total of 26 weeks of leave.

While on paid leave, the District will continue to make payroll deductions to collect the employee's share of his or her health and dental benefits if applicable. While on unpaid leave, an employee will be responsible for payment of his or her portion of the premiums for elected health and dental benefits during the period of FMLA leave, either in person or by mail. The payment must be received in the Business Office by the first day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The District will provide 15 days notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits, and pay their portion of the premiums to the Business Office. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employee chooses not to return to work at the end of their FML for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the District may require the employee to reimburse the District the amount it paid for the employee's health insurance premium during the leave period.

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Employees who are unable to return to work at full capacity, or who need special accommodation to perform the functions of their positions may be eligible to return to work on a reduced schedule, or with reasonable individual accommodations should notify the Human Resources Department at least two weeks prior to the end of his or her FMLA leave unless unable to do so. The employee will also be asked to provide medical verification of his or her condition and need for accommodation and/or additional leave.

Generally, Unless a reduction-in-force, layoff or organizational change has occurred that would have terminated or altered the employee's position the employee is entitled to be restored to his or her prior position or a position with equivalent status, pay, benefits and other employment terms, virtually identical in terms of pay, benefits and working conditions. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the Districts sick leave policy) prior to being eligible for unpaid leave.

An employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill servicemember over a 12-month period). An employee must make prior arrangements with their Supervisor before taking intermittent leave or working a reduced hour schedule. For the birth, adoption or foster care of a child, the District and the employee must mutually agree to a schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child. The District may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

The District will require certification for the employee's or family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider, for Employee's Serious Health Condition (<http://www.dol.gov/esa/whd/forms/WH-380-E.pdf>) or for Family Member's Serious Health Condition (<http://www.dol.gov/esa/whd/forms/WH-380-F.pdf>).

The District may directly contact the employee's or family member's health care provider for verification or clarification purposes using a health care professional or an HR professional. The District will not use the employee's direct supervisor for this contact. Before the District makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the District will obtain the employee's or the employee's family member's permission for clarification of individually identifiable health information.

The District has the right to ask for a second opinion if it has reason to doubt the certification. The District will pay for the employee or family member to get a certification from a second doctor, which the District will select. The District may deny FMLA leave to an employee who refuses, or family member refuses, to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the District will require the opinion of a third doctor. The District and the employee will mutually select the third doctor, and the company will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

The District will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave (<http://www.dol.gov/esa/whd/forms/WH-384.pdf>).

The District will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember (<http://www.dol.gov/esa/whd/forms/WH-385.pdf>).

The District may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the employee receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the District may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The District may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

On a basis that does not discriminate against employees on FMLA leave, the District may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

An employee may request an extension of leave pursuant to special circumstances. If an employee's leave qualifies as FMLA leave, either the employee or employer may designate it as such, and count the leave toward the employee's FMLA leave entitlement even if leave was also approved under another leave policy. The FMLA leave may run concurrently with other available leaves such as sick leave, Maine FMLA leave, workers' compensation leave and/or personal leave.

M. S. A.D. No. 75 will comply with the Family and Medical Leave Act and provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes, contact the Human Resources Department.

Limited Unpaid Leave of Absence:

Should a situation arise that temporarily prevents an employee from working, he or she may request a personal leave of absence through the Superintendent. Specific time limits are based on job classification and negotiated agreement.

Employee Benefits**Disclaimer:**

The District has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from medical prevention and illness. This portion of the Employee Handbook contains very general description of the benefits to which you may be entitled as an employee of M.S.A.D. No. 75. Please note that nothing contained in this handbook shall be held or construed to create a promise of future benefits, or a binding contract between the District and its employees, retirees or their dependents, for benefits or for any other purpose. For more complete information regarding any of our benefit programs, please refer questions to the Human Resources Department.

Health Insurance:

M.S.A.D. No. 75 currently offers employees who work at least 20 hours within the District health insurance under an indemnity plan or managed care plan. Premiums are based on job classification and negotiated agreement.

Employees are eligible for benefits the first of the month after hire. Changes to health insurance coverage are allowed at the annual open enrollment period or at the point of a qualifying event (i.e., marriage, divorce, birth of a child, loss of health insurance), provided you do so within 30 days from the qualifying event.

Dental Insurance:

M.S.A.D. No. 75 currently offers dental insurance to employees who work at least 20 hours within the District. Premiums are based on job classification and negotiated agreement.

Flexible Spending Accounts:

As part of the District's Flexible Benefits Plan, we currently offer employee-funded Medical and Dependent Care Flexible Spending Accounts to eligible employees hired on or before July 1 of a calendar year. During open enrollment period, participants may elect annual amounts of flexible dollars (which will be deducted pro rata on a pre-tax basis from each paycheck) to pay for eligible health care and dependent care expenses. Eligible expenses generally qualify under the IRC Sec 213, are incurred during the plan year and are not reimbursable from any other source. For more information regarding these accounts, please contact the Human Resources Department.

403(b) Plan:

M.S.A.D. No. 75 makes available to all employees a voluntary salary reduction 403(b) program into which employees may electively defer compensation to be deposited in fixed and variable annuities which are qualified under Section 403(b)(1) of the Internal Revenue Code or custodial accounts offering regulated investment company stock under Section 403(b)(7) of the Internal Revenue Code.

Employees can change the level of payroll deductions 4 times per calendar year. For more information regarding 403(b) plans, please contact the Human Resources Department.

Workers' Compensation Benefits:

The District is covered under statutory state Workers' Compensation Laws. Should you sustain a work-related injury, you must immediately notify your supervisor, School Nurse or building Principal. A first report of injury form must be completed within 24 hours of the accident or injury. Should your injury require the attention of a medical provider, you can obtain a list of approved physicians by calling the Human Resources Department. In case of an emergency, you should go to the nearest hospital emergency room for treatment and forward any payment requests to the M.S.A.D. No. 75 Human Resources Department.

Employee Assistance Program

The Employee Assistance Program (EAP) is a self-referral service for employees and their immediate families to use when they need support dealing with personal or professional problems. This program provides access to confidential and professional assistance for a full range of personal problems faced at one time or another in most individual's working lives. To access this confidential service, please call 1-800-451-3281.

Employee Recognition and Appreciation:

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at Board meetings, in the District's newsletter, and through special events and activities.

Wellness:

M.S.A.D. No. 75 believes that wellness is an ongoing, preventative health management lifestyle. We envision that all members of our school community experience optimal wellness: the integration, balance, and harmony of the mind, body, spirit and emotions. Based on our commitment to health and wellness, and in accordance with Federal and State laws, M.S.A.D. No. 75 developed a Wellness Policy (found on the District's website) to support these beliefs. It is the goal of M.S.A.D. No. 75 that employees become role models for our students and community as a whole.

To support our employees, the District is committed to providing opportunities for employees to participate in wellness programs. District employees are eligible to utilize the Middle School Fitness Center and encouraged to participate in individual facility specific programs as well as programs sponsored by the District Wellness Committee.

By promoting healthy lifestyles and practices for our employees, they can become healthy role models for our students. "Healthy people create healthy relationships and healthy relationships create healthy communities."

Attendance

Dependable and prompt attendance is an essential function and responsibility of all employees of M.S.A.D. No.75. A employee who must be absent from work is expected to notify his or her supervisor as soon as possible, preferably 2 hours prior to the start of his or her scheduled shift and to keep the supervisor regularly informed if the absence continues for 2 or more days. In like manner, employees should notify their supervisors as soon as possible of any anticipated tardiness. All planned absences such as vacations, personal days or professional days should be scheduled in advance with the approval of a supervisor.

All employees are expected to work on a regular and consistent basis, completing their regularly-scheduled hours per week. Excessive absenteeism may result in disciplinary action, up to and including termination. M.S.A.D. No. 75 reserves the right to request a medical examination or doctor's certificate during or following an illness. Any employee who does not call or report to work for 5 consecutively scheduled work days will be considered to have voluntarily resigned employment from M.S.A.D. No.75.

Time Sheet Recording

Accurately recording time worked is the responsibility of every hourly employee. Federal and State Laws require M.S.A.D. No. 75 to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Working "off the clock" is against Wage and Hour Laws.

Hourly employees should accurately record the time they begin and end their work duties daily on their time sheet. An employee working a split shift should record the beginning and ending time of each shift. Tampering, altering, or falsifying a time record is a serious misconduct and will result in disciplinary actions, up to and including termination.

It is the employee's responsibility to sign his or her time sheet to certify the accuracy of all time worked. The supervisor will review and then sign the time sheet before submitting it for payroll processing. Compensatory time for non-exempt employees is not an approved practice of the District.

Holiday Policy – Ceremonies and Observances

M.S.A.D. No. 75 schools reflect an increasing diverse society with many religious, ethnic and cultural traditions and beliefs that are meaningful to the students and adults in our communities.

Holidays and traditions provide the opportunity for confirmation and hope to individuals and families, and provide rich opportunities for learning. It is the responsibility of the schools to create awareness of and increased sensitivity to our diverse society, in order to establish and maintain an inclusive environment for our students and staff.

M.S.A.D. No. 75 encourages employees to be aware and knowledgeable of religious diversity and cultural differences and to use religious holidays as opportunities to teach about different religions, history and culture.

Guidelines:

- The study of religious holidays should serve established academic goals, support cultural diversity and not be limited to one time of the year.
- Holiday symbols may be used within the educational context, however, should not be used as decorations.
- Absences from work as a result of a religious holiday observance shall not accrue towards personal leave.
- This policy does not apply to employee's attire, however, careful consideration should be given of holiday symbols which may be regarded by some as secular and by others as religious.

Safety Policy

M.S.A.D. 75 is committed to providing a safe educational and working environment for all students and staff. It is the goal of the District to create an atmosphere where the prevention of accidents and injuries, safety awareness and compliance of applicable state and federal laws becomes the responsibility of everyone.

To accomplish this goal, everyone must:

- Strive to follow established safety practices
- Be proactive in preventing accidents and injuries
- Become aware of safety protocols through education and training
- Identify and communicate potential hazards to administrators and supervisors

A safe workplace is a combination of the efforts of administration, supervisors and employees. No one group can accomplish this task alone.

Return to Work and Light-Duty Assignments

M.S.A.D. No. 75 believes that it is in the best interest of both the school system and employees who have suffered workplace injuries or illnesses to return to the work environment as soon as possible. Further, the Board recognizes the need for a program to effectively manage workers' compensation costs throughout the system, while conserving its most valuable resources – the skills, knowledge and experiences of its employees. To that end, the Board supports the establishment of a comprehensive return-to-work program, including transitional or "light-duty" work assignments, whenever appropriate, to minimize lost time and facilitate an employee's transition back to regular or full-time work.

Transitional or light-duty assignments, including modified work schedules, will be designed to accommodate job restrictions specified by the employee's health care provider. Transitional or light-duty assignments are intended to address short-term medical restrictions, and are not to be used as a means to establish new assignments or displace other employees.

Return-to-work Program

Employees must immediately notify their supervisor or school nurse of any work-related injury. An 'Accident/Injury Report' must be forwarded to the Human Resources Department within 24 hours of the accident or injury. If the accident or injury is not an emergency, medical treatment will be provided by Occupational Health or the employee's own physician if preferred. Visits to Occupational Health can be coordinated through Human Resources. If an employee is not able to return to their regular work duties and/or schedule, a transitional work assignment may be considered.

To be considered for a transitional work assignment, a 'Physical Demands' form will be sent to the attending medical provider, requesting details on the physical restrictions of the injured employee. Human Resources and the employee's supervisor will review the restrictions and determine whether there are light-duty assignments available in the employee's current department. If not, Human Resources will coordinate with other Administrators to identify any other appropriate assignments.

If an appropriate assignment is identified, Human Resources, the employee's supervisor and the employee will meet to discuss the new work assignment and complete the 'Employee Acknowledgement of Offer of Transitional Work' form.

During the transitional assignment, Human Resources will meet with the injured employee to discuss concerns and evaluate progress every

two weeks. Human Resources, in coordination with the employee's supervisor and the medical provider, may amend the transitional assignment should the employee demonstrate improvement or regression. The duration of the transitional assignment is contingent upon periodic medical evaluations.

Violence in the Workplace

The District believes that students and staff are entitled to learn and work in an environment free of violence, threats and disruptive behavior. Students and staff are expected to conduct themselves with respect for others in accordance with District policies and applicable State and Federal Laws.

Workplace violence takes on many forms including, but not limited to:

- Behaviors which cause physical injury to another
- Making threatening remarks
- Aggressive or hostile behavior that create a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging employer property or the property of another employee
- Possession of a weapon while on District property
- Committing acts motivated by, or related to, sexual harassment or domestic violence

Any potentially dangerous situations should be reported immediately to your Administrator, immediate supervisor or the Human Resources Department. Any employee found to have committed such acts will be subject to disciplinary action, up to and including termination.

Substance Abuse Policy

Notwithstanding anything which follows, possession, use or distribution of alcohol and illicit drugs by employees of M.S.A.D. No. 75 is prohibited on school premises or at any school activity. Disciplinary actions, which may include termination or referral for prosecution, will be imposed on employees who violate this standard of conduct. Compliance with the above standards of conduct is mandatory, and failure to adhere to the standards is a violation of this policy.

The Board of Directors of M.S.A.D. No. 75 recognizes employee substance abuse as causing both personal and professional problems, which are detrimental to both students and other employees, and which conflicts with the Board's desire to provide a safe and effective environment. In keeping with that recognition and to the extent consistent with its other obligations, contract agreements and work rules, the Board of Directors will be supportive of employees who are making an effort to overcome substance abuse problems.

It is not the responsibility of M.S.A.D. No. 75 to diagnose substance abuse but rather, when an individual's performance provides a basis to suspect abuse, to make referral to individuals and agencies which can make such a diagnosis and can recommend appropriate follow-up.

M.S.A.D. No. 75 will maintain the confidentiality of an individual's medical records and will seek to maintain the confidentiality of affected individuals, in all other respects, to the greatest extent possible; however, concern with confidentiality shall not prevent any school official from conferring with administrators and other school officials as necessary. Confidentiality shall not prevent school officials from notifying law enforcement authorities, as required, in the event of indications that an employee is violating the law.

In the event that substance abuse by a District employee is suspected, the following procedure will be followed:

1. The individual suspecting abuse will discuss that concern with the building principal or appropriate administrator.
2. If the building principal or administrator believes further action is needed, the principal or administrator will meet with the employee at which time a substance abuse counselor may be present. Such counselors shall be licensed or registered substance abuse counselors.
3. As a result of the meeting it may be recommended that the employee seek help from an appropriate diagnostic/treatment program.
4. A suspected substance abuser may be required to provide evidence of having implemented the diagnostic referral and of carrying out any recommended treatment/rehabilitation program. Failure to provide such evidence may be considered grounds for disciplinary actions, up to and including termination.

Individuals who suspect that they may have a substance abuse problem, or may be in danger of developing such as problem, are urged to voluntarily seek diagnosis and to follow through with a treatment/rehabilitation program as prescribed by qualified individuals.

Drug and Alcohol Testing of School Bus Drivers

In an effort to prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by school bus drivers, the District will operate a drug and alcohol testing program in accordance with State and Federal Laws and regulations.

All bus drivers will be subject to testing and will be tested under the following circumstances: pre-employment testing for controlled substances only, reasonable suspicion, random, post-accident, return-to-duty and follow-up testing for controlled substances and alcohol.

Any driver who violates either the Federal Motor Carrier Safety Regulations or this policy will be subject to disciplinary actions, up to and including termination.

For more detailed information regarding this policy and drug and alcohol testing procedures, please contact the Human Resources Department.

Smoking on School Premises

Smoking, or the use of tobacco products of any form, is prohibited at all times in any building or any property owned by M.S.A.D. No. 75.

School Closing Procedures

Notice for closing school will be made over area radio stations as early in the morning as possible. Such announcements will usually begin between 5:45 and 6:15 a.m. and as often thereafter as each station chooses. All of the stations listed below are notified. Please note that M.S.A.D. No. 75 has no control over how often cancellation notices are announced on these stations. Once school is canceled, it shall be canceled for the whole day. On rare occasions, school may be canceled for the afternoon session beginning in the morning.

WCSH-TV Ch. 6
WMTW-TV Ch. 8
KISS FM 99.9
WBLM FM 102.9
WHOM FM 94.9
WTHT FM 107.5
WCYY FM 93.9
WJTO AM 730
WGAN AM 560

WGME-TV Ch. 13
FOX WB51/UPN 51-TV Ch. 12
WCLZ FM 98.9/AM 900
WPOR FM 101.9/AM 1490
WGMX FM 93.1
WYNZ FM 101.0
WJBQ FM 97.9
WIDE AM 1400

Employee Computer and Internet Use Policy and Rules

M.S.A.D. No. 75's computers, networks and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to computers issued directly to staff, whether in use at school or off school premises.

Each employee is responsible for his/her actions and activities involving District computers, networks and Internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of the District's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by employees. Employees who have questions about whether a particular activity or use is prohibited are encouraged to contact a building administrator or the Technology Coordinator.

A. Consequences for Violation of Computer Use Policy and Rules

Failure to comply with the Board policy, these rules and/or other procedures or rules governing computer use may result in disciplinary action up to and including termination. Illegal use of the District's computers will also result in referral to law enforcement.

B. Access to School Computers, Networks and Internet Services

The level of employee access to District computers, networks and Internet services is based on specific job requirements and needs. Unauthorized access to secure areas of the District's computers and networks is strictly prohibited.

C. Acceptable Use

M.S.A.D. No. 75's computers, networks and Internet services are provided to employees for administrative, educational, communication and research purposes consistent with the District's educational mission, curriculum and instructional goals. All Board policies, school rules and expectations for professional conduct and communications apply when employees are using the District's computers, networks and Internet services.

D. Personal Use

District computers, networks and Internet services are provided for purposes related to school programs and operations, and performance of their job responsibilities. Incidental personal use of school computers is permitted as long as such use: **(1)** does not interfere with the employee's job responsibilities and performance; **(2)** does not

interfere with system operations or other system users and **(3)** does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. "Incidental personal use" is defined as use by an individual employee for *occasional* personal communications.

E. Prohibited Use:

Examples of unacceptable uses which are expressly prohibited include, but are not limited to, the following:

1. Any use that is illegal or which violates other Board policies, procedures or school rules, including harassing, discriminatory or threatening communications and behavior; violations or copyright laws, etc. (The District assumes no responsibility for illegal activities of employees while using school computers.)
2. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive.
3. Any inappropriate communications with students or minors.
4. Any use for private financial gain, or commercial, advertising or solicitation purposes.
5. Any use as a forum for communicating by e-mail or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether profit or not-for-profit. No employee shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes.
6. Any communication that represents an employee's personal views as those of the District or that could be misinterpreted as such.
7. Downloading or loading software or applications without permission from the system administrator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The District assumes no responsibility for illegal software copying by employees.
8. Sending mass e-mails to school users or outside parties for school or non-school purposes without permission of the Technology Coordinator or building administrator.
9. Any malicious use or disruption of the District's computers, networks and Internet services; any breach of security features; or misuse of computer passwords or accounts (the employee's or those of other users).

- 10.** Any misuse or damage to the District's computer equipment, including opening or forwarding e-mail attachments (executable files) from unknown sources and/or that may contain viruses.
- 11.** Any attempt to access unauthorized sites, or any attempt to disable or circumvent the District's filtering/blocking technology.
- 12.** Failing to report a breach of computer security to the system administrator.
- 13.** Using school computers, networks and Internet services after such access has been denied or revoked.
- 14.** Any attempt to delete, erase or otherwise conceal any information stored on a school computer that violates these rules or other Board policies or school rules, or refusing to return computer equipment issued to the employee upon request.

F. No Expectation of Privacy

M.S.A.D. No. 75 computers remain under the control, custody and supervision of the District at all times. The District reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of school computers, including e-mail, stored files and Internet access logs.

G. Disclosure of Confidential Information

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

H. Employee/Volunteer Responsibility for Student Computer Use

Employees and volunteers who use school computers with students for instructional purposes have a duty of care to supervise such use. Teachers, staff members and volunteers are expected to be familiar with the District's policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees and volunteers become aware of a student violation, they are expected to stop the activity and inform the building principal.

I. Compensation for Losses, Costs and/or Damages

The employee is responsible for compensating the District for any losses, costs or damages incurred by the District for violations of Board policies and school rules while the employee is using District computers, including the cost of investigating such violations. The District assumes no responsibility for any unauthorized charges or costs incurred by an employee while using District computers.