



Classified
EMPLOYEE HANDBOOK

Revised June 2017

Welcome to the Twin Falls School District...

We are pleased to have you as a member of our staff.



As a district committed to achieving excellence for our students, we believe that the achievement of our goals is dependent upon maintaining the quality of our employees and providing a supportive environment for students and staff.

If you are new to our district, we understand that joining an organization may require some adjustment. You meet new people, work in different surroundings, and are confronted with new policies, rules, and benefits. If you are a returning staff member, access to district-related information is important for your continued success.

This handbook has been prepared to serve as a quick reference to address basic district policies and procedures. It is not designed to be a comprehensive document detailing all district policies and procedures. If you have questions or concerns, or need in-depth information, please consult with your supervisor, building administrator, or the Human Resources Department for assistance.

Once again, whether you are a new or returning staff member, we welcome you to the Twin Falls School District, and we wish you every success.

Sincerely,

A handwritten signature in black ink that reads "Brady D. Dickinson". The signature is written in a cursive, slightly slanted style.

Brady Dickinson, Ph.D.
Superintendent of Schools

BEFORE YOU BEGIN...

As a new employee of the Twin Falls School District, please be sure you have completed the following before you begin your work within the district:

- Complete a drug test
- Provide your fingerprints for a criminal background check
- Complete all your new employee paperwork
- Return a signed copy of the Handbook Form verifying that you accept and understand this handbook.

***Twin Falls Classified Handbook
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The information contained within this handbook is designed to help you understand the system for which you work, by providing an overview of some of the rights, policies, and benefits you have as a district employee. It is not intended to cover all policies and procedures in detail, but rather to serve as a general guideline. Please note, however, that as a Twin Falls School District employee, you are responsible for complying with all district policies in total, including those not outlined in this handbook. (The Complete Policy Manual is available online at www.tfsd.org)

The information in this handbook, taken from Twin Falls School District Policies and the Collective Bargaining Agreement (CBA), is in a summary format. While this version includes the most recent information, changes after the printing of this handbook will be made available in a separate format. Information that may change from year to year (e.g., insurance coverage, changes in insurance carriers, salary information, etc.) is not outlined in this manual, but will be provided in other ways.

If you have questions or concerns about information listed in this handbook or the district's policy manual, please contact your supervisor or building administrator. If they cannot answer your questions, please feel free to contact the Human Resources Department for assistance.

PLEASE NOTE: This handbook has been prepared as a matter of information only. It is not intended to serve as a contract. This handbook supersedes all previous versions.

Your employment with the Twin Falls School District is at-will. This means that the District may alter the terms of your employment, and either you or the District may terminate your employment with the District at any time and for any reason or for no reason at all, with or without notice. No employee of the District, including any administrator, has the ability or authority to alter the employment-at-will relationship, whether such attempt be through an oral statement/comment or in writing. The handbook you are being provided does not create an employment contract, establish rights, privileges or benefits of employment or establish any job guarantee.

The Twin Falls School District #411 serves approximately 9,300 students. It is comprised of two senior high schools, one alternative high school, three middle schools, one alternative middle school, nine elementary schools, and one school operated at the Snake River Detention Center. All are accredited. The district is ranked eighth in size among Idaho's 116 school districts and operates on an annual budget of over \$50 million. It is one of the largest employers in an eight-county region, with more than 500 certified staff, 37 administrators, 450 classified staff, and 200 on-call staff.

IN THIS SECTION:

Administrative Offices
Board of Trustees
District Administration
Mission Statement
Philosophy
Schools
Organizational Chart

Administrative Offices

| | | |
|--------------------------------|-----------------------|--------------------------|
| District Administration Office | 201 Main Avenue West | 733-6900, 733-6987 (fax) |
| Support Services | 301 Main Avenue West | 733-8456, 733-4861 (fax) |
| Extension Office | 242 Main Avenue North | 733-0134, 733-2895 (fax) |

The district office is open from 8:00 - 5:00 Monday through Thursday and from 8:00 - 4:00 on Friday.

Board of Trustees

District policies are set and approved by publicly elected board members. The Twin Falls School District Board of Trustees consists of five members, each representing a different geographic zone of the city. Elected by qualified voters of their zone, board members serve three-year terms.

Board meetings are held twice a month at 7 p.m. at Canyon Ridge High School or other designated locations. Meeting dates are posted on the district's web site or an employee may contact the clerk of the board for a copy of the schedule. The first board meeting of the month is a business meeting. The second meeting is reserved for training and special presentations. The public is invited to attend both sessions. Special board meetings are held when necessary and notification is posted in advance. Cancellation or changed dates are posted in advance, as well.

Agendas are posted on the front door of the district office, extension office, at the courthouse, and at city hall.

All board meetings feature a portion for public comments. Public and/or employee business matters brought before the board should be submitted in writing to the superintendent's office no later than noon on Wednesday preceding a regular board meeting. Items brought up as "unscheduled delegations" might not be acted upon, and at the Board's discretion, may or may not be addressed during that regular board meeting. Individuals wishing to be heard by the Board will need to contact the Clerk of the Board at 733-6900 x1002 for guidelines and forms.

District Administration

While the board of trustees has the responsibility for governing the school district, the superintendent of schools is its chief executive officer. The function of the superintendent is to provide leadership in developing and maintaining the best possible educational programs and services, and to oversee and administer the use of all district facilities, property, and funds. All school employees are responsible to the superintendent.

The superintendent is assisted by administrative and support personnel. District administrators include:

- Associate Superintendent/Director of Federal Programs and Assessment
- Director of Elementary Programs, Pre-K-5
- Director of Secondary Programs, 6-12
- Director of Fiscal Affairs
- Director of Educational Technology & Operations
- Director of Support Services, PreK-12
- Director of Human Resources
- Director of Public Relations, Policy & Grants

The communications, maintenance and technology departments are part of the administrative support group. With the exception of the support services, food services and maintenance departments, administrative departments are located at the district office and can be reached by calling 733-6900.

Support services staff includes the audiologist, speech/language pathologists, school psychologists, social worker, gifted/talented facilitators, school mentors, substance abuse prevention specialists, and support personnel. Located at 301 Main Avenue West, that department can be reached at 733-8456.

The maintenance department is located on Highland Avenue. If you need to contact maintenance, call the maintenance supervisor at 733-4277 or contact the district office for assistance. The Food Service Office is located at 1775 Eldridge Ave. If you need to contact the Food Service Office, please call 733-0134.

Mission Statement

Our mission is to provide a quality education necessary for students to be successful in life.

Philosophy

We believe that all students should have the opportunity to achieve the skills needed to succeed in life. This includes being academic achievers, clear communicators, responsible citizens, complex thinkers, and quality producers, with the realization that learning is a lifelong process. It is our belief students achieve self-esteem by experiencing success and meeting educational challenges. Students should have the confidence to make reasonable and responsible choices.

Schools

High Schools:

| | | |
|--------------------------|------------------------|----------|
| Twin Falls High School | 1615 Filer Avenue East | 733-6551 |
| Canyon Ridge High School | 300 N College Rd. W | 732-7555 |

Middle Schools:

| | | |
|-------------------------------|--------------------------|----------|
| Vera C. O'Leary Middle School | 2350 Elizabeth Boulevard | 733-2155 |
| Robert Stuart Middle School | 644 Caswell Avenue West | 733-4875 |
| South Hills Middle School | 1550 Harrison Street S | |

Elementary

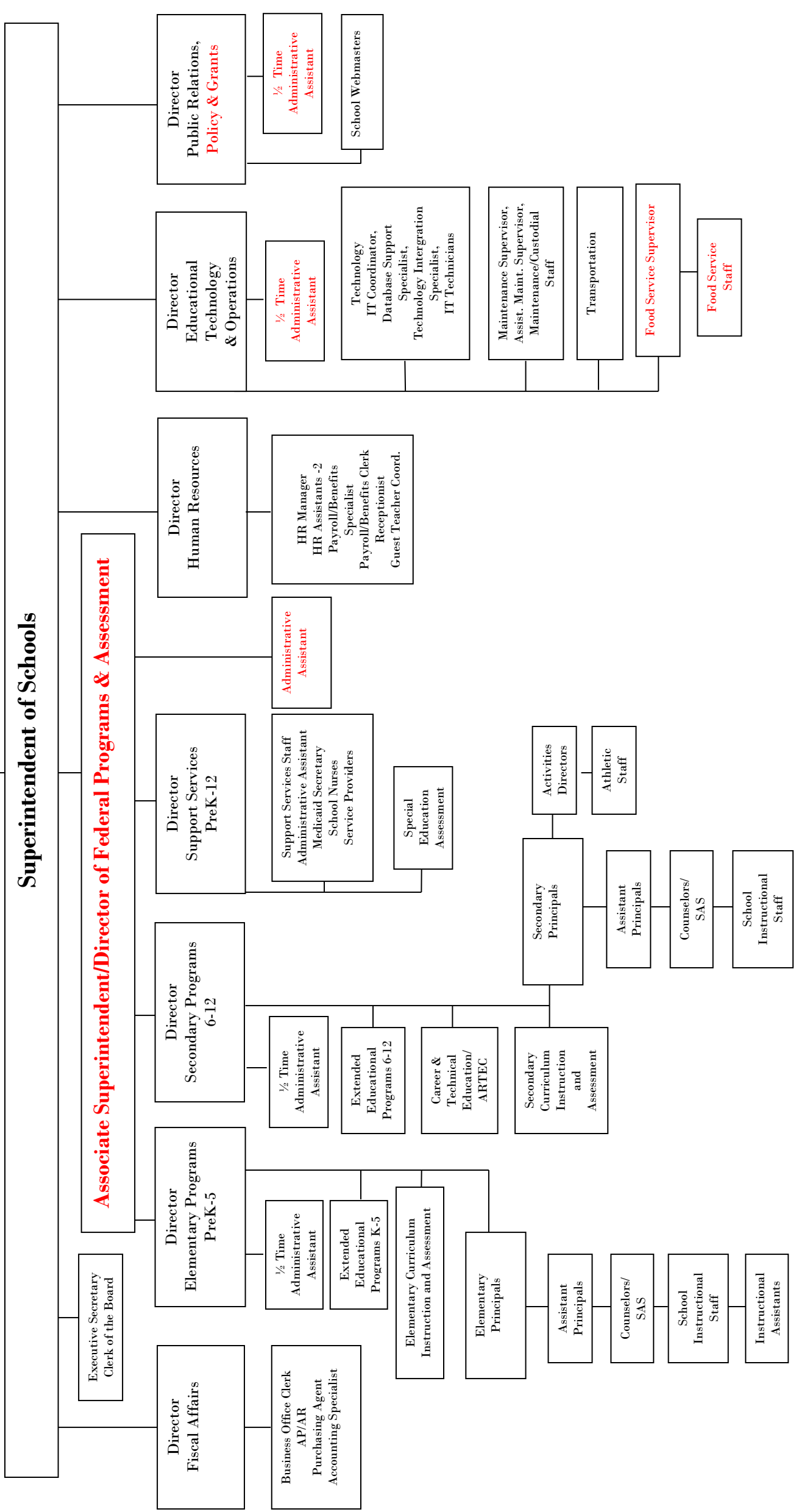
| | | |
|-------------------------|------------------------|----------|
| Schools: Bickel | 607 Second Avenue East | 733-4116 |
| Harrison Elementary | 600 Harrison Street | 733-4229 |
| I.B. Perrine Elementary | 452 Caswell Avenue | 733-4288 |
| Lincoln Elementary | 238 Buhl Street North | 733-1321 |
| Morningside Elementary | 701 Morningside Drive | 733-6507 |
| Oregon Trail Elementary | 660 Park Avenue | 733-8480 |
| Pillar Falls Elementary | 3106 Stadium Blvd | 732-7570 |
| Rock Creek Elementary | 850 Federation Rd | 732-7565 |
| Sawtooth Elementary | 1771 Stadium Boulevard | 733-8454 |

Alternative Schools:

| | | |
|------------------------------|-----------------------|----------|
| Magic Valley High | 512 Main Avenue North | 733-8823 |
| Bridge Academy Transition | 616 Eastland Drive | 737-5282 |
| Snake River Detention Center | 2515 Wright Avenue | 736-2588 |
| Transition Center | 2515 Wright Avenue | |

Twin Falls School District No. 411

Board of Trustees (5)



Effective communication between staff and the community serves a vital purpose in providing a good work atmosphere. We have made a commitment to provide an efficient communication system. Along with the standard practices of U.S. and in-district mail services, voice mail and e-mail are part of our district communications network. With minimal training, you will be able to access these tools.

IN THIS SECTION:

- Computers
- E-mail
- In-District Mail
- Job Announcements
- Job Transfers
- U.S. Mail
- Voice Mail
- Web Page

Computers:

For the most part, employees have access to the computers within their building; however, employees need to consult the building administrator/supervisor to determine computer availability. Computer problems should first be directed to the designated building tech support person. An employee should consult with his/her administrative office for the name of the building tech support person.

The district has a formal computer policy. While general guidelines are listed in the District Policies section of this handbook, employees are bound by the agreement in its entirety and should be familiar with the document. The complete Computer Access Policy can be obtained from the employee's building administrative office or from within our policy manual available on the website. Employees must follow the guidelines, although they are not required to sign the document.

E-mail

With minimal training, an employee should be able to access the district's e-mail system. We ask that employees refrain from sending broadcast messages as they reduce the efficiency of the network. Instead, employees should use the public folders section of e-mail to post professional/personal notices or advertisements. If an employee needs help accessing e-mail, the public folders, or setting up an e-mail account, he/she should contact the building technician. NOTE: E-mail is considered information within the public domain and may be requested or reviewed by sources inside or outside of the district. With internet access, an employee may also access e-mail from a home computer.

In-district Mail

In-district mail is used to send communications between schools and the district office. Mail boxes are located in the administrative office of each building, with mail delivered daily during the school year. Employees should check with the building's secretary for pick-up and delivery times.

Job Announcements

As positions become available within the district, announcements are posted in different locations. Vacancies are posted at the district office in the reception area, in the Human Resources Department, within the e-mail public folder titled "ann. Human Resources," and on the district's web page.

Job Transfers

Employees interested in being considered for a job transfer should notify the Human Resources Department by using the in-district transfer/promotion form on the district web page under "Employment."

U.S. Mail

School-related correspondence may be left at each building's office to be sent via the postal service. Employees should follow the building's procedures in sending mail.

Voice Mail

To enhance communication among employees and the community, a voice mail system operates in conjunction with the phone service. A list of district extensions is available from each building's administrative office and in the public folders of our e-mail system (ann. Telephone Directory).

Web Page

The district maintains an active web page. Schools have the option to maintain a web page, but are responsible for the design, content, and upkeep of their school web page. If an employee has questions regarding the district's web page content, they should contact the Director of Public Relations at 733-6900 for assistance. Questions regarding school web pages should be directed to those schools.

Basic district policies and procedures help promote a quality working environment and help employees work more efficiently. If an employee has questions about any of the policies listed within this section, he/she should contact the district office and he or she will be directed to the appropriate department.

IN THIS SECTION:

- At-work Accidents
- Building Security
- Computer Access
- Equipment Maintenance
- Facilities Rental
- Maintenance Authorization
- Purchasing & Purchase Orders
- Safe & Secure Environment
- Smoke Free Buildings
- Travel & Travel Reimbursement

At-work Accidents

All accidents occurring at work must be reported to an employee's supervisor or building administrator immediately or within 24 hours, regardless of the severity of the accident or possible injury. An Accident Report will be completed by the supervisor (for reference, a copy is in the Forms section of this handbook). All employees requiring medical attention for work-related injuries must first report to the Occupational Health Center, 775 Pole Line Road, Suite 101, at St. Luke's Magic Valley Regional Medical Center, the district's designated initial service provider. If after-hours care is needed, employees must report to St. Luke's Quick Care at 775 Pole Line Road, Suite 103, at St. Luke's Magic Valley Regional Medical Center. Report to the hospital Emergency Department only if the Occupational Health Center and Quick Care are both closed. When reporting to the initial service provider (i.e., Occupational Health Center, Quick Care, or Emergency Department), employees should identify themselves as a Twin Falls School District #411 employee. After the initial contact, employees may seek medical services with the provider of his/her choice with approval from the Idaho State Insurance Fund. Before returning to work, employees must provide his/her supervisor or the Human Resources Department with a return to work release authorized by a physician.

Employees not following the initial service provider procedures described above may be held responsible for initial visit fees associated with medical services rendered by any other health care provider. The district also reserves the right to require that the employee be seen by the Initial Service Provider, even if the employee has already received medical services from other health care providers.

Building Security

If an employee is issued a key for school property or building entrance, he/she must assume responsibility for the custody and appropriate use of each key. Keys are not to be duplicated without proper authorization. If an employee should lose his/her key(s), the loss should be reported to the building administrator as soon as possible. If an employee is unable to find the key(s) within a reasonable time period, he/she may be required to pay for the key replacement and lock alteration.

Security cameras have been installed in the administrative offices of all district buildings and within selected areas in each school. Many buildings have also installed security alarms. Employees should check with the building administrator for any security measures he/she needs to follow in accessing his/her building.

Computer Access

All Twin Falls School District policies and procedures pertaining to behavior and communication apply to computer and network use. School district computer users are expected to act in a responsible, ethical and legal manner, in accordance with the missions and purposes of the district and the laws of the State and Federal Government.

Use of the computers and network is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct. Employees need to be sure to read through the entire Computer and Network Use Policy as it also addresses areas such as acceptable postings, false entry, data security, and access to the Internet. Twin Falls School District employees are bound by the computer use policy and encouraged to become familiar with the policy in its entirety, as well as the agreement students/parents must sign before students may have access to district computers and the Internet.

Equipment Maintenance

All equipment should be well-maintained. If any machine fails to work properly, employees should follow his/her building's policy for maintenance. Problems with computers, networked printers, peripherals, or networking connections should be reported directly to the building support person who works with the building technician or the technology department to resolve problems. Problems with classroom phones should be directed to your building support staff or building technician. Problems with office phones should be directed to your building's secretary.

Facilities Rental

School district facilities are available for rent by district personnel and community members. For rental information and fees, please contact 733-6900.

Maintenance Authorization

If an employee has maintenance concerns that need to be addressed within his/her office or work space, he or she should contact the building administrator.

Purchasing and Purchase Orders

Department and/or building funds are available for staff members to purchase classroom materials. We suggest that employees become aware of their building's protocol in submitting requisitions for purchase orders by talking with the supervisor or building administrator. Authorized employees will receive guidelines and training for using electronic requisition processing procedures.

Invoices to be paid by the district must have a school district purchase order number. The purchase order must be secured in advance, with proper authorization from the school administrator and purchasing department. Purchases made without following proper procedures will be the responsibility of the purchaser. If employees have questions or need clarification on the procedure, they should contact their supervisor, building administrator or the purchasing department at the district office. Purchase order deadlines are announced each spring. Employees need to follow year-end procedures.

Safe and Secure Environment

The district recognizes the need for a well-planned, emergency, disaster, and anti-violence preparedness program. The district's Crisis Response Manual helps to meet needs associated with these areas. The manual is available at the administrative office of each building, or employees may make a copy to place in an easily accessible area. Employees are encouraged to become familiar with the manual's contents, and administrators are encouraged to acquaint staff with its policies and procedures.

A safe and secure environment also includes maintaining a work environment free of violence. As such, use of intimidation in the workplace (including verbal harassment, threats or acts of violence and/or physical acts of violence against students and/or employees) is grounds for disciplinary action, up to and including termination.

Smoke Free Buildings

In order to protect the health of students, staff, and the general public who use our facilities, provide a healthy working environment, and promote good health habits, tobacco use will not be allowed in school district buildings or on our grounds. Tobacco use is defined as smoking any kind of lighted pipe, cigar, cigarette, or any other lighted smoking equipment or material, or chewing or sniffing a tobacco product.

Travel and Travel Reimbursement

Employees who must use their own vehicles for travel related to their jobs may receive mileage reimbursement with the advance approval of their principal or immediate supervisor. In-district mileage must be reported on the Monthly Mileage Report form due on the 25th of each month. Reimbursement is paid quarterly (the amount is listed on the form). (A sample document is included in the Forms section of this handbook.)

Employees traveling out-of-district for conferences, workshops, etc. must receive prior approval from their immediate supervisor, or the district will not be responsible for the payment of the travel expenses. Employees must complete the Prior Approval of Travel form in order to receive reimbursement. Prior approval requests must be turned in six weeks prior to travel for board approval.

Receipts and/or logs must accompany the travel reimbursement requests. The district will reimburse only the actual cost of meals, including tax and gratuity. Meal costs in excess of maximum allowances will not be reimbursed, unless an exception to the maximum is made by the superintendent. Actual costs for transportation, lodging, parking, and/or registration are reimbursable.

Travel and expense reimbursement will be paid the day following the board's business meeting, if proper documentation and approval signatures are received by the accounts payable department. The signed and completed documents must be received before the last working day of the month prior to the business meeting.

The classified staff of this district are a multi-talented group. Whether maintaining buildings and grounds, staffing offices, working in food service programs, or assisting teaching staff, each staff member contributes to the smooth functioning of his or her department and the district. Although each supervisor is primarily responsible for discussing problems and solutions or developing and maintaining an effective department, the Human Resources Department is also available to answer questions.

IN THIS SECTION:

Affirmative Action
Americans with Disabilities
Background Checks/ Employee Badges
Compliance with Wage-Hour Law
District Protocol
Dress Code
Drug Free Workplace
Employment
Employee Definitions
Employment/Supervisor of Family
Equal Opportunity Employer
Family Medical Leave Act (FMLA)
Grievance Procedures
Immigration Law
Job Postings
Personnel Records
Reduction-in-force
Sexual Harassment
Suspected Child Abuse
Workers' Compensation
Unemployment Insurance

Affirmative Action

The affirmative action program provides for equal opportunity in employment and delivery of services as set forth in the law. There will be equal treatment of employees in recruitment, employment, training, promotion, and other personnel practices. Positive action will be taken to ensure equal employment opportunities based on an individual's qualifications for and/or job performance in relation to organizational needs. A copy of the Affirmative Action Policy and Plan is on file at each school or can be found in the policy manual online at www.tfsd.org.

Americans with Disabilities

The district follows rules and regulations as set forth by the Americans with Disabilities Act of 1991.

Background Checks / Employee-ID Badges

In accordance with Idaho Code 33-130, criminal history checks (including fingerprinting) for school district employees will be conducted on all employees who started their employment with the Twin Falls School District after July 1, 1991. Background checks must be submitted no later than 5 days after the employment date. Employees are responsible for the fingerprinting fee. All fingerprinting takes place at the District Office.

Employee badges are available for all staff members and each member is required to wear them for identification purposes when at a school. Employees should contact their supervisor or building administrator when an identification badge is needed. When visiting another building, staff members need to remember to check in at the office. If an employee does not have an employee badge, he or she should pick up a visitor badge at the building's front office at the time of the visit.

Compliance with Federal Wage-Hour Law

Pursuant to provisions of the Federal Fair Labor Standards Act of 1996, the hours and wages of all classified employees of School District #411 will be computed on a standard 40-hour work week, using the calendar week as a work period. Each employee's hourly rate of compensation will be recorded on the payroll record. Overtime hours may be necessary in rare occasions. Overtime for any hourly employee **must be approved in writing** by the employee's principal or director. Violation of this policy may be grounds for disciplinary action.

District Protocol

District protocol follows the district's chain of command (see Organizational Chart, Basic Information). Concerns should be discussed directly with the person with whom an employee is having difficulty with and then with his or her direct supervisor. Specific procedures may be found under the Grievance Procedures located in this section.

District Dress Code

The Dress for Success code supports workplace norms for professional attire. It is the desire and intent of the Twin Falls School District to adopt a dress code to create a professional environment in our schools that is conducive to learning and free of potential distraction or danger. Employees are to observe the following guidelines regarding attire:

1. Clothes must conceal undergarments and undergarment straps at all times. No see-through, worn, faded, torn, excessively tight, or revealing attire is permitted.
 - A. Shirts must have a modest neckline and be long enough to cover the midriff (front and back). No spaghetti straps, tank tops, tube, off-the-shoulder, halter tops, or muscle shirts will be allowed. No backless, strapless, or half tops are to be worn.
 - B. Skirts or dress shorts must be no shorter than just above the knee in length. No sleepwear or loungewear clothing allowed.
 - C. Pants must be worn at hip-level or higher.
2. Hats or head coverings (including sunglasses) of any kind are not to be worn inside the school buildings.
3. Professional and appropriate footwear must be worn at all times.

4. Employees are prohibited from wearing or carrying clothing, accessories or jewelry, or displaying piercings or tattoos, which by picture, symbol, or word, depict or allude to any of the following:

- A. Drug usage, including alcohol and tobacco;
- B. Controlled substances of any kind;
- C. Drug paraphernalia;
- D. Gangs;
- E. Violence, hate groups, racial separation;
- F. Sexually explicit, lewd, indecent, or offensive material; or
- G. Illegal acts.

5. Visible body piercing or magnetic/glued jewelry on face, eyes, arms, hands, tongue, and feet is prohibited. Earrings and nose studs are allowed. Spikes, chains, wallet chains, studs, bolts, dog collars, needles, pins, sharp objects, or other jewelry deemed unsafe is not allowed at school.

6. Food Service and Maintenance staffs have additional and/or separate dress code requirements due to the nature of their positions. Requirements will be provided at the time of employment.

There may be exclusions to the dress code for religious or health reasons. It is not the practice of the Twin Falls School District to support “dress down Fridays.” The building administrator or designee may determine appropriate attire options for special activity days. It is the responsibility of the building administrator or designee to enforce this dress code.

Drug Free Workplace

The district recognizes drug and alcohol dependency as a serious problem, as well as a health, safety, and security threat. To comply with Idaho Code, the district has established a Drug Free Workplace policy. As part of this policy, the district will not hire anyone who tests positive for alcohol or drugs. All employees, prospective employees, and on-site contract personnel are subject to the conditions and terms of the policy while conducting Twin Falls School District business.

Employment

The recruitment, selection, and employment of personnel shall be based on the needs of the district, and the individual's qualifications and ability to perform the essential functions of a specific position. Written job descriptions that identify the position and describe the essential functions, skills, knowledge, abilities, characteristics, requirements, and general duties required of each position are available in the district office. Terms of employment and the evaluative basis for the position are also listed. The job descriptions should not be interpreted as complete, and employees shall perform duties assigned by the board, supervisors, or other administrative authority.

Employee Definitions

District employees are identified as benefits-eligible, partial benefits-eligible, non-benefits eligible, and temporary. Individual work schedules are available from the building administrator or the Human Resources Department.

Benefits-eligible (full-time) employees work at least seven hours per day, five days per week for more than five consecutive months. They qualify for enrollment in medical/dental insurance programs and mandatory membership in the state retirement system. Full-time employees accrue three personal days per year and are allocated 9-12 sick days per year commensurate with the number of daily hours assigned to the position. Year-round full-time employees also earn vacation leave based on their years of service to the district. Eligible employees who have accumulated less than seven years of continuous employment earn 6.64 hours of vacation per month of employment. Eligible employees who have accumulated seven years of continuous employment earn 10 hours of vacation per month beginning the first complete month following their seven-year anniversary. Maximum carry-over of vacation cannot exceed two years of actual vacation credit. Employees working less than twelve months will not be eligible for paid vacation benefits. Employees must request permission from their immediate supervisor to schedule vacation days.

Partial benefits-eligible (half-time) employees work at least four, but less than seven hours per day, five days per week, for more than five consecutive months. They qualify for enrollment in medical/dental insurance

programs and mandatory membership in the state retirement system. Half-time employees accrue three personal days per year and 9-12 sick days per year commensurate with the number of daily hours assigned to the position (e.g., four-hours per day equals a four-hour personal or sick day). The district pays one-half of the health care insurance for partial benefits-eligible employees.

Non-benefits eligible (part-time) employees work less than twenty hours per week for more than five consecutive months. They are granted three personal leave days per year and earn 9-12 sick days per year, commensurate with the number of daily hours assigned to the position (e.g., four-hours per day equals a four-hour personal or sick day). Part-time employees do not qualify for enrollment in medical/dental insurance programs or the state retirement system.

Temporary employees work less than five consecutive months. They do not qualify for leave benefits (vacation, sick, personal, or bereavement leave), holiday pay, retirement or insurance programs (medical, dental, or life). Substitute teachers and casual or short-term custodians are considered temporary employees.

Employment/Supervision of Immediate Family

The district will not employ any person whose position is subordinate to an immediate family member's supervisory position. In addition, no incumbent in an administrative position may directly supervise a member of his/her immediate family (i.e., spouse, son, daughter, sister, brother, mother, or father). Where a situation existed prior to the passage of the policy, alternative supervision will be arranged.

Equal Opportunity Employer

School District #411 engages in equal opportunity in employment and delivery of services as entrusted by Affirmative Action and specifically prohibits "...discrimination on the basis of sex, age, race, color, ancestry, disability, national or ethnic origin, exceptionality, religion, conditions of birth, or family and political relationship" in employment and delivery of services. With respect to the employment policies, there will be "...equal treatment of employees in recruitment, employment, training, promoting and other personnel practices." The only basis for employment will be organizational needs, individual merit, and job performance. There will be equal pay for equal work. Any person who feels they have been discriminated against should contact the associate superintendent.

Family Medical Leave Act

The district implements as policy, the rules and regulations required by state and federal laws in accordance with the Family and Medical Leave Act (FMLA) of 1993. Eligible employees may not use more than 12 weeks of FMLA leave within a 12 month period. FMLA leave is granted for birth, adoption or foster care, serious illness of spouse, son, daughter, parent, or serious illness of the employee. An employee should contact the Human Resources Department for further information. (See page 25 for more information.)

Grievance Procedures

The district recognizes the meaningful value and importance of full discussion in resolving misunderstandings and preserving good relations between personnel. We also understand that from time-to-time there may be misunderstandings and questions concerning rules, policies, and personnel issues. In many cases, simple misunderstandings can be cleared up immediately. If the misunderstanding is not resolved, the district's grievance policy provides a way to resolve problems and address complaints rapidly, fairly, and without fear of reprisal.

The first step in any grievance procedure is for an employee to discuss the problem directly with the person with whom he or she is having difficulties or with his or her direct supervisor. If an employee feels a complaint has not been adequately answered or settled, he or she then needs to follow proper district protocol, established by the board through the Grievance Policy #5800, to ensure equitable resolution of any grievance or complaints.

Immigration Law

It is district policy to comply with the immigration laws of the United States. All employees are required to show proper documentation, including driver's license, or identification card issued by federal, state, or local government agencies (e.g., a social security card or birth certificate) as part of the employment process.

Job Postings

As vacancies become available, job notices are posted at the district office, in the Human Resources public folder section of our e-mail system, and on the district's web page. If you are interested in an in-district transfer, you may contact the Human Resources Department for information or check the district website.

Personnel Records

Employee records are maintained by the Human Resources Department. These records may include application forms, a list of questions used in interviews, or pre-employment inquiries. Evaluations and records giving reasons for demotions, terminations, or other personnel actions will also be kept in the file. Employee records may be maintained for a minimum of two years after an employee leaves the district. An employee should contact the Human Resources Department for an appointment if he/she is interested in viewing his or her personnel file. Changes in your address or telephone number may be made through our web portal, I-Visions. Changes in marital status must be made in person at the Human Resources/Payroll department.

Reduction-In-Force

While job security is important to everyone, it may become necessary for the district to reduce the number of people it employs. When a decline in enrollment, program reduction, loss of revenue, or any other reason requires a reduction in staff, the administration shall attempt to accomplish the same by attrition. If the necessary staff reduction cannot be adequately accomplished by attrition, the administration shall consider reducing personnel in all areas. Specific information may be obtained from the Human Resources Department.

Sexual Harassment

The district is committed to maintaining a working and educational environment which fosters appropriate and respectful conduct and communication between all persons employed by, associated with, or attending schools within the district. The district does not condone sexual harassment (e.g., unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature) and/or discrimination based on gender differences. The district will use both formal and informal procedures to promptly investigate each complaint, while making every effort to assure and protect the rights of both parties. Violation of policy will lead to disciplinary action appropriate to the circumstances and may include verbal and written reprimands, suspension with pay, suspension without pay, demotion, expulsion, or dismissal. Persons with supervisory responsibilities for employees or students are expected to report and/or to take appropriate supervisory action when they know of sexual harassment. For specific information, please refer to the Policy #5240.

Suspected Child Abuse, Abandonment or Neglect

Any school district employee or volunteer having reason to believe that any child under the age of eighteen has been abused, abandoned, or neglected, or who observed the child being subjected to conditions or circumstances which had recently resulted in abuse, abandonment, or neglect, will report or cause to be reported within twenty-four hours such conditions or circumstances to the proper law enforcement agency or the Department of Health and Welfare. Failure to report abuse, abandonment, or neglect will be a misdemeanor.

Workers' Compensation

An employee who is receiving worker's compensation benefits may choose to supplement the worker's compensation benefits to equal the pay the employee would have earned, if not injured, with accrued sick or vacation leave, or earned compensatory time. Employees will not be allowed to utilize such leave to receive a wage or salary in excess of the amount the individual would have been paid if not injured. Please refer to the Employee Section of the TFSD Policy Manual or with the Payroll Specialist for more information.

Unemployment Insurance

District employees are covered under the State Unemployment Insurance law. An employee is entitled to unemployment insurance benefits subject to regulations established by law.

As a member of the classified staff of the Twin Falls School District, you are part of a community of people who contribute to the education of our students. Because you serve a vital role in the daily operation of the district, your attendance is important. We understand, however, that there are times when you will not be at work. If your absence is unscheduled, please let your supervisor or a member of your office staff know as soon as possible, so that necessary arrangements can be made.

IN THIS SECTION:

- Administrative Leave
- Adverse Weather Closures
- Appointments
- Attendance
- Bereavement Leave
- Emergency Leave
- Jury Duty
- Leave of Absence
- Military Leave
- Personal Leave
- Short Term Leave of Absence
- Sick Leave
- Vacation Policy
- Work Schedule

Administrative Leave

Administrative leave shall be defined as employee leave taken at the request of the school district in order to attend training, conferences, or workshops. Such leave will be at the discretion of the Principal and will not be charged against the employee's personal or sick leave. Employees should contact their building principal if they have questions.

Adverse Weather Closures

From time to time, adverse weather conditions may result in school closure. In such an event, the district office and maintenance/custodial departments will remain open for normal operations. Building personnel will be notified of the school closure, but will not be required to report to work.

Appointments

The district recognizes that there are occasions when employees have to schedule appointments during work hours. Please check with your building administrator/principal for information on individual building policies regarding appointments.

Attendance

Regular attendance and punctuality are required so that employees may fulfill the duties assigned to them. Habitual absences or tardiness can result in disciplinary action up to and including termination of employment. To maintain good standing under the attendance policy, employees should not exceed authorized leave provided by the district (e.g., sick, personal, or vacation). Vacation and personal leave days are to be approved by the supervisor in advance. If an employee has exhausted all available authorized leave and leave-without-pay is needed, it must be approved by the Superintendent of Schools.

Bereavement Leave

Employees are offered three days of Bereavement Leave per school year for a death of an immediate family member (parent, spouse, children, grandparent, brother, sister, uncle, aunt, or immediate in-law). This leave is not deducted from sick or personal leave. If an employee needs additional leave, bereavement leave is granted at the discretion of the district and will be deducted from accumulated sick or personal leave. Bereavement Leave is not cumulative or reimbursable if not used. If an employee has questions, he or she should contact his or her building administrator. Unusual cases not included may be brought to the attention of the Superintendent of Schools.

Emergency Leave

Emergency leave shall be defined as leave taken due to a situation that has been suddenly precipitated, is unplanned, or where preplanning could not relieve the necessity of the employee's absence. Emergency leave days are not to be used as an extension of an illness or days defined and recorded as sick leave days. A maximum of five emergency days are available for use during the school year, after the employee's accumulated personal leave days are exhausted. The superintendent or his designee will determine what is to be considered a bona fide emergency day.

Jury Duty

Employees serving on jury duty will receive their regular pay less any money granted from the court for such jury duty. Funds received for jury duty service are to be submitted to the payroll department. Travel funds incurred and paid by the Court to the employee shall remain the property of the employee. Employees are asked to refrain from donating their jury duty pay to any solicited cause as these funds are to be placed in the district's reimbursement to offset wages paid to the serving employee.

Leave of Absence

A one-year leave of absence may be granted to a classified employee who has completed two or more years of service in the district, and who has been recommended for employment during the succeeding year. An employee on leave of absence may continue health coverage at their own cost under COBRA. Employees will be billed directly for monthly premiums. Coverage under COBRA extends only up to 18 months total. Employees not returning after a one-year leave of absence may stay on the COBRA coverage or convert to an individual plan. For details, please contact the Payroll Specialist at 733-6900.

Military Leave:

Please refer to the Policy Manual for Military Leave guidelines and information.

Personal Leave

Qualifying employees earn a total of three personal days per year, commensurate with the number of daily hours assigned to the position. Requests to use personal leave must be made to the building principal; however, leave will be limited to extenuating circumstances during the first two weeks of school, the last two weeks of school, or two days immediately preceding or following a school vacation.

If at the end of the contract year an employee has unused personal leave, they may forward up to four personal days to the next year. If an employee accrues seven personal leave days, four days may be forwarded and the employee will be paid for the remaining three unused days. NOTE: The maximum number of days an employee can accrue in one contract year is seven. In order to collect pay for unused personal leave days, the employee must complete Form PLD-3 and send it to the payroll department at the district office. Unused personal leave days, up to four, will automatically be forwarded to the next year if you do not complete the PLD-3 Form stating otherwise. This form is available from a building's administrative office. Selected options and forms must be received by the district office no later than June 1, of the contract year.

In the event an employee resigns from employment with the district, the employee will be paid for all earned, unused, personal leave days. Classified employees electing to be paid for personal leave will receive 50% of their daily wage for each day not used.

Short Term Leave of Absence Without Pay

The superintendent may grant an employee a short term leave of absence without pay (60 days maximum) during the contract or working year when unusual circumstances arise that are not provided for in other existing policies. An employee who needs more than 60 days of leave without pay shall request a one-year leave of absence. This leave is not intended to extend sick leave for routine illness or absence. In general, short term leave is not available to probationary employees in their first 90 days of employment. Unauthorized short-leave without pay will be considered in violation of the district attendance policy.

Sick Leave

Employees are entitled to one day of sick leave for each month of service, with a maximum accrual threshold aligned with the district's maximum accrual threshold. Upon retirement from the district, unused sick leave may be converted to cover district sponsored medical insurance premiums at the prevailing conversion rate provided by PERSI. Employees may also use sick leave when absence is due to illness of an employee's spouse, children, or parents. One day of sick leave is equivalent to the hours an employee works in a regular day. For example, one sick leave day for a four hour employee is four hours. The superintendent may make exceptions when circumstances are not covered by exact district policy language. In such cases, the request must be made in writing, outlining the special circumstances. Absence due to injury incurred in the course of the employee's employment shall follow Workers' Compensation guidelines.

Vacation Policy

Vacations with pay are among those enjoyable forms of compensation for eligible, classified employees in our district. Classified employees who are on the twelve-month work schedule and have less than seven years of continuous employment will earn 6.64 hours of vacation per month of employment. Eligible classified employees who have accumulated seven years of continuous employment shall earn 10 hours of vacation per month beginning the first complete month following their seven-year anniversary. Maximum carry-over of vacation cannot exceed two years of actual vacation credit. Employees working less than twelve months will not be eligible for paid vacation benefits. Employees must request permission from their immediate supervisor to schedule vacation days.

Work Schedule

Many classified employees work a 40-hour week, Monday through Friday, usually starting at 8 a.m. and stopping at 5 p.m. Your hours should be discussed with your direct supervisor, building administrator, or the Human Resources Department prior to reporting to work for the first time.

This is a summary of benefits presented solely for information purposes. It provides a brief overview of insurance coverage, medical insurance, and retirement. Current insurance information is available from the district office.

IN THIS SECTION:

Comprehensive Auto Liability

Disability

Medical, Life and Dental

Non-Work Related Injury/Illness

PERSI

Retiree Benefits

Sick Leave Bank

Workers' Compensation

Comprehensive Automobile Liability

Insurance coverage is provided for vehicles owned or leased by the school district, in conjunction with school district business. This coverage applies to staff who operate personal vehicles on behalf of the school district, but it is secondary to the primary coverage on that vehicle. In some job classifications, employees use personal vehicles to conduct district business. In these instances, personal auto insurance coverage of \$300,000 or more is recommended. If an employee is going to use his or her vehicle for district business they must complete a liability form and attach a copy of their driver's license.

Disability (Americans with Disabilities Act)

See the Twin Falls School District Policy Manual found online at www.tfsd.org.

Medical, Life and Dental Insurance

District-paid medical and dental benefits are provided for all benefits-eligible employees who work seven or more hours per day. Eligible employees may choose to purchase additional coverage or programs offered within a "125 Plan." Benefits-eligible employees are covered by a \$20,000 term life, accidental death and dismemberment insurance policy paid by the district. Because the amounts paid and benefits covered may vary from year to year, current insurance information is available from the Human Resources/Payroll Department.

Employees working four or more hours per day for more than five consecutive months are considered partial benefits-eligible and may participate in all insurance benefits by contributing one-half of the required premiums, with the district contributing one-half. Employees who work less than four hours per day will not be eligible for any of the insurance benefits.

Eligible personnel must be enrolled in either the Preferred PPO or PPO HSA Basic insurance program (medical, life and dental) in order to participate in the district contribution for insurance.

Non-Work Related Injury/Illness

An employee who sustains an injury or illness that is non-work related, but prevents the performance of a job shall remain employed under the guidelines of the Family Medical Leave Act (FMLA). Sick, personal, and vacation days used will run concurrently. In order to qualify for FMLA, an employee must have worked for the district for at least 12 months and 1,250 hours. If the employee uses all available leave and is unable to return to work, the employee may request a leave of absence, submit a letter of resignation, or be terminated. Insurance issues should be referred to the Payroll Specialist. Because of the complexity of issues surrounding FMLA leave, however, employees are encouraged to contact the Human Resources Department for clarification and details.

The leave year for each employee shall begin upon the first day of FMLA leave and count forward for 12 consecutive months. Eligible employees may have FMLA leave days granted for birth, adoption, or foster care, or for serious illness of spouse, son, daughter, parent, or employee. The district will pay medical, dental, and life insurance premiums for eligible employees during non-paid granted FMLA days, up to a maximum of 12 weeks. The district may require recovery of insurance premiums paid, if the employee does not return to work for the district after the use of the days. The employee should notify the district as soon as possible and no later than 30 days in advance of the time needed, if foreseeable, and all days used prior to or after the event requiring the use of FMLA days may be counted as FMLA days, if they are related to serious health problems.

Public Employees Retirement System of Idaho (PERSI)

Employees of public schools are required by law to be members of and participate in the Public Employees Retirement System of Idaho (PERSI). Employees who work twenty hours a week or more for a minimum of five months in each calendar year must also participate. This retirement program does not affect the Social Security program, but is in addition to contributions given and benefits gained under Social Security. Should a member leave public employment, all accumulated contributions will be refunded after completion of Request for Separation Benefit Payment. No out-of-state service is granted under PERSI. Detailed information regarding district and state retirement policies and procedures may be obtained from the Payroll Specialist and/or the PERSI representative. You may contact the PERSI office at 1-800-451-8228.

Retiree Benefits

Twin Falls School District #411 implements as policy the rules and regulations provided by state and federal law which prohibit a mandatory retirement age. Retirees are eligible to continue insurance benefits and will be notified by Blue Cross of retired employees' group insurance programs. If the spouse is employed in the district, they may carry the retiree. At age 65, retirees may apply for a Medicare Supplement within a 30-day grace period.

Retirees are eligible for benefits under the State Public Retirement System. Insurance coverage to be provided will be based upon the cash value of one-half of the employee's unused sick leave. The cash value will be calculated at the time of retirement and transferred to the Idaho Public Employees Retirement Board to pay insurance premiums on insurance programs carried by the retiree.

Sick Leave Bank

A classified employee sick leave bank has been established to help cover absences when an employee requires additional time beyond any accumulated sick days. Classified employees may voluntarily participate in the Classified Sick Leave Bank by contributing a minimum of two sick leave days. To access the classified sick leave bank, an employee must meet the following eligibility requirements:

- Be a contributor to the bank
- Be absent from work due to illness or accident and
- Use all accumulated sick and personal leave.

It is important to remember that days used from the Sick Leave Bank only match an employee's daily schedule. For example, if an employee works 4 hours a day. They are only entitled to 4 hours of sick leave from the Sick Leave Bank per day. Applications will be submitted to the Sick Leave Bank Committee for approval. Terms and conditions of the Sick Leave Bank can be found in the Policy Manual, or you may contact the Payroll Specialist if you have questions.

Workers' Compensation

See Employee Policies section of this handbook or consult the Policy Manual.

Each position in the district has a title and salary based on skills, knowledge, and experience required for that level. Wages have been established based on working conditions, job requirements and responsibilities, and prevailing community rates. For the most part, annualized salary schedules are determined by yearly available monies and negotiation outcomes. The aim is to provide optimum benefits and compensation to our staff.

IN THIS SECTION:

- Direct Deposit
- Holidays
- Hours
- Overtime
- Paydays
- Payroll Deductions
- Salary Schedule/ Index
- Time Cards

Direct Deposit

The Twin Falls School District requires all employees to utilize Direct Deposit. Employee can access their check information on Ivisions. Information on accessing Ivisions is available online at www.tfsd.org under Staff.

Holidays

The district recognizes six official holidays. Staff working on a schedule that includes any one of the official holidays will receive a paid holiday. Paid holidays are: New Year's Day, Independence Day, Labor Day, Thanksgiving, and Christmas. If the holiday falls on Saturday or Sunday and is not observed on the previous work day or following work day, the employee shall be granted an additional day of holiday pay. If the district calendar committee establishes other paid holidays (e.g., Presidents' Day), staff will be granted that day as a paid holiday.

Hours

Classified positions shall have an hourly, weekly, or yearly schedule. Employees will be paid for the number of actual hours worked, based on their placement on the salary schedule. Salaries for employees who work four hours or more per day will be prorated and paid over a 12-month period (i.e., fiscal year period beginning July 1 of each school year). Please see the section regarding Time Cards below for clarification on prorating salaries.

Overtime

Overtime hours may be necessary in rare occasions. Overtime for any hourly employee **must be approved in writing** by the employee's principal or director. Violation of this policy may be grounds for disciplinary action. See Policy #5876.

Paydays

Employees will be paid on the 25th of each month. If the 25th falls on a holiday or weekend, payday will be the business day previous to the 25th. For employees whose scheduled period gives them summers away from their building assignment, arrangements will need to be made before leaving for the summer to determine where paychecks will be mailed. Lost checks must be reported immediately to your supervisor or the Payroll/Human Resources Department in order that proper action can be taken. Lost checks require a minimum five-business day wait before a paycheck can be reissued. Direct payroll deposit is available to all employees. Please contact the payroll office for enrollment forms.

Payroll Deductions

All salaries are subject to deductions for federal and state withholding taxes, OASDI, Medicare, and PERSI. Employees will receive a statement (W-2) of earnings and taxes withheld, no later than January 31 of each calendar year. If an employee leaves employment with the district, he or she should keep the district informed of his or her address so the appropriate forms can be forwarded.

Additional deductions that may be authorized by an employee include; additional withholding taxes, health benefit participation fees (medical, cancer, dental, or vision insurance), tax shelter annuities, credit union, or life insurance under the public employee retirement system. Employees will need to contact the payroll department to authorize these or other withholding fees.

Salary Schedules/Index

Initial placement is determined in compliance with the current salary schedule. Classified salary schedules will be available to staff members upon request. Please contact the Human Resources/Payroll Department for specific information for a position. Credit will be given for a maximum of three years' full-time experience, and the employee may be placed on Step D. Documentation of experience may be required by the Human Resources Department.

Time Cards

While all classified employees must fill out time cards each month and turn them in to the district office on specific dates, monthly checks are not issued based on the number of hours logged on the employee's time card. Rather, classified employees who work four hours or more per day are paid a salary based on the number of actual hours worked for that position, at an hourly rate consistent with the employee's placement on the annualized salary schedule. This salary is then prorated and paid over a twelve month period, ensuring a consistent monthly wage throughout the fiscal year. When a prorated employee leaves the district, his or her wages will be reviewed and compensation adjusted up or down to provide compensation for actual hours worked. While the use of time cards may seem confusing, they enable the payroll department to accurately maintain a count of any sick, personal, or vacation days that classified employees use. The assigned turn-in dates are determined on a monthly basis each year, placed on a payroll schedule, and disbursed to employees. Employees are responsible for filling out the time cards correctly, obtaining their supervisor's signature, and assisting their supervisor in returning the time card to the payroll department on the turn-in date. Employees are encouraged to keep a record of their time card for their records. If one does not receive a copy of the turn in dates, he or she should contact the supervisor, administrator, or the Payroll Specialist at the district office. Falsifying a time card may be grounds for disciplinary action up to/ or including termination.

Performance evaluations provide a systematic opportunity to discuss work development. In order for you to understand what is expected and where you stand in relation to the job requirements, this evaluation review is held annually. In this setting, you will also have the opportunity to express your evaluation of your performance.

As an educational facility, we value continuing education. Many of the same training and development opportunities extended to certified staff are available to classified staff. Other development opportunities should be discussed with your direct supervisor or building administrator.

IN THIS SECTION:

Defining Your Job

Initial 90 Day Period

Job Transfers

Misconduct

Performance Evaluation

Resignation, Suspension & Termination

Training & Education

Defining Your Job

Job descriptions for each position are on file in the Human Resources Department at the district office.

Initial 90 Day Period

All classified personnel new to the district and classified personnel assigned to another position by promotion or otherwise shall not be eligible to apply for an internal transfer to another position and are not eligible to request an extended leave of absence. During and after the initial 90 working days, the district and classified employee maintain their rights to employment-at-will and either party can terminate employment at any time with or without cause.

Job Transfers

Intra-building and in-district transfers may be filled without a district-wide announcement. To apply for the vacancy, employees must complete an internal transfer/promotion form. Applicants will be evaluated on individual merit and current job performance. Upon transfer or reassignment, appropriate salary adjustments will be made.

Misconduct

Misconduct in the workplace is grounds for disciplinary action up to and including termination of employment. Misconduct includes the willful and/or repeated violation of district policies and procedures, use of intimidation in the workplace, including verbal harassment or threats of acts of violence against students and/or employees, gross insubordination, unprofessional behavior on or off the job to the extent that such behavior impairs an employee's ability to perform his or her job, or when such behaviors negatively affect the reputation of the Twin Falls School District to the general public or threaten the integrity of the District.

Performance Evaluation

All district employees participate in a performance evaluation. At least once a year the employee's immediate supervisor(s) will meet with him or her to review his or her work and their evaluation report. The evaluation shall be documented by use of the district evaluation form for classified personnel. No evaluation should be signed before it is fully discussed by both the employee and the supervisor. Employees will receive a signed copy of their evaluation. One signed copy will also be given to the superintendent and then forwarded to the Human Resources Department for placement in the employee's personnel records.

Resignation, Suspension, Termination

The district must recruit and select someone to replace employees when they leave the district. Under normal circumstances, the district requests at least two weeks' prior notice to the supervisor and/or the Human Resources Department of an intention to terminate employment. Such notice should be in writing, addressed to the board with a copy to Human Resources, and contain the date the resignation is to be effective. Failure to give two weeks' notice could result in an unfavorable departure from the district and reflect poorly on employees seeking re-employment within the district. Employees who resign and later wish to be re-employed will be placed under the same provisions as newly hired employees.

Classified positions are considered employment at will. The district reserves the right to discharge the employee at any time with or without cause, with the superintendent acting as the authorized representative of the board of trustees.

Training and Education

District-sponsored classes or training opportunities may be available during the year (e.g., classes in curriculum or drug prevention/awareness). To participate, an employee needs to visit with the class sponsor or his or her direct supervisor. If requesting to attend non-district training opportunities that occur during an employee's work time, he or she must consult with and have prior approval from his or her supervisor.

The school district has many visitors, as well as new students and staff each year. As we begin each year, we find different ways in which our people skills are put to use. We appreciate that you are part of a group of good will ambassadors. Your use of district protocol, and the professional manner in which you approach difficult issues and strive to resolve conflicts when they arise is valuable. When dealing with parents, students, community and other staff members, your composure and tact are an asset to our community, our youth, and our district.

IN THIS SECTION:

Employee/Patron Publications

District Website

Media Guidelines

Employee and Patron Publications

The district endeavors to keep all employees and the community apprised of information concerning policies, activities, and items of interest. Press releases are issued to the local news media for print and television coverage, at the discretion of the individual media outlets. Minutes from Board meetings may be accessed online at www.tfsd.org/school-board/board-documents.

District Website www.tfsd.org

While the district maintains a web page, each school designs and maintains its own web page. For information related to the home page, please contact 733-6900. Please contact individual schools for questions related to each school's web page. For problems in accessing the district's web page, contact the technology department.

Media Guidelines

Employees should remember that the superintendent speaks on behalf of the district and the principals speak on behalf of their buildings. From time-to-time, employees may be asked to comment on school-related matters or receive requests for comments or information from the Director of Public Relations or their building principal or supervisor. When talking with reporters, employees should refrain from commenting on matters that fall outside of their direct line of authority or responsibility.

If an employee has questions regarding the dissemination of information to the public or press or would like a copy of the Media Guidelines, contact the Director of Public Relations at 733-6900.

The following is a summary of media guideline information:

- In the event of an emergency or accident at a school, please report any such activity immediately to the supervisor and/or the district office.
- When talking with a reporter, remember nothing is "off the record."
- Please refrain from contacting the media directly. All media requests or inquiries need to go through the Director of Public Relations.
- A reporter should call the Director of Public Relations prior to visiting a building. Reporters or media representatives are required to check in and out with the school office or principal.
- No student may be interviewed by any media representative without permission from a building administrator.
- Schools need to abide by the Family Educational Rights and Privacy Act (FERPA) regulations. Speak with the school secretary for further information.

Sample forms are included in this section. You may pick up any of the original documents from the administrative office in your building.

IN THIS SECTION:

Monthly Mileage Report

PLD-3 Form

Prior Travel Approval

School Accident Report

Supervisor's Accident Report

TWIN FALLS SCHOOL DISTRICT NO. 411

MONTHLY MILEAGE REPORT

Authorized employees must report mileage on the Monthly Mileage Report form for reimbursement indicating date, starting point, and destination. Separate entries should be made for each day. If school business is transacted in more than one location during one day, each location must be shown on the report.

Private car mileage is reimbursable at the rate of 0.535 per mile.

NAME _____

SOCIAL SECURITY # _____

SCHOOL / DEPARTMENT _____

| DATE | STARTING POINT | | | | | | DESTINATION | | | | | | TOTAL MILES |
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EMPLOYEE'S SIGNATURE _____ TOTAL MILES 0.0

APPROVED BY SUPERVISOR _____ REIMBURSEMENT \$0.00

Form PLD-3 Classified Employees

Action by the Superintendent and Board of Trustees stipulates that a classified employee shall be allowed to carry forward a maximum of four (4) personal leave days. The maximum number of personal leave days available for the 2018-2019 school year will be seven (7). If, at the end of the 2017-2018 school year, an employee has a balance of more than four (4) unused personal days, he/she will be paid **one-half** his/her normal daily rate for the number of unused days above four (4). The remaining four (4) days will be forwarded to the following school year, **UNLESS INDICATED OTHERWISE BELOW.**

Do nothing and your personal days, 4 and under, will automatically roll to the 2018-2019 school year.

If you wish to be paid for any or all of your personal leave days on the June 2018 pay check, please complete the following information.

Print Name: _____

Assigned School: _____

Please **pay** me for the number of my unused personal leave days indicated below on the June 2018 pay check.

____ 1 ____ 2 ____ 3 ____ 4 ____ All that I have available

I understand that I must return this request form to my building secretary no later than May 25, 2018. The building secretary will forward all requests to the Payroll Department no later than May 31, 2018.

Employee Signature _____ Date _____



Twin Falls School District #411
An Affirmative Action/Equal Opportunity Employer

PRIOR APPROVAL AND REIMBURSEMENT FORM

Name _____ School Unit _____
 Destination _____ Purpose for Travel _____
 Dates of Meeting _____ Mode of Transportation _____
 Number of Days Away From School _____ Expenses Paid by Some Other Organization? Yes ___ No ___
 Date & Time Left _____ Date & Time Returned _____
 Account Number _____

PRIOR APPROVAL

Employees of the Twin Falls School District No. 411 must receive prior approval of all out-of-district travel or the district will not be responsible for the payment of the travel expenses.

Expected Costs of Travel \$ _____

Cash Advance Requested \$ _____

(MUST BE TURNED IN 6 WEEKS PRIOR TO TRAVEL FOR BOARD APPROVAL)

Expected Reimbursement From Some Other Organization \$ _____

| | |
|------------------------------|------------|
| Signature _____ | Date _____ |
| Supervisor/Dept. Head _____ | Date _____ |
| Principal _____ | Date _____ |
| District Administrator _____ | Date _____ |

REIMBURSEMENT REQUEST

Receipts and/or logs must accompany the travel reimbursement requests. The district will reimburse only the actual cost of meals including tax and gratuity. Meal costs in excess of maximum allowances will not be reimbursed unless an exception to the maximum is made by the superintendent.

Actual Costs as verified on accompanying receipts or logs:

Transportation -- Automobile Mileage will be compensated at the established state reimbursement rate.

Check current rate at: <http://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvpolicy.htm>
 (Actual mileage in your vehicle) \$ _____

ATTACH COPY OF YOUR CURRENT DRIVERS LICENSE AND PROOF OF LIABILITY INSURANCE

Transportation -- Public Transportation (Attach receipts) \$ _____

Lodging -- Single rate (Attach receipt) \$ _____

Parking (Attach receipts) \$ _____

Registration Fee (Attach receipts) \$ _____

****Meals while out-of-town overnight will be reimbursed either from actual receipts or your meal log. You will be reimbursed at actual or maximum amounts from the reimbursement schedule, whichever is less.**

****If not out-of-town overnight, required documentation:**
 a. Actual receipt for the meal (logs are not acceptable).
 b. Who was in attendance?
 c. What business was conducted?

(We will only reimburse actual costs or maximums from our reimbursement schedule, whichever is less).

****If not out-of-town overnight and the prior procedures are not followed, reimbursements will be paid through payroll and will appear on your W-2.**

| Meals: Maximums | In-State | Out-of-State |
|-----------------|-----------|--------------|
| Breakfast | \$ 6.00** | \$ 7.00 |
| Lunch | \$ 9.00** | \$10.00 |
| Dinner | \$15.00** | \$18.00 |
| Daily Totals | \$30.00 | \$35.00 |

You will not be reimbursed for meals included in conference.

Attach receipts and/or meal log \$ _____

SUB TOTAL \$ _____

LESS ADVANCES \$ _____

LESS REIMBURSEMENT BY OTHERS \$ _____

AMOUNT DUE EMPLOYEE (OR)

REFUND DUE DISTRICT \$ _____

The amounts recorded upon this reimbursement requests are a true representation of the amount due me.

Signature _____ Date _____

Approved _____ Date _____

INCIDENT REPORT - TWIN FALLS SCHOOL DISTRICT

DATE OF OCCURRENCE: _____ TIME _____ LOCATION: _____

CHECK ALL THAT APPLY: VEHICLE _____ INJURY _____ PROPERTY _____ OTHER _____

Please specify

FOR SERIOUS INJURY, PROPERTY DAMAGE, OR THEFT, REPORT IMMEDIATELY

DESCRIBE INCIDENT IN DETAIL: (attach any additional documentation and use additional page if necessary)

VEHICLE:

YEAR _____ MAKE _____ VIN# _____ School Owned? _____ *If no,*
Owner's Name: _____ Address: _____ Ph: _____ Police Report? _____
Reason for use _____
Driver _____ Passengers _____

INJURY: (For employment related injury, DO NOT USE THIS FORM; contact your supervisor regarding Worker Compensation)

Name: _____ Age _____ Parent/Guardian _____ Contact Info: _____
Doctor or Treating Facility: _____ PH _____
Extent of Injury _____

Name: _____ Age _____ Parent/Guardian _____ Contact Info: _____
Doctor or Treating Facility: _____ PH _____
Extent of Injury _____

----Use additional pages if necessary----

PROPERTY DAMAGE:

Owner _____ Address: _____ PH _____
Other insurance? _____ Company/Agent: _____ policy# _____ PH _____
Describe Property _____
Description of Damage _____ Estimate of loss _____

OTHER:

WITNESSES:

Name _____ Address _____ PH _____
Name _____ Address _____ PH _____
Comments: _____

DESCRIBE THE CONDITIONS/ACTION THAT CAUSED OR CONTRIBUTED TO THE INCIDENT:

DESCRIBE THE ACTION(S) THAT HAVE BEEN TAKEN TO PREVENT A RECURRENCE:

REPORTED BY- (Name) _____ Date _____ Time: _____
TITLE/DEPARTMENT _____ Contact Info: _____

REPORT INCIDENTS PROMPTLY TO: SHEILA RINEHART

Twin Falls School District No. 411, Risk Management, 201 Main Avenue West, Twin Falls, Idaho 83301

PHONE: (208) 732-7515 FAX: (208) 733-8474 E-Mail: rinehartsh@tfsd.org

WHITE-ORIGINAL
YELLOW-SUPERVISOR'S COPY

SUPERVISOR'S ACCIDENT REPORT

Employer _____ Organizational code _____

Name of employee _____

Occupation _____

Location of accident _____

Date of accident _____ 20 ____ Time _____ AM
PM

Date Supervisor notified _____ 20 ____ Time _____ AM
PM

Was employee on duty at time of accident? _____

Did employee leave work? _____ Date _____ Time _____ AM
PM

Did employee return to work? _____ Date _____ Time _____ AM
PM

How did accident happen? (State specific job being done, machinery, tools or objects involved and
Factors contributing to the accident) _____

Names of witnesses _____

Nature of injury _____
(Cut, Bruise, Strain etc.)

Part of body _____
(Right leg, left ankle, lower back, etc.)

Name and address of treating physician or hospital _____

Was accident caused by noncompany person or faulty equipment? _____ If yes

identify: _____

Were mechanical guards or other safe guards provided? _____

Was employee using them? _____

What corrective action has been taken to prevent similar accidents? _____

Date _____ 20 ____ _____

Supervisor

Received by: _____

Position

Follow-up Needed? _____ Date _____

State Insurance Fund
Boise, Idaho 83720

SIF 17-82 Rev. 2/01

Your work with the district has the potential for enriching the lives of students, staff, and community members. Through your employment, you are a resource to this district and community.

We hope this handbook has provided information with regards to benefits and policies of the district. We ask, however, that you remember that this handbook is meant only as a guide to district policy, procedures, and personnel issues. If you are uncertain about the accuracy of any topic as it pertains to you, please consult the Human Resources Department.



Twin Falls School District #411

201 Main Ave. W

Twin Falls, ID 83301

Phone: 208.733.6900

Fax: 208.733.6987

www.tfsd.k12.id.us