

CLASSIFIED PERSONNEL HANDBOOK



2016-17

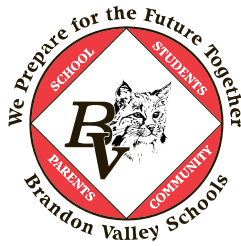
**Brandon Valley School District 49-2**  
**Brandon, South Dakota 57005**

Revised 07/2016

# Table of Contents

## Page

<b>ADMINISTRATION AND SCHOOL INFORMATION</b> .....	5
<b>BOARD/ADMINISTRATION/SUPPORT STAFF</b> .....	6
<b>BRANDON VALLEY 2016-17 SCHOOL CALENDAR</b> .....	4
<b>CLASSIFIED PERSONNEL HIRING SCHEDULE</b> .....	7-8
<b>CORE OPERATING PRINCIPLE &amp; STATEMENTS</b> .....	2
<b>GENERAL POLICY STATEMENT</b> .....	3
<b>INSURANCE</b>	
Dental Insurance Plan.....	15
Group Health and Life Insurance.....	15
Supplemental Insurance-Transamerica.....	15
Workmen's Compensation – Accidents.....	15
<b>LEAVES AND ABSENCES</b> .....	12-15
<b>NON-DISCRMINATION POLICY STATEMENT</b> .....	3
<b>POLICIES</b>	
Activity & Game Passes.....	9
Advertising.....	9
Child Abuse Reporting.....	9
Cellular Phones, Use of.....	9
Church.....	9
Dangerous Weapons in the School.....	9
Fire Drills and Civil Defense.....	9-10
Grievance Procedure Policy.....	10-11
Health Examinations.....	12
Leaves and Absences.....	12-15
Loan of School Property.....	15
Lunches.....	15
Payroll.....	15
Retirement.....	15
Security.....	15
Snow Days.....	16
Social Security.....	16
Telephone.....	16
Timesheets (Electronic).....	16
Travel.....	16
Travel Reimbursement.....	16
Use of Alcohol and Other Drugs By Employees.....	17
Vacations.....	14
Valuables.....	17
Vehicle Usage Policy.....	17
Vouchers.....	17



## Core Operating Principle

Our business is the creation of learning environments that result in success.

## Brandon Valley School District Mission Statement

We will prepare our students to be life long learners and productive citizens through a positive learning environment with the cooperation of students, educational staff, parents, guardians, and community.

## Belief Statements



We believe in the cooperative efforts of the students, educational staff, parents, guardians, and community for successful education.



We believe in providing a safe, nurturing and stimulating environment, which promotes mutual respect and trust.



We believe in the acceptance of and respect for the unique physical, social, emotional, and intellectual needs of all individuals.



We believe in the continual growth of knowledge, self-respect, life skills, citizenship, and global awareness to promote life long learning.



We believe the school has an obligation to prepare its students to compete globally.



We believe technological literacy is essential for success in a global society.



We believe it is the district's obligation to provide the foundation for all students to achieve their full potential.

## GENERAL POLICY STATEMENT

The Brandon Valley Board of Education recognizes that a dynamic and efficient staff, dedicated to education, is necessary to maintain a constantly improving educational program. The Board is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff.

The Board's specific personnel goals are:

To recruit, select, and employ the best qualified personnel to staff the school system.

To provide staff compensation and benefit programs sufficient to attract and retain qualified employees.

To provide programs for all employees to improve their performance and the overall rate of retention and promotion of staff.

To conduct an employee appraisal program that will contribute to the continuous improvement of staff performance.

To deploy personnel so as to ensure their skills are used as effectively as possible.

To develop the quality of human relationships necessary to obtain maximum staff performance and satisfaction.

To help all employees realize that the efficient and courteous performance of their assignment has a positive impact on the public support of education in the district.

## NONDISCRIMINATION POLICY STATEMENT

Applicants for admission and employment, students, parents, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Brandon Valley School District are hereby notified that this school does not discriminate on the basis of race, color national origin, sex, religion, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact the following persons designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination:

Title VI, Title IX.....Jarod Larson, Superintendent  
Section 504.....Kyle Babb, Special Services  
ADA.....Ty Hentschel, Operations Manager

Brandon Valley School District 49-2  
300 South Splitrock Boulevard, Brandon, SD 57005  
605-582-2049

OR

Office for Civil Rights  
U.S. Department of Education  
8930 Ward Parkway, Suite 2037  
Kansas City, MO 64114-3302  
(816)268-0550 Fax (816)823-1404

Individuals with disabilities who require assistance or special arrangements to participate in a program or activity sponsored by the Brandon Valley School District, please contact the superintendent, principal or supervisor. We request that you provide a 48-hour notice so that the proper arrangements may be made.



## Brandon Valley School District 2016-17



Thurs, Aug 18	New Staff Inservice
Fri, Aug 19	Workshop-Extra Paid Day
Mon, Aug 22	Inservice-Extra Paid Day
Tues, Aug 23	Inservice
Wed, Aug 24	First Day of School
Mon., Sept 5	Labor Day - No School
Fri., Oct 7	Inservice-No School
Tues, Oct 25	End of First Quarter
Thurs., Nov 3	Conference-IS/MS (Early dismiss-2hrs)
Mon., Nov 7	Conference-Elem/HS (Early dismiss-2hrs)
Fri., Nov 11	Veteran's Day-No School
Wed., Nov 23	Comp Day-No School
Thurs.-Fri., Nov 24, 25	Thanksgiving-No School
Dec 22 - Jan 2	Winter Break-No School
Thurs, Jan 12	End of Second Quarter
Fri, Jan 13	Workshop
Fri., Feb 17	Inservice
Mon., Feb 20	President's Day-No School
Mon., Mar 13	Conference-IS/MS (Early dismiss-2hrs)
Tues., Mar 14	Conference-Elem/HS (Early dismiss-2hrs)
Thurs., Mar 16	Snow Day-No School if unused
Fri., Mar 17	Comp Day-No School
Tues., Mar 21	End of Third Quarter
Thurs., Apr 13	Snow Day-No School if unused
Fri.-Mon., Apr 14-17	Spring Break-No School
Sun, May 21	<b>Graduation</b>
Wed., May 24	Last Day of School-End 4th Quarter (Early dismiss-1hr)
Thurs., May 25	Workshop
Mon., May 29	Memorial Day

Please check our website for any changes that may occur.  
Any additional snow days will be made up at the end of the school year.



**GEORGE A. GULSON ADMINISTRATION CENTER****300 S. Splitrock Boulevard, Brandon, SD 57005-1651****Superintendent Office .....582-2049****Fax Number .....582-7456****Business Office .....582-2058**

Jarod Larson-Superintendent.....jarod.larson@k12.sd.us

Paul Lundberg-Business Manager .....paul.lundberg@k12.sd.us

Ty Hentschel-Operations Manager .....ty.hentschel@k12.sd.us

**BRANDON VALLEY HIGH SCHOOL Grades 9-12 ..... 582-3211****301 S. Splitrock Boulevard, Brandon, SD 57005-1651****Activities Director .....582-2886****Print Shop .....582-8047****Kitchen.....582-7286****Fax Number .....582-2652**

Gregg Talcott-Principal.....gregg.talcott@k12.sd.us

Mark Schlekeway-Assistant Principal .....mark.schlekeway@k12.sd.us

Randy Marso-Activities Director .....randy.marso@k12.sd.us

Marge Hauser-Director of Instruction .....marge.hauser@k12.sd.us

**BRANDON VALLEY MIDDLE SCHOOL Grades 7-8 .....582-3214****700 Holly Boulevard, Brandon, SD 57005-1328****Kitchen .....582-7205****Fax Number .....582-7206**

Brad Thorson-Principal.....brad.thorson@k12.sd.us

**BRANDON VALLEY INTERMEDIATE SCHOOL Grades 5-6 .....582-6035****201 W. Park Street, Brandon, SD 57005****Kitchen .....582-6396****Fax Number .....582-6036****School Nurse .....582-6397**

Nick Skibsted-Principal.....nick.skibsted@k12.sd.us

**BRANDON ELEMENTARY GRADES JrK-4.....582-6315****501 Holly Boulevard, Brandon, SD 57005-1277****Kitchen .....582-7164****Fax Number .....582-2709****School Nurse .....582-3642**

Merle Horst-Principal .....merle.horst@k12.sd.us

**FRED ASSAM ELEMENTARY GRADES JrK-4 .....582-1500****7700 E Willowood, Sioux Falls, SD 57110****Kitchen.....582-1503****Fax Number .....332-0947****School Nurse.....582-1502**

Susan Foster-Principal.....susan.foster@k12.sd.us

**ROBERT BENNIS ELEMENTARY GRADES K-4 .....582-8010****2001 Sioux Boulevard, Brandon, SD 57005****Kitchen.....582-8014****Fax Number .....582-8012****Child Nutrition Director .....582-3926****Toll Free Number ..... 1-888-201-3972****School Nurse .....582-8015**

Karen Heyden-Principal.....karen.heyden@k12.sd.us

**SPECIAL SERVICES (Brandon Elementary) .....582-3446****501 Holly Boulevard, Brandon, SD 57005-1277****Fax Number .....582-3229**

Kyle Babb - Director .....kyle.babb@k12.sd.us

**VALLEY SPRINGS ELEMENTARY GRADES K-4 ..... 757-6285 or 582-2948****301 Valley Drive, Valley Springs, SD 57068-9336****Kitchen .....757-6950****Fax Number .....757-6795**

Tanya Palmer-Principal.....tanya.palmer@k12.sd.us

**TRANSPORTATION DEPARTMENT .....582-3514****812 E Redwood, Brandon, SD 57005****Fax Number .....582-2827**

Leslie Erikson-Transportation Director .....leslie.erikson@k12.sd.us

**BUILDINGS & GROUNDS DEPARTMENT .....582-3516****300 Second Avenue, Brandon, SD 57005****BV PERFORMING ARTS CENTER .....582-8235****301 S. Splitrock Blvd., Brandon, SD 57005**

Kevin Brick-Theater Manager .....kevin.brick@k12.sd.us

**BOARD/ADMINISTRATION/SUPPORT STAFF**

**BRANDON VALLEY BOARD OF EDUCATION**

Renee Ullom..... President  
Gregg Ode ..... Vice President  
Sandra Klatt .....Member  
Sue Hegland.....Member  
Cary Schroeder .....Member

**CENTRAL OFFICE ADMINISTRATION**

Jarod Larson..... Superintendent  
Paul Lundberg ..... Business Manager  
Jim Schobert ..... Asst Business Manager  
Ty Hentschel..... Operations Manager

**SCHOOL ADMINISTRATORS**

Gregg Talcott..... BVHS-Principal  
Mark Schlekeway ..... BVHS-Asst Principal  
Randy Marso ..... BVHS-Activities Director  
Marge Hauser ..... BVHS-Director of Instruction  
Becky Mohr ..... District-Assessment Coordinator  
Morgan Bobzien ..... District-Instructional Technology Integrationist  
Brad Thorson..... BVMS-Principal  
Nick Skibsted..... BVIS-Principal  
Kyle Babb..... Brandon Elementary-Special Services Director  
Merle Horst ..... Brandon Elementary-Principal  
Susan Foster..... Fred Assam Elementary-Principal  
Karen Heyden..... Robert Bennis Elementary-Principal  
Tanya Palmer..... Valley Springs Elementary-Principal

**ADMINISTRATIVE ASSISTANTS**

Jodi Arneson..... Transportation  
Debbie Arrowsmith..... Fred Assam Elementary  
Lynn Bartscher..... Brandon Valley High School  
Merry Bauer ..... Administration Center-Business Office, Payroll & Benefits Specialist  
Nancy Brown ..... Brandon Valley Middle School  
Mary Jo Button ..... Brandon Valley High School-District Print Shop  
Jeanie Bruggeman ..... Brandon Valley High School Activities  
Sandy Cummings..... Brandon Elementary  
Amanda Henning ..... Brandon Elementary-Special Services  
Jessica Henson ..... Brandon Valley High School-Community Education  
Jennifer Swenson..... Administration Center-Superintendent's Office  
Lanette Thompson ..... Valley Springs Elementary  
Terri Whipkey ..... Robert Bennis Elementary  
Ralynn Whitelock ..... Brandon Valley Intermediate School

**SCHOOL NURSES**

Wendy Bunker ..... BVMS  
Melissa Garrow ..... VSE/RBE  
Jaque Terveer-Gonseth..... FAE/BVHS  
Ardis Moeller ..... BVIS  
Renae Peyton ..... BE

**DISTRICT COMPUTER COORDINATOR**

Curt Vlaminck ..... District Technology Coordinator-BVIS  
Paul Berndt ..... Asst Technology Coordinator-BVHS  
Chuck Henson ..... Asst Technology Coordinator-RBE  
Kris Jones..... Asst Technology Coordinator- BVMS

**THEATER**

Kevin Brick ..... Theater Manager

**DISTRICT LIAISON OFFICER**

Tyler Carda..... District-wide

**BRANDON VALLEY SCHOOL DISTRICT 49-2**  
**CLASSIFIED PERSONNEL HIRING SCHEDULE**

Effective July 1, 2016

**SECRETARIAL HIRING SCHEDULE**

Administrative Assistant	TBD
Secretary to the Superintendent	
Administrative Assistant	\$14.40/hr. (Base Wage) (+1.00)
All Building Principals Secretaries	
Secretary to the Special Services Director	
Business Office Secretaries	\$14.40/hr. (Base Wage) (+1.00)
Print Shop Operator	\$14.40/hr. (Base Wage) (+1.00)
Part Time Secretaries	\$14.40/hr. (Base Wage) (+1.00)

**EDUCATIONAL ASSISTANT HIRING SCHEDULE**

Educational Assistants – Full Time	\$13.50/hr. (Base Wage) (+1.00)
Educational Assistants – Part Time	\$13.50/hr. (Base Wage) (+1.00)

**CUSTODIAL HIRING SCHEDULE**

Building Supervisor Custodian	\$15.15/hr. (Base Wage) (+1.00)
Grounds Supervisor	\$15.15/hr. (Base Wage) (+1.00)
Custodian	\$14.05/hr. (Base Wage) (+1.00)

All "night" personnel will receive a \$.50/hr. night differential pay.

**FOOD SERVICE HIRING SCHEDULE**

Supervisors – Full Time	\$15.15/hr. (Base Wage) (+1.00)
Manager in Training – Full Time	\$14.00/hr. (Base Wage) (+1.00)
Head Cooks – Full Time	\$12.85/hr. (Base Wage) (+.95)
Clerks, Servers – Full Time	\$12.50/hr. (Base Wage) (+.90)
Dishwashers – Full Time	\$12.50/hr. (Base Wage) (+.90)
Part Time Personnel	\$12.50/hr. (Base Wage) (+.90)

**NURSE HIRING SCHEDULE**

Step Base	\$34,734
Step 1	\$35,034
Step 2	\$35,358
Step 3	\$35,692
Step 4	\$36,026
Step 5	\$36,382

Experience for school nurse will be granted ONLY if years of employment within a school district (similar to teachers). Hours of employment are 7:45 a.m. to 3:45 p.m. for 180 days per school year.

ALL other classified positions are hired at the Base Wage level regardless of previous experience in other organizations. Longevity pay will be awarded at the rate of \$.05/year of consecutive, FULL TIME employment at Brandon Valley School District #49-2. Full time is defined as an employee who is on duty 20 or more hours per week.

**BUS DRIVERS**

Regular Routes	\$46.70/Trip	(+ 3.45)
Special Education/Van Routes	\$46.70/Trip	(+ 3.45)
CTE Route	\$54.70/Trip	(+ 4.05)
Activity Trips – 1 <sup>st</sup> hour	\$24.20	(+ 1.80)
Additional Hours	\$15.55	(+ 1.15)



**BRANDON VALLEY SCHOOL DISTRICT 49-2**  
**CLASSIFIED PERSONNEL HIRING SCHEDULE**  
**Effective July 1, 2016**

**TERMS, DEFINITIONS AND PROVISIONS**

1. Classified employees include custodians, child nutrition workers, educational assistants, nurses, and secretaries and other non-certified staff.
2. Classified employees and bus drivers are at-will employees of the district. Nothing in this handbook is meant to imply any contractual rights.
3. Substitutes will be paid \$10.00 per hour. After 15 consecutive days in the same position, substitutes will receive \$.25 per hour increase in pay. Summer and student employees will be paid at the following rates: \$10.00 per hour (no experience), \$10.50 per hour (1 year experience), \$11.00 per hour (2 or more years experience). Temporary bus mechanic assistants will be paid \$10.00 per hour. Substitute nurses will be paid \$110 per day.
4. Non-exempt employees will receive an overtime pay of time and a half on hours worked over 40 hours per week. All overtime of classified staff members will need pre-authorization in the following manner:
  - a. Overtime must be justified and approved with the appropriate Administrator or Supervisor before it occurs except in emergency cases.
  - b. After being approved by the appropriate Administrator or Supervisor, the overtime shall then be approved with the Business Manager/Superintendent.
5. Any overtime hours that do not follow the above procedures will be considered unauthorized and may result in disciplinary action, including termination for repeat violations.
6. Bus drivers are not eligible for any benefits.
7. The Board of Education reserves the right to change any or all of the factors involved in this schedule when considering any position. The Board may consider the merits of special training of any classified personnel any time it feels it is for the best interest of the school district. The interpretation of the schedule and its application to individual cases will rest with the Board of Education.
8. Payroll deductions are available for employees who wish to use this means for payment of group insurance (health, dental, cancer, intensive care, etc.), tax sheltered annuities (403b's). Payroll deductions also include retirement, social security and federal income tax. Direct deposit is required of all new hires.
9. All employees shall be paid on the 25th of each month.
10. Time Schedules - Employees are expected to be at their work areas at their scheduled starting time.
11. A fifteen (15) minute paid break is allowed for each four (4) hours worked. The break is non-accumulative.
12. A thirty (30) minute duty free unpaid lunch/dinner break is required for all Classified Staff working six or more hours per day. The break is non-accumulative.

# Policies of the Brandon Valley Board of Education

## **ACTIVITY AND GAME PASSES**

All classified employees and their spouses will receive a Brandon Valley School Activity Pass which will allow you to attend all **home** athletic activities and school play at no charge to you. (This does not include tournaments & spring musical.)

All employees/spouses must show their employee/spouse pass at the door for every game that they attend. Children of employees must enter with a parent or they will be charged the admission fee.

Only children of employees in grades K-12 may enter on the employee pass. Older children must pay admission fees. Only children of that family may enter with the employee.

## **ADVERTISING**

Agents are not allowed to solicit or otherwise interfere with employees in or about the school buildings at any time. Agents wishing to speak to an employee or discuss a product are to check with the District Business Office for clearance or actual purchasing approval.

## **CHILD ABUSE, REPORTING**

Any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by a parent or other person, will report orally or in writing this information to the building principal or superintendent. The principal or superintendent should immediately report this information to the state's attorney; or the department of social services; or the county sheriff; or the city police. If the principal or superintendent does not confirm to the teacher or other employee within 24 hours that action has been initiated, the employee will report this information directly to the proper authorities.

The report will contain the following information: name, address, and age of child; name and address of parent or caretaker; nature and extent of injuries or description of neglect; and any other information that might help establish the cause of injuries or condition.

School employees, including administrators, will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected, or to determine whether the child is in need of protection, but only to report suspicion of abuse or neglect.

Anyone who participates in making a report in accordance with the law and in good faith is immune from any civil or criminal liability that may otherwise arise from the reporting, or from any result in judicial proceeding, even if the suspicion is proved to be unfounded.

For more information see Brandon Valley School Policy #JHG, adopted 2/28/83.

## **CELLULAR PHONES, USE OF (See TELEPHONE)**

## **CHURCH**

Wednesday night is designated as church night and no school activities are scheduled after 6:15 p.m.

## **DANGEROUS WEAPONS IN THE SCHOOL**

Schools should be an example of what is taught regarding the observance and respect of law. Schools also must be highly conscious of the health and welfare of students, staff and the public.

Board policy forbids the bringing of dangerous and/or illegal weapons to school or school sponsored activities. Dangerous weapons taken from pupils shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police. Appropriate disciplinary and/or legal action shall be pursued by the building principal.

A dangerous and/or deadly weapon is defined as any firearm, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events.

## **FIRE DRILLS/TORNADO DRILLS/LOCK DOWN**

All district buildings have a fire alarm system. The alarm may be activated manually by operating a manual pull station located by exits. Fire alarm drills will be practiced a minimum of four times each year as per state regulations, in each school building.

Tornado drills will be practiced twice each year in advance of the tornado and severe weather season. Each path of egress due to fire will be determined in accordance with safety and the quickest way out of the building. Tornado safe haven locations have been determined. All students and staff will quickly move to their predetermined safe haven during tornado drills.

All exits will be identified with a lighted EXIT sign. All rooms will have an exit path for fire and tornado evacuation and relocation posted next to the main door of the room.

## **GRIEVANCE PROCEDURE POLICY**

### **STAFF COMPLAINTS AND GRIEVANCES**

Grievance Procedure for Employees Not Represented by a Bargaining Unit Recognized by the Board

#### **A. Definitions**

1. An "employee" shall mean an employee of the Brandon Valley School District who is not represented by a bargaining unit recognized by the Board of Education.
2. A "reviewable issue" shall mean a claim by an employee that a dispute or disagreement of any kind exists involving interpretation or application of a policy of the Board of Education or a rule or practice of the administration or that an employee has been treated inequitably or that there exists a condition which jeopardizes employee health or safety. The term "reviewable issue" shall not apply to any matter for which the method of review is prescribed by law and shall not apply to any subject over which the Board of Education has no authority to act.
3. The term "days" when used in this article shall mean weekdays; thus, weekends or holidays are excluded.

#### **B. Purpose**

As problems arise, good morale is maintained by sincere efforts of all persons concerned to work toward constructive solutions in an atmosphere of good will, mutual respect, and candor. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise. These proceedings will be kept as informal and confidential as shall be appropriate at any level of the procedure.

#### **C. Procedure**

1. Level I
  - a. An employee with a reviewable issue will first discuss it with the employee's immediate supervisor with the objective of resolving the matter informally.
  - b. If the employee is not satisfied with the disposition of his/her claim, he/she may file a written request with the immediate supervisor within five days after the informal discussion. The written request for review shall state the particular policy, practice, rule, or unsafe conditions which form the basis of the request for review. The immediate supervisor shall hold a hearing with the parties in interest within five days after receipt of the written request for review and shall provide a written answer to the issue within five days after the hearing. The answer shall include the reason(s) upon which the decision was based.
  - c. If the employee is not satisfied with the disposition of the complaint the employee may within five days of receipt of the written decision, file a written request that the matter be reviewed by the next supervisor in the chain of command. (This step in the process is skipped if the Superintendent is the supervisor next in the chain of command.) The supervisor shall review the material concerning the dispute and may arrange for a hearing with the employee and/or the appropriate supervisor to obtain additional information or for investigation as required. Upon completion of the investigation, or hearing, the supervisor shall have ten days to provide a written decision. The decision shall state the reason(s) upon which it is based.
2. Level II  
If the employee is not satisfied with the disposition of his/her complaint at Level I, he/she may within ten days of receipt of the written decision request that the matter be reviewed by the Superintendent of Schools or, at the discretion of the Superintendent, his/her official designee. The Superintendent, or designee, shall review this material concerning the dispute and may arrange for a hearing with the employee and/or the appropriate supervisor to obtain additional information or for investigation as required. Upon completion of the investigation, or hearing, the Superintendent or designee shall have ten days to provide a written decision. The decision shall state the reason(s) upon which it is based.

3. Level III

If the employee is not satisfied with the disposition of his/her claim at Level II, he/she may within ten days of receipt of the written decision file a written request for review by the Board of Education. Such request must be made through the Superintendent at least ten days prior to the regularly scheduled Board of Education meeting at which the reviewable issue is to be considered. The Board of Education shall have the sole authority to determine whether further review is required and shall take one of the following actions at the next regular meeting of the Board following receipt of the employee's request for review: (1) Affirm or overrule the decision of the Superintendent of Schools, or designee, upon the information gathered during the previous proceedings. (2) Submit the matter for further hearing before the Superintendent or another officer designated by the Board of Education with the request for specific findings, conclusions, and recommendations within 45 days. Such findings, conclusions, and recommendations will be advisory only to the Board of Education. (3) Schedule a hearing before the Board of Education at a time to be determined by the Board. Following such a hearing, the Board of Education shall enter its findings, conclusions, and decisions within 45 days.

#### **D. General Provisions**

1. At all hearings provided for in this regulation, the employee shall have the right to question any witnesses presenting material relative to the matter at issue and shall have the right to present such witnesses as the employee may deem necessary to develop the facts pertinent to the matter. All documentary materials pertinent to the issue shall be made available to the employee. The employee may be accompanied at any of the hearings or fact-finding investigations by any advisor the employee deems to be appropriate or necessary.
2. No issue shall be recognized by the administration or Board of Education unless it shall have been raised at the first level within 60 days after knowledge of the facts which form the basis for the complaint; failure to do this will cause the right to appeal to be forfeited.
3. All the timelines specified above may be extended in writing by mutual agreement of the parties.

#### **HARASSMENT POLICY**

The school district is committed to providing a learning and working environment free from unlawful harassment. See Board Policy ACAA for further information.

Report incidents of harassment immediately so appropriate steps can be taken by the administration.

#### **TITLE IX GRIEVANCE PROCEDURE**

Coordinator, Superintendent Jarod Larson

TITLE IX of the 1972 EDUCATION AMENDMENT prohibits discrimination on the basis of sex. It requires that:

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.

If an individual has a complaint of possible sex discrimination which has taken place in the Brandon Valley School District the following procedure has been adopted by the School Board to resolve all complaints at the lowest possible levels.

- Step 1:** The Title IX coordinator shall be responsible for explaining the entire grievance procedure to the complainant.
- Step 2:** The aggrieved person may file a written complaint containing information about the alleged discrimination on the basis of sex, the time that it occurred, the person apparently responsible for the discrimination, and whether or not it is a continuing form of discrimination. This written complaint shall be filed within 30 calendar days of a specific incident of discrimination on the basis of sex. The complaint shall be filed with the Title IX coordinator for the Brandon Valley School District.
- Step 3:** The Title IX coordinator shall attempt to conciliate the complaint with the immediate supervisor or other person apparently responsible for discrimination on the basis of sex. This shall be concluded within 30 days of the filing of the complaint. The Title IX coordinator shall keep a written record of investigations, attempts at conciliation and final disposition.
- Step 4:** If the complaint has not been resolved at Step 3, the aggrieved person may request a decision by the Title IX coordinator.
- Step 5:** If the attempt to conciliate has failed or the aggrieved person is not satisfied with the decision at Step 4, the aggrieved person may ask for a hearing with the Board of Education for a final disposition of the complaint.

## **HEALTH EXAMINATIONS**

At the discretion of the Superintendent, a doctor's certificate of health may be required from an employee. Such certificate of health shall be at district expense up to a maximum of local clinic charges per incident.

District transportation employees are required by State Law to take a physical examination every other year. The physicals will be administered by McGreevy or Sanford Clinic in Brandon, SD. New driver candidates, upon successful completion of CDL licensing and background check, will be reimbursed for physical charges.

The school district shall adhere to federal law and regulations requiring a school bus driver drug and alcohol testing program. An employee who refuses to test shall be terminated from employment.

## **HOLIDAYS**

Pay for national holidays falling during non-exempt employees term of employment are as follows: New Year's Day, Memorial Day, July 4th, Labor Day, Veteran's Day, Thanksgiving Day & Christmas. All non-exempt classified personnel will be paid for Good Friday.

## **LEAVES AND ABSENCES**

### **A. PERSONAL DAY AND LEAVE WITHOUT PAY**

Two (2) days of approved absence with pay shall be allowed per year. These days are non-accumulative and will not be deducted from sick leave. Application shall be made to the department supervisor or principal five (5) days in advance, except in an emergency. Approved absence with pay will be granted under the following conditions:

1. Only two (2) days of leave will be granted per department per building on any one given day.
2. Personal leave will not apply for the first or last day of the school year. The last day of the school year is defined as the last day with students present.
3. Leave without pay for up to four (4) days (either consecutive or non-consecutive) may be granted by the department supervisor upon written request by a classified employee. Leave without pay for five (5) or more days may be granted by the Board of Education upon written request by the employee. Unpaid days will only be granted once all allotted personal days and vacation days have been exhausted.
4. Leave will be taken in full day increments.
5. Employees who do not use their personal day(s) will be paid \$20.00 above the cost of a substitute employee. Payments will be paid in June of the current year.
6. Personal days accrued will be entered by the Business Office in the electronic "Time Off" software through the Skyward Finance System and employees may request these available days on-line. Employees should check with their supervisor on availability of dates when making their request. Employees may access this software using the same username and password used for logging into the electronic "True Time" timesheet system.

### **B. BEREAVEMENT LEAVE**

Up to seven (7) consecutive work days bereavement leave with pay, per incident, non-deductible, and non-accumulative, shall be allowed each employee for the death of employees spouse or children. One day of bereavement leave will be available to be used at a later date for estate purposes (Will Executor).

Up to five (5) consecutive work days bereavement leave with pay, per incident, non-deductible, and non-accumulative shall be allowed each employee for the death of their parent, parent-in-law, or sibling. One day of bereavement leave will be available to be used at a later date for estate purposes (Will Executor).

Up to three (3) consecutive work days bereavement leave with pay, per incident, non-deductible and non-accumulative, shall be allowed each employee for death in other immediate family; family as defined in illness leave and children-in-law, brother-in-law, sister-in-law, grandparents, spouses grandparents, aunts, uncles, nieces, nephews, grandchildren and others living in the home of the employee.

Up to two (2) consecutive work days bereavement leave with pay, deductible from sick leave and non-accumulative, shall be allowed each employee for death of a friend with the Superintendent's approval.

### **C. SICK LEAVE**

Commencing with the first day of employment, each qualified classified employee shall receive one day leave with pay for illness or other disability and shall accrue one additional day for each month worked. The employee may not borrow from days not yet earned. Such leave, including the initial day,

if unused, may accumulate to not more than thirteen (13) days for any school year and not more than 90 days during the total term of employment. Employees shall earn cumulative sick leave on a pro-rata basis related to their hours of employment. Sick leave may not be taken for less than a half (1/2) day. Paid leave under this provision taken due to the seriousness of the condition of the employee as defined in Board Policy GCBDA (Family and Medical Leave) shall be applied toward the FLMA leave to which the employee is entitled pursuant to policy GCBDA.

For purposes of the article, the mother's normal recovery period for child birth under this section is six (6) calendar weeks from the date of birth without medical certification. Sick leave may be used for all work days occurring within the six (6) week period. Any additional use of sick leave beyond the six (6) weeks will require a doctor's certification of the medical necessity for the leave.

A Sick Leave Assistance Fund shall be established which contains those unused days contributed to the Fund by participating employees. Any first year employee who has contributed at least one (1) day of sick leave to the fund prior to any absence, which directly results in exhausting their sick leave, will be eligible to request an additional 10 days of sick leave from the fund. Any second year employee who has contributed at least one (1) day of sick leave for two (2) consecutive years to the fund prior to any absence, which directly results in exhausting their sick leave, will be eligible to request an additional 20 days of sick leave from the fund. Any employee hired in the 2004-05 school year that contributed to the fund in 2004-05 will be eligible for up to 30 days from the bank in their second year of employment. Additional days up to five (5) days per year may be contributed by an employee at any time. To remain eligible for assistance from the Fund, an employee must contribute at least one (1) day of sick leave per year until the employee has been a participant in the Fund for a period of five (5) consecutive years. At that point, the participating employee becomes vested in the Fund and is no longer required to forfeit a day per year in order to remain eligible for the benefits of the fund. Appropriate contribution forms are to be prepared and distributed to all employees through building administrators by the Business Office. On the form, to be completed in triplicate, the contributor is to sign their name and indicate the number of days contributed. The completed forms are to be returned to the Business Office no later than November 1st. The fund can build to a maximum of 500 days.

In the event of a prolonged illness of an employee who exhausts their sick leave, the employee may request additional sick leave days from the Fund. All allotted personal days and vacation days shall be exhausted prior to consideration of an application to the Sick Leave Bank or they may be subtracted from the Sick Leave Bank Request. Such additional sick leave days shall not be deducted from the recipient's future accumulated sick leave. No assignment shall exceed a total of thirty (30) days per school year, and no employee shall be the recipient of such additional sick leave more than once for any school year.

Applications for additional sick leave shall be reviewed by the Sick Leave Assistance fund committee composed of two members appointed by the Classified Committee and two members appointed by the Superintendent. The committee shall render a decision for implementation by the Superintendent.

The application is to be prepared in triplicate. The original copy is to be given to the Superintendent's office. The second copy is to be given to the Classified Council. The third copy is to be retained by the applicant. Once the committee has reached a decision on the request, the personnel office is to prepare additional copies of the decision for distribution to the appropriate parties including the applicant, appropriate building administrator, business office, and the Classified Council.

At the end of each contracted school year, the full-time employee who has an accumulated sick leave in excess of 80 days shall have the option of receiving \$50.00 per day for each unused day of sick leave accumulated in that year in excess of the 80-day accumulation (part time employees will receive a pro-rata share of this payment). Sick leave for which payment is received shall not be counted toward the 90-day accumulation and no payment may be taken for sick leave accumulated in prior years.

Payment received by an employee for Worker's Compensation shall be subtracted from sick leave payments. It shall be the duty of the employee to report all payments received from Worker's Compensation to the Superintendent of Schools.

Employees using sick leave for illness in the immediate family shall, upon request of their supervisor, furnish a doctor's certificate stating the necessity of their presence. The immediate family is defined as spouse, children, parents, grandparents, brothers, sisters, grandchildren, and others living in the house of the employee. Paid leave under this provision due to the "Serious Health Condition" of the employees' spouse, son, daughter, or parent, as "Serious Health Condition" and those family members are defined in Board Policy GCBDA (Family and Medical Leave Act) shall be applied to the FMLA leave to which an employee is entitled.

Substitute employees will be hired by the supervisors, not the employee.

Sick time accrued will be entered by the Business Office in the electronic "Time Off" software through the Skyward Finance System and employees may request these available days on-line. Employees should check with their supervisor on availability of dates when making their request. Employees may access this software using the same username and password used for logging into the electronic "True Time" timesheet system.

## **ABSENCE NOTIFICATION**

Department Directors – Notify District Operations Manager.  
Business Office Staff – Notify Business Manager.  
Building Secretaries – Notify your Building Principal.  
Food Service Unit Managers – Notify Child Nutrition Director.  
Food Service Workers – Notify your Unit Manager.  
Bus Drivers – Notify the Transportation Director.  
Grounds Workers – Notify Maintenance Director.  
Custodian Workers – Notify Building Supervisor.

### **D. JURY DUTY**

Any employee called for jury duty during school hours, or who is subpoenaed to testify in a hearing during school hours in a matter in which the employee is not a named party, shall be granted leave with pay for the days or parts of days such absence is required. Any per diem received for jury duty or the designated subpoena absence shall be deducted from the regular salary or turned over to the Business Office. Such employee shall notify the supervisor at least 48 hours in advance of the necessity for taking jury leave.

### **E. LONG TERM LEAVE**

1. Applications for long term leave must be submitted to the Superintendent of Schools for Board approval five (5) days prior to the date of the regularly scheduled Board meeting.
2. Leave for less than one school term – A request is to be made by the applicant with a suggested beginning and ending date of the leave. Action will be taken by the Board in accordance with terms above.
3. When an employee returns from a leave, they will be offered a position for which they are qualified.
4. Fringe benefits shall be continued for thirty (30) days beginning the first day of such leave; coverage past thirty (30) days may be extended by the employee if allowed by the carrier, at the employee's expense.
5. All leave requests and notices must be in writing.
6. An employee returning from long term leave status shall retain prior accumulated sick leave and be placed on the appropriate salary schedule step commensurate with experience granted by the Brandon Valley School District

### **F. MILITARY LEAVE**

Any employee that leaves his/her job either by enlisting or being drafted is entitled to the reemployment rights for veterans discharged from military service. Public Law 87-391 approved October 4, 1961 is on file in superintendent's office. Employees will be granted up to two (2) days of paid leave for military deployment of a spouse or child with the Superintendent's approval. These days are non-accumulative and will not be deducted from sick leave.

### **G. RELIGIOUS LEAVE**

One additional day of paid personal leave may be granted for a religious holiday upon request in writing to the department manager or principal.

### **H. VACATIONS**

For full-time (12 month) employees the following vacation schedule is in effect: two (2) weeks per year for first five years of employment; three (3) weeks per year for six to fifteen years of employment; four (4) weeks per year for sixteen years of employment and over.

Vacation time accrued (where applicable) will be entered by the Business Office in the electronic "Time Off" software through the Skyward Finance System and employees may request these available days on-line. Employees should check with their supervisor on availability of dates when making their request. Employees may access this software using the same username and password used for logging into the electronic "True Time" timesheet system.

All partial years of employment will be prorated with vacation time. Employees with three (3) weeks of vacation may elect to take one (1) week paid vacation as cash-in-lieu of the time off at their regular rate of pay. Employees with four (4) weeks of vacation may elect to take two (2) weeks paid as cash-in-lieu of the time off at their regular rate of pay. Payments for these unused vacation days will be applied for and paid in June of the current fiscal year. These days cannot be accumulated into the following year.

## **I. UNUSED VACATION DAYS FOR 12 MONTH EMPLOYEES**

Employees are required to use their vacation days by January 1st following the end of the school fiscal year in which these vacation days were earned or the days will be lost. Payments for these unused vacation days will be applied for and paid in June of the current fiscal year. These days cannot be accumulated into the following year.

If an employee in this category obtains approval from the Board of Education for a resignation or retirement from employment with the Brandon Valley School District before all earned days are used or the deadline date of January 1 is reached, the unused vacation days will be reimbursed at the daily salary rate in force when the unused days were earned.

## **J. REQUESTING TIME OFF**

Vacation, sick, personal days, jury duty, bereavement, etc. leave time accrued (where applicable) will be entered by the Business Office in the electronic "Time Off" software through the Skyward Finance System and employees may request these available days on-line. Employees should check with their supervisor on availability of dates when making their request. Employees may access this software using the same username and password used for logging into the electronic "True Time" timesheet system.

## **INSURANCE**

### **A. Supplemental Insurance - Transamerica**

Supplemental Insurances (Cancer, Intensive Care, Short Term Disability, etc) are available with Transamerica, with the full premium paid by the employee. The premiums are subject to change by the insurance company or companies involved.

### **B. Dental Insurance Plan for Full-Time Employees**

The District agrees to purchase an individual dental plan for each employee of the district.

Additional family coverage may be purchased at the employee's expense. Coverage begins on the first day of the month following employment.

### **C. Group Health and Life for Full-Time Employees**

The district pays 100 percent of the employee's premium for health insurance. The plan is with Wellmark Blue Cross Blue Shield of SD. Coverage begins the first day of the month following employment date and ends concurrent with the last scheduled payroll to the employee. The district will also pay one-half of the employee's share of two-party and family premiums if elected.

The life insurance is a term life policy is for \$25,000. Additional term life insurance may be purchased for the employee and family at the employee's sole expense. This must be elected at the start of the employee's employment with the District.

### **D. Workmen's Compensation - Accidents**

By law, employees are protected against accidents occurring in connection with their employment.

The coverage includes doctor and hospital bills plus loss of time. **All accidents must be reported to supervisors immediately so proper reports may be made within the specified timelines.**

Failure to promptly report work-related injuries may result in loss of benefits.

### **E. Long Term Disability**

The district pays 100% of the premium for long term disability insurance. Coverage begins on the first day of the month following employment.

## **LOAN OF SCHOOL PROPERTY – SEE FACILITY USE POLICY**

## **LUNCHES**

The school district cafeteria facilities are for students, employees, and guests of the district.

Meal prices are set each year by the Board of Education.

## **PAYROLL**

Payroll time periods end on the second Friday of each month and payroll is paid once a month on the 25<sup>th</sup> of each month. All employees will be required to be on Direct Deposit.

## **RETIREMENT**

Employees of the Brandon Valley School District participate in the South Dakota Retirement System (SDRS) on the day of their first contribution if they are a permanent, full-time employee. Permanent, full-time employees are those working at least 20 hours per week and six months per year.

## **SECURITY**

Reminder to all employees – be sure work stations are locked when you leave. Remove all temptations and causes of theft. Keep your own valuable belongings out of sight and your school keys safely out of reach.

It is your responsibility to see that outside doors are locked upon leaving the building.



**SNOW DAYS**

Educational assistants and food service workers will not be expected to work on days when school has been called off for weather related purposes. All other classified employees are expected to be at work, weather permitting.

**SOCIAL SECURITY**

South Dakota employees have been covered by this part of the Social Security System since 1951. Salary deductions are made for this purpose, according to law. The school district as employer makes a like contribution which is also compulsory. The amount of salary withholding (and that of the employer's contribution) for this purpose changes from time to time.

**TELEPHONE/CELLULAR PHONES, USE OF**

No long distance telephone calls may be made using school district phones unless a personal calling card is used. All personal calls made/received shall be kept to a minimum. Any abuses will be handled by the employee's supervisor on a case by case basis.

Cellular phones, including hands free phone devices, shall not be used by school bus drivers while transporting children. Bus drivers shall be allowed the use of such phones in an emergency, when parked safely off a road or when there are no passengers.

Cellular phones and district telephones used for personal use are restricted to scheduled break times, including coffee and lunch/dinner break.

**TIMESHEETS (Electronic)**

All classified employees will be required to log in and out daily on a Brandon Valley School District computer on an electronic "True Time" timesheet through the Skyward Finance System. Employees will be assigned an Employee Access username and password for this log in system upon hiring. In addition:

1. This system requires a daily log-in at the beginning and end of each day (full-time employees will have a 1/2 hour duty free lunch already accounted for and this time will be automatically taken out of time logged in. A fifteen (15) minute paid break is allowed for each four (4) hours worked. The break is non-accumulative. There is NO logging in and out for breaks or lunch.
2. Employees are expected to be at their work areas at their scheduled starting time.
3. A fifteen (15) minute paid break is allowed for each four (4) hours worked. The break is non-accumulative.
4. A thirty (30) minute duty free unpaid lunch/dinner break is **required** for all Classified Staff working six or more hours per day. The break is non-accumulative.
5. Comp time is not recognized for any employees, so any time worked over 40 hours a week will be calculated at time and a half.
6. All timesheets are submitted by the employees to the supervisors no later than Monday morning, or upon arriving to work for the previous week's time. This is done each week.
7. Supervisors are responsible for approving timesheets on Monday by the end of the day. This is done each week.
8. Time off requests (sick, vacation, etc.) are linked from Employee Access True Time and will auto fill in to the employee's timesheet through employee time off once the leave has been approved on-line by the supervisor.
9. An employee can log in through employee access from any District computer.
10. Employees need to log in and out for themselves ONLY. No one should be asking another employee to log in and out for them for the day by sharing their username and password AND no one should be logging in and out for another employee. This action could be grounds for immediate dismissal.

**TRAVEL**

Travel at district expense is to be requested on a special form available from the Administration Center and to be turned in to the supervisor five (5) days prior to the travel.

**TRAVEL REIMBURSEMENT**

There is no reimbursement for meals when the employee returns home on the same day. For overnight travel, costs shall be reimbursed at the prevailing South Dakota rates:

<u>In State</u>	<u>Out-of-State</u>	<u>Mileage Rate</u>
\$ 6.00 - Breakfast	\$ 10.00 - Breakfast	.47 per mile
11.00 - Lunch	14.00 - Lunch	
15.00 -Dinner	21.00 - Dinner	

No meal receipts are needed if approval has been given for attendance at a multi-day event.

## **USE OF ALCOHOL AND OTHER DRUGS BY EMPLOYEES**

The school board will not tolerate the unlawful manufacture, use, possession, sale, distribution, or being under the influence of alcohol and/or other drugs. Any employee who violates this policy will be subject to disciplinary action which may include dismissal, and referral for prosecution. Each employee of the district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and will report to the superintendent any criminal alcohol and/or other drug statute conviction for any alcohol and/or other drug violation. Such notification must be made by the employee to the superintendent no later than five (5) days after violation.

Within thirty (30) days after receipt of information concerning an alleged or proven violation(s) of this policy, the district will take appropriate disciplinary action, which may include termination of employment, requiring the employee to participate in alcohol and/or other drug abuse assistance or rehabilitation programs, and possible referral for prosecution.

Annually, all employees will attend a district alcohol and/or drug-free awareness program at which employees will be informed about the dangers of alcohol and/or other drug use/abuse, this policy of maintaining an alcohol and/or other drug-free environment, available alcohol and/or other drug counseling, rehabilitation, and employee assistance programs, and the disciplinary sanctions that may be imposed upon employees for alcohol and/or other drug use/abuse violations. The information will be disseminated to each employee via written and oral communication.

The school board recognizes that employees who have an alcohol and/or other drug use/abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be provided a listing of the regional treatment facilities or agencies to assist him/her in their choice of a service provider.

When a staff member has consumed alcohol and/or illegal drugs off school property and/or before a school activity, the staff member will not be allowed on school property or to participate in school activities. Staff members who violate this regulation will be subject to the same disciplinary sanctions, as for possession or consumption on school property.

The school board hereby commits itself to a continuing good faith effort to maintain a drug-free environment.

## **VALUABLES**

Remove all temptations and causes of theft. Keep your own valuable belongings out of sight and your school keys safely out of reach. All theft occurrences shall be reported immediately to the city police or county sheriff's office.

## **VEHICLE USAGE POLICY**

The Maintenance\Custodial Manager and Transportation Mechanic are "On Call" in their non-scheduled hours. The district may provide the employee with a vehicle. The employee will operate the vehicle according to the following guidelines:

- \* Vehicle will be for official use only.
- \* Gasoline for the vehicle will be provided by the district.
- \* Vehicle maintenance will be provided by the Transportation Department.
- \* Day-to-day preventive maintenance will be performed by the individual driver.

This includes keeping accurate records of normal useage.

- \* The vehicle and its equipment/tools will be safeguarded at all times.

\* Drivers and passengers of the vehicle will be district employees, with the exception that vehicle operators may find it necessary to transport a family member. This will be permitted as long as the employee is on their way to or from an official need.

\* Full coverage insurance is provided for the vehicle under the district's Comprehensive Automobile Liability Policy.

## **VOUCHERS**

All vouchers to be submitted for payment must be in the business office at the end of each calendar month.

## Notes

## Notes