

# **EPPING EMPLOYEE HANDBOOK**

**2019-2020**



**EPPING SCHOOL DISTRICT  
2019-2020**

**Disclaimer: In the event that there is a discrepancy between the Epping District policy and this manual, policy always supersedes the manual.**

**EMPLOYEE HANDBOOK 2019-2020  
RECEIPT AND ACKNOWLEDGEMENT**

All staff members are to return this page with their signature to the Superintendent's Office.

My signature acknowledges that I have received the 2019-2020 Employee Handbook of the Epping School District. I understand it is my responsibility to read; understand; abide by the policies, rules, and regulations; and ask questions if I do not understand any information contained within it.

Name: (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**EPPING SCHOOL DISTRICT  
Audio-Video Release**

Permission is hereby granted for me to participate in the audio and/or video recordings, web streamed and/or web based broadcasts that are related to school activities. I understand that such audio, video and or digital recordings are being used for educational and/or school related purposes and that these materials may be distributed for educational and school-related purposes only. I understand that these recordings will not be sold or duplicated for profit

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_ I do NOT give Epping the Epping School district permission to make audio and/or video, web streamed, and/or web broadcast recordings of me.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Board Policy: EESSS (RSA189.68,IV January 2016)

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Paraprofessional/Support Staff Information = **green highlight**

# HANDBOOK OVERVIEW

The Epping School District Staff Handbook is designed to be an informational resource to assist certified and support staff, supervisors, and administrators in the following areas.

1. General Provisions
2. Employment Provisions
3. Compensation Provisions
4. Benefit Guidelines
5. Leave Provisions
6. Miscellaneous Benefit Guidelines
7. Career and Professional Development Provisions
8. Communication Guidelines and Tips
9. Confidentiality, Safety, Security, and Energy Guidelines

School Board Policy governing personnel can be referenced on the School District website [www.sau14.org](http://www.sau14.org) under the School Board webpage. School District personnel forms can also be located on the website under the Staff webpage.

The contents of the Handbook reflect current School Board policies and administrative practices and procedures. You are responsible for utilizing this Handbook to become familiar with its information and to understand what is expected of you as an employee. For a complete copy of the Epping School District Policy Manual, please visit the school district website at [www.sau14.org](http://www.sau14.org).

You will receive updates to this Handbook to reflect changes in School Board policy and administrative practice and procedure. Please let us know if we have inadvertently missed any pertinent information that reflects current district practice. This Handbook may be modified, deleted, or changed at anytime. For an updated copy of this Handbook, please visit the school district website by clicking on the Staff tab.

On behalf of the children in the Epping School District, your contributions are greatly appreciated. If you have any questions, comments, or concerns regarding the information contained within this Handbook, please contact the Superintendent's Office at 679-8003.

All staff will have to verify in writing the receipt of this Handbook and any subsequent updates and the acknowledgment of one's responsibility to review its content.

This Handbook is not intended to be a contract or part of a contractual agreement between the employer and the employee. If any provision of this Handbook or any application of this Handbook is held to be contrary to law or an existing collective bargaining agreement or Epping Paraeducator Agreement, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law or the collective bargaining agreement or Epping Paraeducator Agreement, but all other provisions or applications shall continue in full force and effect.

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## **EPPING SCHOOL DISTRICT MISSION STATEMENT**

The mission of the Epping School District is to focus on the potential of every student and engage them to be passionate, confident learners who demonstrate competence and have strength of character to reach their highest aspirations and thoughtfully contribute to a diverse and changing world.

## **SUPERINTENDENT'S MESSAGE**

Welcome!

Thank you for choosing to be a member of the Epping Educational community. The Epping School District is a wonderful learning environment for children and a nice place to work for adults.

This handbook is designed to provide you with all of the information needed to be a well-informed employee. I encourage you to use this handbook, as well as your Contract as a resource for information.

This year there will be a renewed focus on clear and timely communication between staff, families and the larger community. If you need assistance for any reason, please reach out. We are happy to assist you in any manner.

Respectfully,

Valerie McKenney  
Superintendent  
Epping School District

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# EPPING DISTRICT GOALS 2019-2021

## COMMUNICATION GOAL:

To evaluate current systems of communication and develop new communication systems to ensure effective communication within the school district and Epping community.

## LIFE READY GOAL:

To develop a **social/emotional, life management** plan that prepares each student for life in the 21st Century. This would include Culture and Climate, diversity training, bullying and suicide prevention training for students, teachers and parents. The implementation of this program would start in 19-20 and continue into future years. (2019-2021)

## STUDENT ACHIEVEMENT GOAL:

To **improve student achievement** of the Epping School District as measured by the State Assessment System (SAS). (2019-2021)

## CURRICULUM GOAL:

Through the work of the Competency Implementation Team (teachers, students and parents), to continue to develop competency-based education to include: Rubrics development and a focus on this system for students with a higher level of academic needs. (2019-2021)

## INSTRUCTIONAL GOAL:

To use a well-articulated **Multi-Tiered System of Support** and to use **data** to refine targeted instruction for students not demonstrating mastery of competencies and Performance Indicators. (2019-2021)

## LEARNING:

1. Curriculum is aligned to state competency frameworks.
2. Learning is assessed by state testing and district assessments.
3. Learning is routinely assessed using common assessments and rubrics.
4. Timely interventions are provided to students who are not mastering Performance Indicators and Competencies.

## COLLABORATIVE CULTURE:

1. All staff members are assigned as a member of a team.

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2. All teams have developed team norms.
3. All teams have written goals that are strategic and specific, measurable, attainable, results-oriented, and time-bound (SMART).
4. All teams are organized by grade, subject, or other common responsibility within school and/or the district.
5. Team assignments are determined by the supervisor. Other team assignments may be by personal choice.

## **RESULTS:**

1. All staff members shall collect student data and share information with team members.
2. All teams shall use data to formulate goals and monitor progress.
3. All teams shall produce evidence of goal completion.
4. All teams shall celebrate success with school and district staff.
5. All staff members and teams will provide timely feedback to students, staff members, and parents.

## **EPPING SCHOOL COMMUNITY RIGHTS & RESPONSIBILITIES**

Our goal is to provide rigorous learning opportunities for all members of our school community in a personalized learning environment. To achieve this end, our strategy is to implement a learning community of disciplined people, thought and action focused on high expectations for teaching and learning. Reference: [Policy GA Community Rights and Responsibilities](#)

## **EMPLOYEE RIGHTS & RESPONSIBILITIES**

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which shall be required of all personnel. Reference: [Policy GBE Employee Rights and Responsibilities](#)

## **SECTION A – GENERAL PROVISIONS**

### ADMINISTRATION OF ALL STAFF

It shall be the duty of the Superintendent of Schools to administer the guidelines as described in this Handbook. This Handbook is intended to provide an overview of the District's personnel practices and does not represent all such policies, practices, and procedures described in the Epping School District Policy Manual.

### HANDBOOK AMENDMENTS

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The Superintendent of Schools shall submit revisions to the Handbook for School Board approval as changes in conditions and/or circumstances may justify. Employees are welcome to suggest changes to the Superintendent.

#### TEACHER/ADMINISTRATIVE EMPLOYMENT

All teaching and administrative employment is per employment contract and subject to applicable school district policy, collective bargaining agreement, and law. Every permanent professional employee shall be required to execute a contract with the District. The contract shall be signed by the employee and the School Board Chair.

In accordance with RSA 189:39, the Superintendent will present to the School Board, prior to April 15<sup>th</sup>, a listing of teacher nominations for the coming year. The Board shall then elect teachers to be employed in the district for the coming school year. Reference [GCB Professional Staff Contracts](#) and [Policy GCF Professional Staff Hiring](#)

#### TEACHER COLLECTIVE BARGAINING AGREEMENT

The Epping School Board recognizes The Epping Education Association as the exclusive representative of all certified teachers, media specialists, nurse, guidance counselors, speech/language therapist, technology integrators, content specialist and occupational therapist under written contract with the Epping School District. All recognized members shall include any certified individual employed by the Epping School District who deals directly with children more than 50% of his/her time per day, per week, or per school year, whose position is such as to require him or her to hold an appropriate credential issued by the New Hampshire Board of Education or New Hampshire Office of Licensed Allied Health Professionals under its regulations governing certification. If your position is subject to a collective bargaining agreement, you will be notified at the time of hire, and a copy of the collective bargaining agreement provided. An electronic copy of the CBA is available on the District website located under Staff - Teachers. Copies can be requested from the Superintendent's Office at any time.

#### PARAPROFESSIONAL COLLECTIVE BARGAINING AGREEMENT

The Epping School Board recognizes The Epping Paraprofessional Association as the exclusive representative of all paraprofessionals, including positions such as aides, media assistants, educational assistants, monitors, tutors, behavior coaches, and nursing assistants. If your position is subject to a collective bargaining agreement, you will be notified at the time of hire. The Master Agreement between the Epping School Board and the Epping Paraprofessional Association shall be reproduced by the District and an electronic copy presented to all bargaining unit members now employed or hereafter employed by the Epping School District. Copies of the collective bargaining agreement can be requested from the Superintendent's Office at any time.

#### SUPPORT STAFF AT-WILL EMPLOYMENT

All employment and compensation for support staff is "at-will" and can be terminated with or without cause, and with or without notice, at any time, at the option of either the Epping School District or yourself, except as otherwise provided by law or collective bargaining agreement. This means that the District has not established any specific terms of employment and that either you or the District may initiate termination of employment at any time.

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It is the Epping School District's hope that your career with the district will be successful. Our intent is to have a long relationship of job satisfaction and opportunity for staff that perform well and conduct themselves in a manner consistent with our goals, policies, and procedures. Reference: [Policy GDB Support Staff Responsibilities](#).

### EQUAL OPPORTUNITY EMPLOYMENT/NON-DISCRIMINATION

This policy of non-discrimination is applicable to all persons employed or served by the district. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title VI or VII of the Civil Rights act of 1964, Title IX of the Education Amendments of 1972, Title II of the Genetic Information Nondiscrimination Act of 2008, and the laws of New Hampshire pertaining to non-discrimination. [Reference GBA Equal Opportunity Employment](#) and [GBA-R Nondiscrimination Procedure](#) (Epping School District Discrimination and/or Harassment Report Form ([GBA-FORM](#)) can be referenced on the District Website.) Reference: [Policy/GBA School Community Rights and Responsibilities](#).

### SEXUAL HARASSMENT

It is the policy of the district to maintain learning and working environment that is free from sexual harassment and sexual violence. The District will not tolerate sexual harassment or sexual violence of students or employees by anyone, whether on school property, at school or work-related assignments off school property, at school-sponsored social functions, or elsewhere. The District will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the District.

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate District official. The District encourages the reporting party or complainant to use the District's report form, although it is not mandatory. Reference GBAA Sexual Harassment and Sexual Violence Policy: [GBAA-Sexual Harassment and Sexual Violence](#) The Epping School District Sexual Harassment and Violence Report Form [GBAA Form](#)

### PROOF OF US CITIZENSHIP AND/OR RIGHT TO WORK

Federal regulations require that within three (3) business days of becoming employed, all employees must complete and sign the Federal Form I-9, Employment Eligibility Form, and present documents of identity and eligibility to work in the United States. This information will be provided during the new employment process.

### CONDITIONS OF EMPLOYMENT

All new employees are required to start the employment process in the Superintendent's Office and complete the required new-hire paperwork for conditional employment.

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### State Certification for Teachers:

In accordance with NH State Law and the NH Department of Education Rules and Regulations, all professional staff (teachers and designated administrators) shall be state certified or eligible for state certification. As a condition of employment the employee will provide evidence of state certification or eligibility. The employee will assume the full cost of state certification. Reference: [Policy GCA Professional Staff Responsibilities](#)

### State Certification for Paraprofessionals:

1. Paraprofessional Support Staff - In accordance with School Board policy and the NH Department of Education Rules and Regulations, all paraprofessional support staff shall be certified or eligible for state certification per the collective bargaining agreement. As a condition of employment, the employee will provide evidence of state certification or eligibility. Per the collective bargaining agreement, the District shall reimburse District employed paraprofessionals for the NH Department of Education certification fee per the NHDOE fee schedule and amount.
2. Speech Language Assistants – In accordance with School Board policy and the NH Department of Education Rules and Regulations, all speech language assistants will need to be certified. As a condition of employment, the employee will provide evidence of state certification or eligibility. The District shall reimburse District employed speech language assistants for the certification fee.
3. Salaried Support Staff - As needed the School District may also employ salaried staff to provide administrative, supervisory, and/or professional support services. All salaried support staff although working in non-teaching positions may still be required to be certified or eligible for state certification if their position supports the student educational program. As a condition of employment the employee will provide evidence of state certification or eligibility. The salaried employee will assume the full cost of state certification. [Reference GDB Support Staff Responsibilities](#)

### PARAPROFESSIONAL & SUPPORT STAFF NEW HIRE PROBATIONARY PERIOD

Paraprofessional Staff - Newly hired paraprofessional staff are not covered by the paraprofessional collective bargaining agreement until they have completed a probationary period of ninety (90) calendar days\* from the first working day. Upon successful completion of the probationary period, the paraprofessional employee will then receive the contractual benefits such as insurance, sick leave, holidays, educational development, etc. Insurance benefits are subject to the rules and regulations of the Affordable Care Act (ACA), benefit provider, and the proper completion of the benefit application process. Specifically, this means that prior to completing the probationary period paraprofessionals do not receive compensation for *holidays or sick, personal, and other leave days*. Newly hired paraprofessional staff are not eligible for life insurance benefits during the full probationary period. Newly hired paraprofessional staff working 30 or more hours per week are eligible for health insurance on the first day of the paraprofessional's fourth full calendar month as required under ACA.

Other Support Staff – The District has designated a probationary period of ninety (90) days\* for newly hired support staff. The employee shall receive regular compensation and benefits per their position. However, during this probationary period the employee will accrue sick, personal, vacation, and other

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such leaves with time worked. If the employee requires leave for a particular purpose and has not earned such leave, the employee may be granted the time, but not as paid time. Following the probationary period the employee will receive full leave benefits.

Support staff subject to a probationary period will receive a letter acknowledging their hire subject to the probationary period. Upon successful completion of the probationary period, paraprofessionals will receive an employment contract per the collective bargaining agreement and support staff will receive a letter of intent. (Reference: [Policy GDF Support Staff Hiring](#))

\*A probationary period is defined as the first ninety (90) days of employment for a new employee or for an employee who has been rehired following a break in service. The ninety (90) days does not include the summer vacation period *if the employee does not work during the summer months*. For employees that have not completed the probationary period within the first school year of continuous employment, the balance of the probationary period will be completed the following school year.

### DRESS CODE

Although there is no specific dress code for staff, it is understood that in order to achieve our District goal, staff must serve as role models for students wearing appropriate attire worthy of the education profession and not detracting from our educational purpose. Reference: [Policy GBE Employee Rights and Responsibilities](#)

Staff members are expected to dress according to their position and to wear appropriate safe shoes. Flip flops are not considered safe footwear. Dress communicates authority for students, parents, and staff members. There is a fine line between dressing too formally, so we are not approachable to students, but if we are too informal we lack professionalism. The general guideline is that staff members need to “portray a professional appearance.”

### USE OF TOBACCO PRODUCTS (NO SMOKING)

In accordance with RSA 126-K: 7, no person shall use any tobacco product and/or devices in any facility maintained by the School District, nor on any of the grounds of the District. This ban also applies to vehicles on school grounds. Reference: [Policy GBED Tobacco Products Ban](#)

### DRUG-FREE WORKPLACE

The Epping School District provides a drug-free workplace in accordance with the Drug-Free Schools and Communities Act of 1988 and 1989. Employees in violation of this act will be subject to disciplinary action as outlined in the Epping School District Policy Manual. As a condition of employment, all employees agree to and abide by the terms of the Drug-Free Workplace Policy, and will notify the District of any drug statute conviction resulting from workplace conduct within five (5) days of the conviction. As required by law, the employee is advised to read this policy in full. Reference: [Policy GBEC Drug Free Workplace](#)

### EMPLOYEE ASSISTANCE PROGRAM

All employees of the District are eligible to receive free, confidential work/life services including

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counseling, resources, and referrals. This program is made available through the District's medical insurance provider and is available 24 hours a day, 7 days a week. Employees do not have to receive medical insurance from the District to be eligible for this program. Employees can contact LifeResources directly at 1-800-759-8122 to obtain assistance with medical, legal, financial, work, or family challenges. A pamphlet outlining services is available by contacting your School Office or the Superintendent's Office. Information is also available online at <https://www.healthtrustnh.org>.

#### NON-SOLICITATION AND EMPLOYEE GIFT PROHIBITION

All employees are prohibited from accepting things of material value from companies or organizations doing business with the District: Reference: [Policy GBEC Employee Gifts and Solicitations](#)

#### STAFF ETHICS AND EMPLOYEE CONFLICT OF INTEREST

An employee speaking or writing as a citizen should be free from institutional censorship or discipline, but his/her special position in the community carries special obligations. The employee must remember that the public may judge the profession and institution by his/her written or spoken statements. Hence the employee should, at all times, be accurate, exercise appropriate restraint, show respect for the opinion of others, and make every effort to indicate that he/she is not a school spokesperson. Reference: [Policy GBEA Staff Ethics](#)

#### EMPLOYEE-STUDENT RELATIONS

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context. Reference: [Policy GBEBB Employee-Student Relations](#)

#### SCHOOL CANCELLATION/SCHOOL DELAY DUE TO INCLEMENT WEATHER OR SPECIAL CIRCUMSTANCES

It is the policy of the Epping School District to have delayed openings, early closings, and school closings in cases of inclement weather or special emergency circumstances. A delayed opening delays the opening of school for two (2) hours. Early closings depend on the particular circumstances and vary by building. School closings apply during and after the school day.

In most cases decisions regarding school opening are by 6:00 am. Please note that if a delay is called this decision may change to a cancellation depending on the weather or special circumstances. All attempts will be made to make this change prior to 8:00 am. All employees will be notified by the school's telephone tree and/or the district's automated calling system. If you must leave a message for someone on your telephone tree, please call the next person in line to ensure that the telephone tree continues. If you are not receiving an automated notification call, notify the school office so that you may be added to the notification list. Please note that the automated notification call is voice activated. Employees may also access delays and cancellations by watching WMUR Channel 9 or accessing the WMUR website, also accessible through the school district website at [www.sau14.org](http://www.sau14.org). As a rule of thumb in cases of school delay, employees are instructed to arrive at their regularly scheduled time plus two hours.

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When school is canceled for the full school day, school year teacher and paraprofessional staff will be required to make-up the day per District practice. Full year professional staff are advised to use their best judgment as to driving to work in hazardous conditions.

#### PARAPROFESSIONALS AND SUPPORT STAFF:

Delayed Openings or Early Closings – Employees will be paid their regular wages for their regular hours when there is a delayed opening or early closing of the school day. Employees that begin work after the school student day are subject to the school closings procedure.

School Closings – Employees are instructed to stay home.

- Calendar-year support staff may use vacation, personal, or compensatory time to receive their regular wages for their regular hours when there is a school closing. The use of sick time is not appropriate for this purpose. Employees may also make special arrangements with their supervisor to make up this time. Make-up work must be goal oriented with specific projects to be completed. If employees do not have leave or compensatory time available or do not wish to use their leave for this purpose or do not wish to make up this time, employees will not be paid. Employees are advised to discuss their preference for handling school closings with their supervisor at the start of the school year.
- School-year support staff will make up the day at the end of the school year per the district calendar.

Emergency Custodial Staff – The Facilities Supervisor will keep a list of emergency duty custodial staff members who may be called for emergency duty on a delayed opening, early closing, or school closing. Emergency duty may require a different work schedule from the employee’s regular workday. Emergency duty will be compensated at a rate of time and a half for emergency hours. Any non-emergency time needed to make up the remaining regular work day may be paid using vacation, personal, or compensatory time or by making arrangements to work the rest of the day or make up the work with the approval of their supervisor. Non-emergency/make-up work must be goal oriented with specific projects to be completed. Emergency custodial staff will obtain their work instructions upon notification from their supervisor that they have been selected for emergency duty.

Other Emergency District Staff – The Superintendent may also notify other critical staff members to work on a delayed opening, early closing, or school closing. Emergency duty may require a different work schedule from the employee’s regular workday. Emergency duty will be compensated at a rate of time and a half for emergency hours. Any non-emergency time needed to make up the remaining regular work day may be paid using vacation, personal, or compensatory time or by making arrangements to work the rest of the day or make up the work with the approval of their supervisor. Non-emergency/make-up work must be goal oriented with specific projects to be completed. Other emergency district staff will obtain their work instructions upon notification from their supervisor that they have been selected for emergency duty Reference: [EBCD School Closings for Inclement Weather](#)

#### FOOD SERVICE PROGRAM

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The District provides a food service program for students and staff. This program is not funded with Epping tax dollars and is expected to pay for itself. As a result, all staff are expected to pay for all meals, drinks, and snacks obtained through the food service program. An adult entree or salad bar lunch is \$4.00. Breakfast is available at \$2.25. All adults are expected to pay the adult cost. Requests for student prices will not be honored. Ala carte items are also available and are individually priced. School staff are not allowed to charge for any food service purchases per the food service collection policy. Reference: [Policy EF Food Service Management](#)

Only kitchen staff are allowed in the kitchen area per the federal food code. No staff or students are permitted in the kitchen area unless authorized by the Food Service Director. School staff are not allowed to eat their meals in the kitchen area. If you are in need of assistance, please speak with the kitchen by phone or by using the serving window areas. All requests to use the kitchen area must be approved by the Food Service Director and a food service staff member must be present for approved use of the kitchen. Reference: [Policy EF Food Service Management](#)

#### USDA Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

**IF LANGUAGE ASSISTANCE IS NEEDED FOR CIVIL RIGHTS PURPOSES, PLEASE CONTACT THE NH COMMISSION FOR HUMAN RIGHTS AT: 1-603-271-2767, DIAL "0"ASK FOR AN INTERPRETER.**

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider

#### CHANGE OF NAME AND/OR ADDRESS

All employees with a name and/or address change are required to notify the School Principal's Office

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and Superintendent's Office. All employees will need to complete the necessary paperwork available at the District Office. Please note that a change to a name or address will impact payroll and benefits, and changes should be reported as quickly as possible.

## SECTION B – EMPLOYMENT PROVISIONS

### TEACHER/ADMINISTRATIVE STAFF ASSIGNMENTS AND TRANSFERS

All teaching and administrative employment is per employment contract and subject to applicable school district policy, collective bargaining agreement(s), and law. Employment contracts will become part of the employee's personnel file.

The assignment and/or transfer of all professional staff will be upon the approval of the School Board following the recommendation of the Superintendent. All such assignments and/or transfers will be in the best interest of the Schools in keeping with the training and experience of the personnel.

All changes in job title, assignment, or rate of pay will be documented and placed in the employee's personnel file. Employees may request changes in existing positions directly with their direct supervisor, and all requests are subject to approval by the Superintendent and/or School Board. Reference: [GCK Professional Staff Assignments and Transfers](#)

### PARAPROFESSIONAL & SUPPORT STAFF ASSIGNMENT AND REASSIGNMENT

The Superintendent or his/her designee will assign and/or reassign support personnel to employment positions as necessary to fulfill the District's educational mission. Each support employee is under the direct supervision of the School Principal or his/her immediate supervisor where no school assignment is involved.

Support personnel may request reassignment to other positions within the District for which they are qualified. Such requests must be made to the employee's immediate supervisor and will be forwarded to the Superintendent. When a reassignment is made, the employee will be paid according to the level of the position. This may result in an increase or decrease in salary for the employee.

All changes in job title, assignment, or rate of pay will be documented and placed in the employee's personnel file.

This policy may be superseded by a collective bargaining agreement. Reference: [Policy GDJ Support Staff Assignment and Reassignment](#)

### TEACHER/ADMINISTRATIVE STAFF LABOR CLASSIFICATION

Professional staff including teaching and administrative employees shall be exempt from overtime pay

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conforming to the definitions specified in the Fair Labor Standards Act. Reference: [Policy GCA Professional Staff Responsibilities](#)

### JOB DESCRIPTIONS

All staff positions shall have a written job description that is on file at the Superintendent's Office. An employee's job description will be made available upon employment and/or request. All job descriptions shall be reviewed periodically and are subject to change. New job descriptions and revised job descriptions are subject to approval by the Superintendent and School Board. Job descriptions will be used in evaluating performance standards.

Each support staff member is also required to carry out assignments from the Building Principal or other responsible administrator in conformance with School Board policies, regulations of the School Board and Superintendent, and School Board directives. Each support staff member is required to abide by all state and federal laws, School Board policies, regulations of the School Board and Superintendent, and School Board directives. Reference: [Policy GDB Support Staff Responsibilities](#).

### LABOR DEFINITIONS & CLASSIFICATIONS

**Salaried Support Staff** – Personnel under a written intent to employ for a specified period of time, whose compensation is set and determined on a per-pay-period basis, and whose normal workday coincides with that of the regular school day. Compensation for salaried support employees will be determined on an individual basis, and will be recommended by the Superintendent to the School Board each year.

The Fair Labor Standards Act classifies salaried support staff as exempt and not eligible to receive overtime pay.

The District employs salaried support staff in professional, supervisory, and administrative positions. Salaried support staff currently include the Technology Director, Athletic Director, Facility Director, and Food Service Director. Reference: [Policy GDB Support Staff Responsibilities](#)

**Hourly Support Staff Definition** – Personnel under a written intent to employ for any specified period, whose compensation is calculated according to time spent on the job, and whose workday may vary according to specific assignment. Compensation for hourly employees will be according to a salary schedule approved annually by the School Board. Paraprofessionals are defined as hourly support staff subject to a collective bargaining agreement.

The Fair Labor Standards Act classifies hourly support staff as non-exempt and eligible to receive overtime pay.

The District employs hourly support staff as paraprofessionals, facilitators, speech language assistants, administrative assistants, nursing assistants, custodians, and food service workers. (Reference GDB: Support Staff Responsibilities)

Support Staff Classifications - The following table shows the support staff classifications and the

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minimum working days per year from July to June. Please note that the number of paid working days per year includes days paid for holidays and vacation days if applicable.

Support Staff Classifications	Minimum Hours per Week	Paid Working Days per Year
Part-Time Support/Paraprofessional	<i>Less than 32.5</i>	Less than 180
Full-Time Paraprofessional	32.5	Per contract
Full-Time School-Year Support	32.5	190 to 200
Full-Time Extended-Year Support	32.5	201 to 226
Full-Time Year-Round Support	32.5	227 to 260
Salaried Support	Per contract	Per contract

Exceptions - Coaches, substitutes, temporary workers, and staff receiving stipends are not considered Support Staff.

**REPORTING TO WORK WITH AN INJURY OR ILLNESS OR AFTER A MEDICAL PROCEDURE OR HOSPITALIZATION (WORK OR NON-WORK RELATED)**

All employees are expected to perform the essential functions of their job listed under the working environment in the job description. Essential functions may include, but are not limited to the ability to stand; walk; sit; see; talk; hear; use hands; use computers and other equipment; reach; stoop; kneel; crouch; match walking speed of students and may require ability to run at times; move equipment; lift, carry, move and/or restrain students; handle school-level noise; handle stressful situations; etc. Any work or non-work injury, illness, medical procedure, or hospitalization may cause an employee to be unable to perform the essential functions of the job. The following report and return to work protocol is essential to insure the safe operation of the school district and to protect the employee from additional injury or illness.

**REPORT AND RETURN TO WORK PROTOCOL**

1. Employee reports injury, illness, medical procedure, or hospitalization affecting their ability to perform job to his/her supervisor. Employee is not to return to work. Employee’s supervisor reports to the Superintendent or designated District Administrator.
2. Employee cannot return to work until:
  - a. Employee meets with the Superintendent or designated District Administrator.
  - b. Employee provides a medical note stating if the employee may or may not return to work, what essential functions the employee can and cannot do, and what accommodations are required, if any.
3. District determines if an employee can return to work based on medical information provided. A general note that an employee may return to work is insufficient in making such a determination. District will request more information if the medical note is incomplete. Employee will not be able to return to work until this information is provided.
  - a. Work with no limitations – employee may return to work assignment.
  - b. No work – employee may not return to work.
  - c. Work with limitations – District will determine if accommodations are reasonable for

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employees to return to work.

4. In cases of 3b and 3c above, employee is to check in with District Office every week to report any updates on medical and work status. Employee is to provide updated medical information following each appointment with medical provider.

If in doubt, please contact District Office with any questions.

The employee is required to complete and sign the requested forms, provide the requested information, and help with the determination of eligibility. Potential outcomes may include reasonable temporary work accommodations, alternative work, light duty, paid leave, unpaid leave, or termination.

1. In compliance with RSA 281-A:23-b, the District will provide temporary alternative/transitional work opportunities to all employees temporarily disabled by a work-related injury or illness if possible. This exception is subject to the rules and regulations of workers' compensation. Reference: [Policy GBGD Workers' Compensation Temporary Alternative Work Program](#)
2. Light duty requests for non-work-related injury or illness will be handled on a case-by-case basis. An employee may also request a workplace accommodation under Section 504 of the Rehabilitation Act, the American Disabilities Act, or other applicable law.
3. An employee may also request leave outlined in an employment contract or collective bargaining agreement.

Only the Superintendent or designated District Administrator will determine if the employee can return to work based on their ability to perform one or more essential functions of the job safely and effectively. No employee will be able to return to work until this determination is made.

### DISCIPLINE OF EMPLOYEES

All staff are required to carry out their assigned duties as assigned by the School Principal; to abide by School Board policy, regulations of the School Board and Superintendent, and School Board directives; and to uphold local, state, and federal law, including the rules and regulations of the NH Department of Education. In the event that a professional staff member fails to perform to these expectations, the District will discipline the employee using fair consequences as determined by the Principal, Superintendent, and/or School Board to fit the performance deficiency. This discipline could include various administrative action leading up to dismissal or outright removal and dismissal. This policy is subject to collective bargaining agreement language and state and federal law. A bargaining unit member is entitled to representation of his/her choosing when he/she is being disciplined or discharged. Reference: [Policy GBE Employee Rights and Responsibilities](#)

### DISMISSAL OF TEACHING STAFF

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Per RSA 189:13 the Superintendent may dismiss any teacher found by them to be immoral or who has not satisfactorily maintained the competency standards established by the School District, or one who does not conform to regulations prescribed herein.

For purposes of this policy competency standards and regulations are outlined in School Board policy, school district handbooks, school district professional master plan, school district job descriptions, school district goals, school handbooks, school initiatives and goals, and/or other such documentation outlining the rules and regulations of the District and the School(s).

Each professional staff member is also required to carry out assignments from the Building Principal or other responsible administrator in conformance with School Board policies, regulations of the School Board and Superintendent, and School Board directives.

Each professional staff member is required to abide by all state and federal laws, School Board policies, regulations of the School Board and Superintendent, and School Board directives.

Per RSA 189:13 no teacher shall be dismissed before the expiration of the period for which said teacher was engaged without having previously been notified of the cause of such dismissal, nor without having previously been granted a full and fair hearing. The hearing will be conducted in accordance with the procedures set forth in Department of Education Rule 204.01. Reference: [Policy GCQ Non-renewal Termination and Dismissal of Certified Staff](#)

#### FAILURE TO RENOMINATE OR REELECT TEACHERS

Per RSA 189:14-teachers (professional staff) may be non-renominated because of unsatisfactory performance. The Superintendent shall demonstrate, at the School Board hearing, by a preponderance of the evidence, that the teacher had received written notice that the teacher's unsatisfactory performance may lead to non-renomination, that the teacher had a reasonable opportunity to correct such unsatisfactory performance, and that the teacher had failed to correct such unsatisfactory performance. The Superintendent or the School Board is not required to provide the teacher with remedial assistance to correct any deficiencies that form the basis for such teacher's non-renomination.

Per RSA 189:14-b teachers aggrieved by a failure to renominate or reelect may request a review of the decision by the School Board and/or the State Board of Education. Reference: [Policy GCQ Non-renewal termination and Dismissal of Certified Staff](#)

#### REMOVAL OF TEACHERS

Per RSA 189:31 the Superintendent may remove a teacher or other employee of the District. The person so removed shall continue as an employee of the District unless discharged by the School Board but may not return to the classroom or undertake to perform the duties of such person's position unless reinstated by the Superintendent.

Per RSA 189:32 any person so removed, unless dismissed by the School Board, may appeal to the State Board. Reference: [Policy GCQ Non-renewal Termination and Dismissal of Certified Staff](#)

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## RESIGNATION OF EMPLOYEES

All professional staff members who sign a contract are expected to honor the contract. Any employee under contract with the Epping School District who seeks or is contacted for employment elsewhere shall immediately inform the prospective employer that he/she is under a contractual obligation to the Epping School District. If said employee becomes a finalist for a position elsewhere, the employee will immediately notify the Principal or Superintendent. Upon written notification from the employee that he/she wishes to accept a position elsewhere, the District will make a good faith effort to secure a replacement deemed qualified by the District. However, said employee under contract to the District shall not be released from his/her contractual obligations to the District until such time as a replacement deemed to be qualified by the District is hired. Exceptions to this policy may be granted under the conditions set forth in the collective bargaining agreement.

However, the Board recognizes that extenuating circumstances may arise which warrants it giving special consideration to a resignation request. In these instances, the Board may make exceptions to this Policy, on a case-by-case basis.

If the employee fails to conform to these requirements, said person will bear all costs associated with the abrogation of his/her contract including, but not limited to, all legal fees and costs which the Board may incur in enforcing this provision and any and all other costs associated with locating and securing a qualified replacement. Upon review of the circumstances surrounding a contracted employee's separation, the Board may waive the costs outlined above. In addition, if a professional staff member reneges on his/her contract, the Board may notify the teacher certification division of the Department of Education.

All professional staff resignations are subject to approval by the Superintendent and the School Board and may be subject to the collective bargaining agreement. Any employee terminating his/her employment shall provide his or her supervisor with a written letter of resignation. This letter should include the reason for such resignation and the date of last employment with the District. All employees are expected to fulfill their employment obligations as approved by the School Board. Accrued paid time off shall not be used in lieu of working during the period of notice. All resignation requests shall be forwarded to the Superintendent. Employees resigning their position will receive a written response. Reference: [Policy GCQC Resignation of Professional Staff Member](#)

## TIMELY RETURN OF CONTRACTS BY EMPLOYEES

Staff issued an employment contract for continued employment with the District are required to return such contracts in a timely manner. Employees will be notified with their contract the time in which contracts are to be returned to the Superintendent's Office. If a contract has not been returned by the deadline, it will be assumed that the employee has voluntarily resigned and will not be returning to the District. Reference: [Policy GCQC Resignation of Professional Staff Member](#)

## TEACHERS/ADMINISTRATORS INVOLUNTARY TERMINATION

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Involuntary termination from any professional position is subject to approval by the Superintendent of Schools. Reference: Policy [GCQA Reduction in Professional Staff Work Force](#)

#### TEACHERS/ADMINISTRATORS RETIREMENT

Professional staff may be eligible for retirement in accordance with the regulations of the New Hampshire Retirement System. Reference: [Policy GCQE Retirement of Professional Staff Members](#)

#### TEACHERS/ADMINISTRATORS EXIT INTERVIEW

Upon termination from the District, employees should make an appointment with the Superintendent's Office to discuss compensation and benefits as appropriate, including the right to continue insurance coverage under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), and to sign separation paperwork. The Superintendent will request an exit interview with separating professional staff. The School Board may also request an exit interview with the separating professional staff member. Reference: [Policy GCQA Reduction in Professional Staff Work Force](#)

#### TEACHERS/ADMINISTRATORS REHIRING OF EMPLOYEES

After separating from the District, all rehired professional staff will begin their career as a new employee of the District. All accrued sick and/or vacation days will be “zeroed out” upon the employee's previous termination and the employee's new hire date will begin with zero accrued days and available leave subject to the employment contract and/or collective bargaining agreement.

Rehired professional staff with a break in service are subject to the criminal history records check including fingerprinting. Exceptions may be made for a break in service over the summer vacation period. All rehired professional staff will also need to go through the new employee hiring process. Reference: [Policy GCEB Professional Staff Recruiting and Rehiring](#)

#### TEACHERS/ADMINISTRATORS OTHER EMPLOYMENT

Other employment by full-time professional staff is permitted as long as it does not adversely affect the performance of an employee and/or the interests of the Epping School District.

Reference: [Policy GCR Non-School Employment by Professional Staff Member](#)

#### TUTORING FOR PAY

Reference: [Policy GCRD Tutoring for Pay](#)

The payroll will be prepared so that the checks will be available to staff members on the following dates:

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2019	2020
09/06/2019	01/10/2020
09/20/2019	01/24/2020
10/04/2019	02/07/2020
10/18/2019	02/21/2020
11/01/2019	03/06/2020
11/15/2019	03/20/2020
11/29/2019	04/03/2020
12/13/2019	04/17/2020
12/27/2019	05/01/2020
	05/15/2020
	05/29/2020
	06/12/2020

For those employees without Direct Deposit, arrangements must be made for school vacation weeks to receive checks issued during the vacation

### SUPPORT STAFF TERMINATION

Suspension/Dismissal - If at any time during the employment of a support staff employee there is an indication that he or she is not carrying out his or her duties as assigned, he or she may be suspended from that duty immediately, and further action, including dismissal, may be recommended by the Superintendent. The Superintendent shall provide a written notice of termination to any employee who has been terminated.

The Superintendent may suspend a support staff employee at any time when deemed necessary.

Support personnel may have their employment terminated at any time pursuant to the dismissal terms of that employee's contract, for violation of school policy, for violation of any law, or for other matters deemed appropriate by the Superintendent. Support employees are not entitled to a hearing before the Board unless that right is expressly granted in the employee's employment contract. If such an employee is entitled to a hearing, the hearing will be conducted in accordance with the procedures set forth in Department of Education Rule 204.01. Reference: [Policy GDQ Termination of Support Personnel](#)

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Retirement/Resignation - Upon retirement or resignation, support personnel will give the immediate supervisor written notice of resignation at least two (2) weeks in advance of the effective date of voluntary termination. This notice should include the date of last employment with the District. Accrued paid time off is not intended for use in lieu of working during a period of notice. These requirements may be waived by the Superintendent upon request for justifiable reasons. Reference: [Policy GDQ Termination of Support Personnel](#)

Reduction in Support Staff Work Force - When the Board finds it necessary to reduce the number of full-time and/or part-time support staff positions for reasons of declining enrollments, budget reduction, change in or consolidation of Board-authorized programs, or for any other reason determined necessary or desirable by the Board, the decision to implement the reduction in force shall be made at the sole discretion of the School Board. Termination procedures and policy may be affected by a collective bargaining agreement. [Reference GDQ Termination of Support Personnel](#)

#### SUPPORT STAFF TIMELY RETURN OF NOTICE OF INTENT TO EMPLOY

Support staff issued a notice of intent to employ with the District are required to return such notices in a timely manner. Employees will be notified the time in which notices are to be returned to the Superintendent's Office. If a notice has not been returned by the deadline, it will be assumed that the employee has voluntarily resigned and will not be returning to the District.

#### SUPPORT STAFF EXIT INTERVIEW

Upon termination from the District, employees should make an appointment with the District Office to discuss compensation and benefits as appropriate, including the right to continue insurance coverage under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), and to sign separation paperwork. Reference: [Policy GDQ Termination of Support Personnel](#)

#### SUPPORT STAFF REHIRING OF EMPLOYEES

After separating from the District, all rehired support staff will begin their career as a new employee of the District. All accrued sick and/or vacation days will be “zeroed out” upon the employee's previous termination and the employee's new hire date will begin with zero accrued days and available leave subject to the employment contract or the probationary period for new hires.

Rehired support staff members with a break in service are subject to the criminal history records check including fingerprinting. Exceptions may be made for a break in service over the summer vacation period. All rehired support staff will also need to go through the new employee hiring process. Reference: [Policy GDF Support Staff Hiring](#)

#### SUPPORT STAFF OTHER EMPLOYMENT

Other employment by full-time support staff is permitted as long as it does not adversely affect the performance of an employee and/or the interests of the Epping School District. The Board expects employees to give the responsibilities of their positions in the District precedence over any type of outside work.

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An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that she/he needs to fulfill the responsibilities of the position. Each support staff member is expected to restrict his/her outside work to his/her non-District paid hours. Nor will an employee use any District facilities, equipment, or materials in performing outside work.

#### SUPPORT STAFF TUTORING FOR PAY

No support staff employee may receive pay for tutoring one of his/her own pupils. It is recommended that the employee should also avoid tutoring any child from his/her building. Questions are to be referred to the School Principal. This policy does not apply to homebound instruction assigned by the school administration.

## **SECTION C – TEACHER/ADMINISTRATIVE COMPENSATION PROVISIONS**

### PAY PERIODS AND SALARY ADMINISTRATION

Compensation records and related payroll information is a function of the Epping School District Payroll Department. Questions regarding paycheck distribution, direct deposit, payroll deductions, employment verification, and payroll practices should be directed to Payroll. The Payroll Office is located at the District Office and can be contacted at 679-8003.

Paychecks are processed and distributed every two (2) weeks on Fridays. Checks are generally available at the schools after 9:00 am on pay day. Special arrangements may be made when school is not in session on a pay day.

School year teaching staff have the option of selecting 21 or 26 payments. This selection is located on the actual employment contract for school year professional staff. Please make this decision carefully as the number of payments selected cannot be changed during the school year. If a payment plan selection is not made a 21 payment plan will be selected by the Payroll Office. Staff selecting 26 pays will receive all remaining payments on the last payday in June. Professional staff members working the school year do not receive paychecks during the summer vacation.

It is general practice that professional staff working beyond the school year will receive their compensation distributed over the work period. Changes to this practice will be considered on a case-by-case basis.

Paychecks will include information regarding compensation deductions and days used against sick, personal, and vacation time allotments. The employee is responsible for reviewing his/her paycheck advice slip to verify accuracy of personal, compensation, deduction, and used days' information. Questions or possible errors should be directed as soon as possible to the Payroll Office.

The District practice is for all employees to receive their advice slips by email. This process saves time and resources. Please contact the Payroll Office for more information. A paper copy may also be

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requested.

### DIRECT DEPOSIT

Direct deposit is available and is encouraged to be used by all employees for automatic deposit of compensation received from the Epping School District. Direct deposit is subject to individual bank policies.

For information regarding direct deposit contact the Payroll Department. Initiating direct deposit can take up to two (2) pay periods and an actual check will be generated until direct deposit is activated. It is important that the employee inspect his/her paycheck stub for several pay periods to insure accuracy. Direct deposit forms are available from the Payroll Department. Please contact the Payroll Department if you presently have direct deposit and are planning to change banking institutions.

### PAYROLL DEDUCTIONS

Appropriate payroll deductions will be made from the compensation of all personnel. These will include federal income tax, social security and NH Retirement. Other deductions may be made on a voluntary basis. These deductions may include dues, health insurance premiums, etc.

### SALARY

The Superintendent of Schools will determine the annual salary for all new professional staff, conferring with the collective bargaining agreement if applicable.

### ANNUAL RAISES

For professional staff in a collective bargaining agreement, the salary schedule for the school year is included in the agreement. Salary is determined by the step and education levels.

Annual salary advancement is also subject to the employee performing his/her regular duties for more than 50% of the contracted school year and/or having a satisfactory performance. In calculating the 50% contracted school year, only actual work days and approved leave days permitted on a school year basis (sick, personal & workshop) will be counted. Additional sick days taken under the Family Medical Leave Act (FMLA) or through accumulated sick days are not counted.

Professional staff members not subject to the collective bargaining agreement have their annual raises determined by the Epping School Board.

Annual raises are based on the fiscal school year, July 1 to June 30.

### SALARY ADJUSTMENT FOR ADVANCED EDUCATION

Teaching staff members are subject to a salary adjustment by being placed on an advanced education column per the salary schedule. See the Collective Bargaining Agreement, Section E,2, page 12.

### OVERTIME

Professional staff members are classified as exempt employees and are not entitled to overtime

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provisions.

### SUPPLEMENTAL COMPENSATION

Supplemental compensation may be awarded to employees that perform additional duties above and beyond what is expected in their regular duties. See Collective Bargaining Agreement Section D, pages 10 and 11.

### SALARY ADVANCES OR OTHER FLEXIBLE PAYMENTS

There shall be no salary advances or other flexible payments available.

### WORK SCHEDULES

Daily and weekly work schedules shall be determined by the Superintendent of Schools conferring with the School Principal and collective bargaining agreement if applicable, and taking into account supplemental duties as well as meeting the Public School Standards set by the NH Department of Education. Work schedules are subject to student instructional program, school duty schedules, and the school calendar. As a result the School District does not offer flexible hours, telecommuting, or off-site options.

Teaching staff shall report to work promptly at their designated starting time. In most cases, the staff member is expected to report to work at least fifteen (15) minutes before students arrive for the beginning of school. If you are governed by the collective bargaining agreement, please reference the agreement. Collective bargaining professional staff members are also required to be at school at a minimum of seven (7) hours and fifteen (15) minutes. Professional staff members are advised to check with the School Principal for professional staff arrival and departure times.

It is also understood that teaching staff members on occasion may be required to stay beyond the normal workday for after school duties including, but not limited to, faculty meetings, parent conferences, student assistance, etc.

Please refer to your employment contract regarding actual number of working days. Job descriptions shall also include work schedule information. Questions regarding work schedule can be directed to the School Principal and/or District Office. Reference: [Policy GCM Professional Staff Work Load](#)

### ATTENDANCE

One of the Epping School Community Rights and Responsibilities is to be present and on time. All staff members are required to be in attendance and at their designated starting time and place to perform their duties. Excessive absences, tardiness, and/or unauthorized leaving from the school grounds will be subject to disciplinary action up to and including dismissal and may affect the employee's compensation when granted leave is exceeded. Reference: [Policy GBE Employee Rights and Responsibilities](#).

### NOTIFICATION OF ABSENCES

All unplanned absences due to illness or personal emergencies should be reported by the employee to

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the School Principal as soon as reasonably possible, preferably prior to 6:00 am of the day of absence. The School Principal will advise you as to the appropriate procedure. Planned absences are subject to School Principal approval and in some cases the approval of the Superintendent is required. As soon as a planned absence is anticipated the employee is required to notify the School Principal. Professional staff may be required by the administration to furnish satisfactory medical proof of illness when the staff member is absent for several consecutive days.

#### ATTENDANCE DURING NON-INSTRUCTIONAL TIME

Attendance during non-instructional time including, but not limited to lunch, planning, and curriculum periods is required. Scheduling of lunch, planning, and curriculum periods are subject to student instructional program and school duty schedules. Each professional staff member will be issued a school day schedule including a designated lunch break.

All teaching staff members are expected to remain in the school building or on school grounds during the school day to facilitate communication and to address safety and emergency situations. Staff requesting permission to leave school for lunch or other break periods must receive permission from the School Principal before doing so.

## **SECTION C - PARAPROFESSIONAL/SUPPORT STAFF COMPENSATION PROVISIONS**

#### PAY PERIODS AND SALARY ADMINISTRATION

Compensation records and related payroll information is a function of the Epping School District Payroll Department. Questions regarding paycheck distribution, direct deposit, payroll deductions, employment verification, and payroll practices should be directed to Payroll. The Payroll Office is located at the Superintendent's Office and can be contacted at 679-8003 x7107.

Paychecks are processed and distributed every two (2) weeks on Fridays. Paycheck distribution schedule will be supplied to the School Principal Offices. Checks are generally available at the schools after 9:00 am on pay day. Special arrangements must be made with the payroll office when school is not in session on a pay day.

Paychecks will include information regarding compensation deductions and days used against sick, personal, and vacation time allotments. The employee is responsible for reviewing his/her paycheck stub to verify accuracy of personal, compensation, deduction, and used days' information. Questions or possible errors should be directed as soon as possible to the Payroll Office.

The District practice is for all employees to receive their advice slips by email. This process saves time

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and resources. Please contact the Payroll Office for more information. A paper copy may also be requested.

### TIMECARDS FOR HOURLY EMPLOYEES

Per state law, the Epping School District is obligated to keep accurate records of time worked by hourly (non-exempt) employees. In accordance with this requirement, hourly employees must accurately track their time worked using a timecard provided by the District. This timecard will be the only way that Payroll will know how many hours were worked and need to be paid. The employee needs to record all arrival and departure times as well as unpaid lunch/meal breaks, and absences with an explanation. The employee also needs to sign the timecard attesting to its accuracy. The employee will have his/her immediate supervisor sign his/her approval of the timecard as well. The employee is responsible for maintaining this card and submitting it to the designated school individual for forwarding to the Payroll Office.

Timecards or any other form of payment request such as substitute days must be received by the Payroll Office by 9:00 am Thursday of the week prior to a pay day. During the summer months, timecards or other form of payment request are due by 9:00 am Wednesday of the week prior to a pay day. If an employee is absent on a day or days after submission of the timecard, an adjustment in compensation or accumulated leave will be made to reflect this absence. Exceptions to this rule may be necessary to accommodate holiday and vacation schedules.

### DIRECT DEPOSIT

Direct deposit is available and is encouraged to be used by all employees for automatic deposit of compensation received from the Epping School District. Direct deposit is subject to individual bank policies.

For information regarding direct deposit contact the Payroll Department. Initiating direct deposit can take up to two (2) pay periods and an actual check will be generated until direct deposit is activated. It is important that the employee inspect his/her paycheck stub for several pay periods to insure accuracy. Direct deposit forms are available from the Payroll Department. Please contact the Payroll Department if you presently have direct deposit and are planning to change banking institutions.

### PAYROLL DEDUCTIONS

Appropriate payroll deductions will be made from the compensation of all personnel. These will include federal income tax and social security. Other deductions may be made on a voluntary basis. These deductions may include dues, health insurance premiums, etc. Paraprofessional dues deductions are subject to the collective bargaining agreement. Reference: [Policy GDB Support Staff Responsibilities](#).

### RATES OF PAY

The Superintendent of Schools will determine hourly/annual rates of pay for all new support staff, conferring with the collective bargaining agreement if applicable.

Paraprofessionals who work before or after their contract year shall be paid at his/her contractual hourly

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rate per the salary schedule for that school year running July to June. Reference: [Policy GDB Support Staff Responsibilities](#).

### ANNUAL RAISES AND NOTICE OF EMPLOYMENT

Paraprofessionals – Paraprofessionals, with the exclusion of probationary employees, will be notified of the District's intention regarding employment for the following year as outlined in the collective bargaining agreement.

The salary schedule for the school year is included in the collective bargaining agreement. Compensation is determined by step and certification. Annual raises are based on the fiscal school year, July 1 to June 30. A paraprofessional must have worked at least ½ of the days of his/her contract, and in no event less than ninety-one (91) contract days to be eligible for an incremental step increase.

Other Support Staff - Support employees, with the exclusion of probationary employees, will be notified of the District's intention regarding employment for the following year no later than ten (10) days prior to the end of the current school year. (Reference GDB Support Staff Responsibilities)

Other support staff members, receiving a favorable evaluation, are eligible for a salary increase as approved by the Epping School Board. Annual raises are based on the fiscal school year, July 1 to June 30. Support staff starting employment late in the school year may not be eligible for an annual raise the following school year.

### OVERTIME

Overtime work from time to time may be required of an employee. Overtime for the purposes of this Handbook is defined as hours worked above and beyond hours the regular work day or week as stated on the intent to employ document. All efforts will be taken to equitably distribute overtime work as much as possible. Generally, overtime work is discouraged and all overtime work in excess of the employee's regular hours per week shall be pre-approved by the Superintendent or Business Administrator.

All authorized time worked in excess of forty (40) hours in one week will be paid to eligible employees at time and one-half their hourly rate. For employees regularly working less than forty (40) hours per week, the hours worked in excess of their normal work schedule up to 40 hours a week will be paid at the employee's regular hourly rate. When determining the total hours worked for calculating overtime pay, the hours paid for, but not worked, such as sick leave, personal leave, bereavement leave, holidays, and vacation shall not be counted in the total.

The overtime provision only applies to employees classified as non-exempt.

An employee may enter an agreement with his/her supervisor for compensatory time for hours worked, but not approved for overtime. The supervisor will honor the request to use the accrued compensatory time within a reasonable period of time unless to do so would unduly disrupt school operation. Upon termination for any reason, the employee will be paid for unused compensatory time at the regular rate.

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State law limits the accrual of compensatory time to 240 hours of compensatory time for 160 hours actual time worked.. The supervisor is responsible for recording the receipt and use of such compensatory time.

#### SUPPLEMENTAL COMPENSATION

Supplemental compensation may be awarded to employees that perform additional duties above and beyond what is expected in their regular duties. Supplemental compensation may be added to the annual salary to be distributed over the selected number of pay periods or paid on a stipend basis. Supplementary compensation added to the annual salary is based on a written contract and is subject to regular taxation. Supplementary compensation paid on a stipend basis is subject to a 15% tax rate unless otherwise directed. All supplemental compensation is subject to federal tax law. Timely payment of supplemental compensation is subject to timely submittal.

Support staff receiving stipends for administrative functions or federal grant sponsored activities are subject to available funding.

Supervisors are responsible to submit the proper paperwork for payment to the Payroll Department in a timely manner. Supplementary compensation payments must be received by the Payroll Department by 9:00 am Thursday (Wednesday during the summer months) of the week prior to a pay day. Exceptions to this rule may be necessary to accommodate holiday and vacation schedules.

#### SALARY ADVANCES OR OTHER FLEXIBLE PAYMENTS

There shall be no salary advances or other flexible payments available.

#### WORK SCHEDULES

Daily and weekly work schedules shall be determined by the Superintendent of Schools conferring with the School Principal and collective bargaining agreement if applicable, and taking into account supplemental duties as well as meeting the Public School Standards set by the NH Department of Education. Work schedules are subject to student instructional program, school duty schedules, and the school calendar. As a result the School District does not offer flexible hours, telecommuting, or off-site options.

Support staff shall report to work promptly at their designated starting time and leave according to a predetermined schedule. Support staff members are not authorized to work additional hours beyond their scheduled work week without pre-authorization from District Office. Supervisors shall be responsible for arranging work schedules so that budget allotments are not exceeded.

Please refer to your notice of intent to employ regarding actual number of working days and hours. Job descriptions shall also include work schedule information. Questions regarding work schedule can be directed to the School Principal and/or Superintendent's Office.

The Paraprofessional Association will be notified by May 15<sup>th</sup> of the school calendar and work year for

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paraprofessionals in the following school year per the collective bargaining agreement.

### LUNCH AND OTHER BREAKS

Each support staff member will be issued a school day schedule including a designated lunch break. In accordance with labor laws, each employee working five (5) hours or more is entitled to an unpaid ½ hour meal period. Support employees working more than twenty (20) hours per week will be provided no less than two (2) paid fifteen (15) minutes breaks during each regular workday. Employees working twenty (20) hours per week or less shall be entitled to one (1) break. Reference: [Policy GDB Support Staff Responsibilities](#)

Per the collective bargaining agreement paraprofessional rest breaks are designated in the following table. Lunch is an unpaid 30 minute period. Rest breaks are paid 15 minute periods. Full year, full time employees have a paid 30 minute lunch.

Hours Worked	Lunch Break	Rest Breaks
Less than 4 hours	No	0
4 hours	No	1
5 hours	Yes	0
6 hours	Yes	0
More than 6 hours	Yes	2

### ATTENDANCE

One of the Epping School Community Rights and Responsibilities is to be present and on time. All professional staff members are required to be in attendance and at their designated starting time and place to perform their duties. Excessive absences, tardiness, and/or unauthorized leaving from school grounds will be subject to disciplinary action up to and including dismissal and may affect the employee's compensation when granted leave is exceeded. Reference: [Policy GBE Employee Rights and Responsibilities](#)

### NOTIFICATION OF ABSENCES

All unplanned absences due to illness or personal emergencies should be reported by the employee to the School Principal as soon as reasonably possible, preferably prior to 6:00 am of the day of absence. The School Principal will advise you as to the appropriate procedure.

Paraprofessionals are to notify the school's substitute coordinator of her/his inability to work at least 90 minutes prior to his/her starting time.

Planned absences are subject to School Principal approval and in some cases the approval of the Superintendent is required. As soon as a planned absence is anticipated the employee is required to notify the School Principal.

Technology, custodial, and food service staff are to notify their immediate supervisor of absences as

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directed by their supervisor.

All staff may be required by the administration to furnish satisfactory medical proof of illness when the staff member is absent for several consecutive days.

#### LEAVING THE SCHOOL BUILDING

All Paraprofessionals and support staff members are expected to remain in the school building or on school grounds during the school day to facilitate communication and to address safety and emergency situations. Staff must receive permission from the School Principal before leaving the school building or grounds.

## **SECTION D – BENEFIT GUIDELINES**

### GENERAL

Due to the extent and scope of the School District's benefit program, the information in this section is summary in nature. Employees are responsible for becoming familiar with the full scope of policies and procedures for insurance plan(s) in which they are enrolled. Information materials and enrollment forms are available at the Superintendent's Office. Questions should be directed to the Superintendent's Office at 679-8003.

### SECTION 125 BENEFIT PLAN

The School District offers a Federal Section 125 Benefit Plan. In doing so, the District offers employees special tax considerations for the payment of insurance premiums. Insurance premiums paid by the employee are done so on a pre-tax basis saving the employee federal and FICA taxes. Section 125 applies to all staff. If you do not wish to have your health/dental insurance premium contributions deducted on a pre-tax basis, you must contact the Superintendent's Office.

### ANNUAL OPEN ENROLLMENT

Annual open enrollment for existing employees is normally during June for the Plan Year of July 1 to June 30. Employees may make changes to their individual benefit program during the open enrollment period only. Employees will be notified of the annual open enrollment period. Changes can be made throughout the year following qualifying events such as marriage, divorce, birth, death, spouse's job loss, etc.

### TIMELY RETURN OF BENEFIT ENROLLMENT FORMS

Benefit forms must be completed and returned to the SAU Office prior to the first of the month in order for benefits to be activated for that month. This process is dictated by the School District's insurance carrier. If forms are not returned as stated above, insurance coverage may not be activated until the next first of the month following the submission date of the required paperwork.

### BENEFIT PLAN

Full-time staff members are eligible for benefits per their employment contract if not a member of a

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bargaining unit, or per the collective bargaining agreement if a member of the bargaining unit. Each plan year the Superintendent's Office receives the health and dental insurance renewal rates. This information will be communicated to employees on a yearly basis prior to and/or during open enrollment.

For full-time staff working the school year, the benefit period is September to August. For professional staff working the calendar year, the benefit period is July to June.

For teaching and paraprofessional staff working the school year, the benefit period is September to August. For support staff working the calendar year, the benefit period is July to June.

Part-time professional staff may also be eligible for benefits on a prorated basis. All insurance premium payments shall be prorated for professional staff members who work less than full-time. Pro-ration is defined as equal to the percentage of time worked in the District. Employees may elect to pay the premium difference not paid by the District or may not select benefit coverage.

Professional staff not eligible for spouse or family insurance coverage may also elect insurance coverage for their family member(s) provided that they pay the premium difference not paid by the District through payroll deduction. Failure to pay for insurance not provided by the District per contract will result in the immediate cancellation of insurance coverage.

Benefits for support staff are reviewed on a yearly basis and the District reserves the right to change benefits and/or the provider of benefits.

#### QUALIFYING EVENTS FOR BENEFIT CHANGES

Once benefits have been selected during the enrollment period, changes can only be made due to qualifying events. These events include marriage, divorce, death of a spouse, the birth/adoption of a child, a child ceasing to qualify as a dependent, an employee's decrease in work hours and/or change in job position, or a spouse's change in employment or insurance status. When qualifying events occur, employees are responsible for notifying the Superintendent's Office as soon as possible, but at least within thirty (30) days of the event date, so that appropriate paperwork and payroll adjustments can be processed in a timely manner.

#### BENEFIT ELIGIBILITY FOR CHILDREN 19 TO 26 YEARS OF AGE

A provision under the Patient Protection and Affordable Care Act (ACA) requires eligibility for coverage of dependent children through the age of 26. As a result, dependents will be eligible through age 26 regardless of student status or state residency. ACA also allows these dependents to be covered if they are married, however the law does not require coverage to be extended to a dependent's spouse.

Approximately two months prior to a covered dependent child reaching age 26, Health Trust will notify the District of the impending termination of coverage for the dependent. In addition, Health Trust will send a COBRA Continuation Coverage Election Notice to the dependent. Coverage for the dependent will automatically be terminated at the end of the month in which they turn 26.

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The rules also prohibit a plan or the District from charging a different premium, or from varying benefits or other terms of the plan, to this particular group of dependents unless the differences apply uniformly to all dependent children. If you have questions, please contact Health Trust's Member Services Department at 800-527-5001.

#### TEACHERS HEALTH AND DENTAL INSURANCE

Complete information related to your health and dental program is available through the Epping School Board and Epping Education Agreement 2019-2022. The CBA is given to all new employees and is available on the district website.

#### PARAPROFESSIONAL HEALTH AND DENTAL INSURANCE

Complete information related to your health and dental program is available through the Epping School Board and the Epping Paraprofessional Agreement 2018-2022. The CBA is given to all new employees and is available on the district website. Contact the SAU for additional information.

#### HEALTH AND DENTAL INSURANCE

Complete information related to your health and dental program is available through the Epping School Board. Contact the SAU for additional information.

#### LIFE INSURANCE

The School District offers a term life insurance plan to eligible employees. Life insurance is paid in full by the District for eligible employees. Employees will be notified of any change in the benefit. Eligibility is determined by employment contract or by collective bargaining agreement, if applicable. Employees are responsible for completing the required paperwork and maintaining current beneficiaries on file at the Superintendent's Office. Employees should refer to their certificate of insurance for more detailed information.

#### INSURANCE BENEFIT DEDUCTIONS

The employee's cost of elected insurance benefits will be deducted from the employee's paychecks over the Plan Year. Any failure on behalf of the employee to pay for required premiums may result in cancellation of insurance coverage.

#### OPTION TO CONTINUE HEALTH/DENTAL INSURANCE COVERAGE

Employees who are eligible for retirement per the NH Retirement System may elect to continue their health and/or dental benefits as long as the Group Plan is in effect at the time of retirement and the School District's Plan permits such continuation. The employee is required to pay the full monthly cost of their elected insurance premium(s). Any failure on behalf of the employee to pay for required premiums may result in cancellation of insurance coverage.

Employees who are retiring should contact the Superintendent's Office about sixty (60) days prior to the date of retirement to discuss benefit options and to complete the appropriate paperwork.

The NH Retirement System has discontinued the medical subsidy for new retirees. Questions should be directed to the NH Retirement System by calling toll free 1-877-600-0158.

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## NH RETIREMENT - FULL TIME SUPPORT STAFF

Participation in the NH Retirement System (NHRS) is mandatory for all employees working 35 or more hours a week on a regular basis. Enrollees contribute 7% of their gross earnings on a tax-sheltered basis. The District contributes an additional amount as set by the State Legislature. Members who retire on/after January 1, 2019, must wait at least 28 days from their effective date of retirement before commencing part-time employment with a participating employer. Part-time employment of anyone who retired from an NHRS employer and is in receipt of a pension shall not exceed 26 hours in a normal calendar week (not to exceed 1,352 hours in a calendar year). For retirees that are already working part-time as long as they remain in the same position held as of December 31, 2018, shall not exceed 32 hours in a normal calendar week (not to exceed 1,664 hours in a calendar year), with some exceptions for employment within a 5-consecutive month block of any 12-month period.

Employees who are planning to retire should schedule a counseling appointment with NHRS prior to actual retirement. In order to receive pension benefits, employees must file with NHRS no sooner than 90, but no less than 30 days before the date of retirement.

Employees who leave the District, and are not planning on retirement, should contact NHRS no sooner than 30 days after termination to discuss a refund or rollover of the employee's contribution.

Employees are responsible for updating current addresses and beneficiary information on file with the NH Retirement System.

The Superintendent's Office has available information booklets and forms. Questions are best directed to NH Retirement System, 54 Regional Drive, Concord, NH 03301, toll free 1-877-600-0158.

Teaching staff subject to the collective bargaining unit may be eligible for accumulated sick leave and/or enhanced service stipend upon retirement. A formal notice for this retirement stipend shall be made to the Superintendent at the same time the staff member completes the NHRS application or at least thirty (30) days prior to the last day the staff member is employed in the District. Please refer to page 21 of the Collective Bargaining Agreement.

## TRANSPORTATION AND OTHER EXPENSES

When personal vehicles are used for school business, the employee will be reimbursed for transportation costs at the IRS recommended rate. Transportation reimbursement is to be calculated from school to destination and back. If transportation is required for a full school day activity, such as a workshop, transportation reimbursement is to be calculated from school to the destination and back or from home to destination and back, whichever is less. Reimbursement of transportation costs is subject to School Principal approval prior to actual transport. Reference: [Policy GDB Support Staff Responsibilities](#).

The practice of employees incurring expenses on behalf of school business is discouraged per school audit guidelines. Employees are encouraged to purchase materials through the School District's purchase order system. It is acknowledged that occasionally this practice is not practical. In these cases, prior

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approval to the employee incurred expense is required from the School Principal.

All reimbursements are conditional upon the employee submitting within thirty (30) days the proper documentation including the reimbursement form and receipts.

### TEACHERS STAY HEALTHY INCENTIVE

Professional staff members subject to the collective bargaining agreement are eligible for a Stay Healthy incentive in the form of a stipend. Please refer to the Collective Bargaining Agreement Section G, page 12.

## **SECTION E – TEACHERS/ADMINISTRATOR LEAVE PROVISIONS**

### GENERAL

The teaching/administrative staff work schedule follows the school calendar unless specifically stated otherwise in the employment contract. Eligibility for leave is outlined in the collective bargaining agreement for teaching staff in the bargaining unit. Professional staff members not covered by the collective bargaining agreement have leave outlined in their employment contract. Reference: [Policy GCC Professional Leave](#)

### EXTENDED LEAVE OF ABSENCE

Employees anticipating an extended leave of absence of four or more consecutive days are requested to complete an Extended Leave of Absence Request. Reasons for an extended leave of absence may include the birth of a child, the adoption or foster care of a child, your own serious health condition, care of a relative, care of a covered service member with a serious injury or illness, qualifying support of the National Guard or Reserves, or other reason. Upon the receipt of this information, the District Office will evaluate the information and supply the employee with the appropriate paperwork that will need to be completed. Extended leave may be subject to the Family Medical Leave Act and collective bargaining agreements. The request form is available on the District website [www.sau14.org](http://www.sau14.org). Reference: [Policy GCC Professional Leave](#).

Teachers and designated administrators subject to NHDOE certification are required to sustain their professional development while on an extended leave of absence. The employee must submit an individual professional development plan at the beginning of the school year, implement the plan throughout the school year, and submit a professional growth reflection form at the end of the school year. The plan and reflection is subject to approval by the Professional Development Committee. Please reference the Professional Development Master Plan for more information. Questions may be directed to the School Professional Development Coordinator or to the Superintendent of Schools.

### SICK LEAVE

Refer to the Collective Bargaining Agreement, Section G, 1a through d, page 12.

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### SICK LEAVE BANK

Only members of the collective bargaining agreement are permitted to participate in the sick leave bank. Refer to page 13 of the Collective Bargaining Agreement.

### CONTRIBUTION OF SICK DAYS TO OTHER EMPLOYEES

Employees are not permitted to contribute sick days to other employees with the exception of the sick leave bank outlined above.

### PERSONAL LEAVE -TEACHERS

Refer to the Collective Bargaining Agreement, Section G, #3, page 14.

### FAMILY AND MEDICAL LEAVE

Forms may be obtained at the SAU. Reference: [Policy GBCBC Family Medical Leave Act](#)

### BEREAVEMENT LEAVE

An employee who experiences such a loss should contact the School Principal as soon as possible.

Unused bereavement leave may not be carried over to the next school year, and is not paid upon termination.

In the circumstance where school employees experience a death in their immediate family, school and district representation at church and/or funeral services will be approved by the Superintendent on a case by case basis.

TEACHERS: Refer to the Collective Bargaining Agreement, Section G, #4, page 14.

### OTHER LEAVES

Upon the recommendation of the School Principal and Superintendent and approval of the School Board, a full-time professional staff member may be granted a leave of absence without pay or benefits. Reasons for such a request may include, but are not limited to, extended illness beyond sick leave or family medical leave or family obligations.

The employee shall notify the Superintendent at least thirty (30) days prior to the date on which the leave is to begin, except in cases of emergency.

Disability resulting from illness, pregnancy, miscarriage or childbirth shall entitle the employee to collect their pay for accrued sick leave (prior to their disability) while on the leave of absence.

The District cannot guarantee that the employee will be placed in the same position prior to the leave.

Members of the Teachers collective bargaining may also be eligible for a sabbatical leave per the agreement. Reference: [Policy GCC Professional Leave](#)

### JURY/WITNESS DUTY

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Employees are eligible for paid time off to serve as a juror, or as a witness in a judicial proceeding in which the Federal, State or School District is a party. Employees must reimburse to the School District fees paid for service as a juror or witness.

Employees are requested to notify the School Principal or Supervisor as soon as jury/witness duty is known. Proof of such notice will be required. Reference: [Policy GBCC Court Leave](#)

### MILITARY LEAVE

Employees may be eligible for military leave per School Board policy. The employee must provide the District with advance notice except in emergency situations.

An employee granted military leave shall be paid their regular pay and benefits for the first 10 calendar days in any one school year. The employee is required to reimburse the District for any military pay received during this school district paid leave. An employee who is not eligible for such leave or surpasses the 10 day limit may have such absence charged to accrued sick leave or shall be without pay. Reference: [Policy GBCCA Military Leave](#)

## **SECTION E - PARAPROFESSIONALS /SUPPORT STAFF – LEAVE PROVISIONS**

### GENERAL

The paraprofessional/support staff work schedule follows the school calendar unless specifically stated otherwise in the notice of intent to employ. Eligibility for leave is outlined in the collective bargaining agreement for paraprofessional staff. Other support staff members not covered by the collective bargaining agreement have leave outlined in their notice of intent to employ. Reference: [Policy GDB Support Staff Responsibilities](#).

### HOLIDAYS

Holidays are outlined per the collective bargaining agreement or per notice of intent to employ. Eligible employees are entitled to receive holiday pay based on normally scheduled work hours in a day for recognized holidays identified each year by the Superintendent.

To be eligible for recognized holiday pay, an employee must work the scheduled workday prior to the recognized holiday unless on bereavement leave, or on sick leave with documentation from a medical provider, or approved personal leave. Approved sick, bereavement, vacation, and/or personal leave will not be used to negate holiday pay, unless the employee is approved for sick or bereavement leave.

### VACATION – NON-TEACHING/NON-PARA STAFF

Full-time support staff members are eligible to receive vacation time. Part-time support, school-year support, paraprofessional, and temporary employees are not eligible for vacation benefits. Vacation for salaried employees is designated per the intent to employ.

The anniversary date of employment will be used to calculate an employee's length of service upon

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which vacation time will be determined. Service is defined as completed years in the District. Employees transferring from a school year or part-time position to a full time extended year position will receive a full year's credit for each year employed on a school year or part time basis in the determination of eligible vacation time.

Employees are encouraged to take their vacation time to benefit their well being as a person and their productivity at work. Employees cannot accumulate vacation time from one year to the next. Vacation time is awarded based on the employee's contract year contained within the district's fiscal year running from July 1 to June 30. It is acknowledged that employees may not be able to use their annual allotted vacation days by June 30 due to work commitments. In such cases employees may request to use their remaining vacation days from July 1 to August 31. No outstanding vacation days will be carried forward after August 31.

Supervisors or School Principals must ultimately approve/deny vacation time requests. The District's needs must be considered when approving these vacation requests and employees should not assume that their requests will be automatically granted.

An employee may request that his/her vacation be staggered throughout the school year, however, if this does not conform to the work schedule, the supervisor may request that the employee take his/her vacation at a time convenient to the work requirements of the District.

Vacation days will be used in a minimum of ½ day increments.

“Buy out” of time not taken is not allowed unless a staff member's employment is terminated. Upon termination employees will be paid for unused, accrued vacation time.

#### EXTENDED LEAVE OF ABSENCE

Employees anticipating an extended leave of absence of four or more consecutive days are requested to complete an Extended Leave of Absence Request. Reasons for an extended leave of absence may include the birth of a child, the adoption or foster care of a child, your own serious health condition, care of a relative, care of a covered service member with a serious injury or illness, qualifying support of the National Guard or Reserves, or other reason. Upon the receipt of this information, the District Office will evaluate the information and supply the employee with the appropriate paperwork that will need to be completed. Extended leave may be subject to the Family Medical Leave Act and collective bargaining agreements. The request form is available on the District website [www.sau14.org](http://www.sau14.org). Reference: [Policy GCC Professional Leave](#)

#### SICK LEAVE

Sick leave days may be used for personal illness, health care provider appointments, and attending to the needs of family members as defined by Family Medical Leave Act (FMLA) and domestic partners.

The administration may require the employee to provide medical proof of illness and/or a doctor's

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certificate verifying that the employee is healthy to perform regular duties as outlined in the employee's job description. It is advised that employees stay in contact with school administration throughout extended periods of sick leave. If abuse of sick leave is suspected, the employee will be notified in writing. The employee will be required to provide satisfactory medical proof of illness. Abuse of sick leave may result in disciplinary action up to and including termination.

Sick time may be used in a minimum of two hour increments.

An employee is responsible for contacting the school via the School Principal or the school's call-in system (school's substitute coordinator) as soon as reasonably possible, preferably prior to 6:00 am of the day of absence. Technology, custodial, and food service workers are to follow the guidelines provided by their Supervisor.

Paraprofessionals are to notify the school's substitute coordinator of her/his inability to work at least 90 minutes prior to his/her start time.

Unused sick leave at the end of the school year may be carried over to the following school year as outlined in the collective bargaining agreement or per notice of intent to employ.

Employees, unless subject to a probationary period, receive full access to their annual sick leave entitlement and any accumulated sick leave from prior years.

Abuse of the sick leave benefit is subject to disciplinary action up to and including termination.

Employees are not compensated for unused sick leave upon termination.

Employees cannot use sick days on days when school has been delayed or canceled due to inclement weather or other emergency circumstances. Exceptions may be granted for employees that were out sick prior to the delay or cancellation.

#### SICK LEAVE BANK FOR PARAPROFESSIONALS

Paraprofessionals, who have met the probationary period, are required to deposit one day of their annual sick leave entitlement to the sick leave bank per the collective bargaining agreement. The day for part-time paraprofessionals will be prorated based on the normal hours worked. This day will be deducted from the employee's total number of sick days for the school year. Rules governing the sick leave bank are outlined in the collective bargaining agreement.

Only members of the collective bargaining agreement are permitted to participate in the sick leave bank.

#### CONTRIBUTION OF SICK DAYS TO OTHER EMPLOYEES

Employees are not permitted to contribute sick days to other employees with the exception of the sick leave bank outlined above.

#### PERSONAL LEAVE

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Personal leave is to be used for personal matters that cannot be accomplished outside of the normal workday. Support staff members eligible for personal leave are requested to notify the School Principal in writing by completing the District Personal Leave Request Form at least forty-eight (48) hours in advance of such leave, except in the case of emergencies. Personal days are subject to the approval of the School Principal or Supervisor. Personal days on the day before or after a school holiday or vacation period will not be approved. No personal leave will be granted to paraprofessionals on a professional development day. Exceptions may be granted by the Superintendent. The Superintendent may also grant additional days for extraordinary circumstances.

Personal time will be used in minimum of ½ day increments. Staff members, who do not wish to use a half day of personal time, may request permission to either take the time off without pay or make arrangements with his/her supervisor to make up the missed time. Time off without pay must be approved by the Superintendent. Abuse of the personal leave benefit is subject to disciplinary action up to and including termination.

Personal leave does not accumulate from year to year.

Employees upon termination are not compensated for unused personal leave.

#### PART TIME SUPPORT STAFF

Sick, personal, bereavement, educational, and jury leave shall be pro-rated for paraprofessionals and support staff members who work less than full time. Pro-ration will be equal to the percentage of time worked. Part time employees shall also receive prorated holiday pay if applicable.

#### FAMILY AND MEDICAL LEAVE

Forms may be obtained at the SAU. Reference: [Policy GBCBC Family Medical Leave Act](#)

#### BEREAVEMENT LEAVE

Bereavement leave is outlined per the collective bargaining agreement or per employment contract. Leave will be granted for death in the immediate family. Immediate family for bereavement is defined as spouse, child, stepchild, grandchild, child under guardianship, daughter-in-law, son-in-law, mother, stepmother, mother-in-law, father, stepfather, father-in-law, grandparent, sister, brother, legal household resident, or person who acted as a parent. Bereavement leave for non-immediate family is per the collective bargaining agreement or discretion of the Superintendent. Non-immediate family for bereavement is defined as sister-in-law, brother-in-law, aunt, uncle, niece, nephew, or cousin not to exceed one (1) day. Additional days with pay may be granted due to extenuating circumstances at the discretion of the Superintendent.

An employee who experiences such a loss should contact the School Principal as soon as possible.

Unused bereavement leave may not be carried over to the next school year, and is not paid upon termination. In the circumstance where school employees experience a death in their immediate family, school and district representation at church and/or funeral services will be approved by the

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Superintendent on a case by case basis.

#### OTHER LEAVES

Upon the recommendation of the School Principal and Superintendent and approval of the School Board, a full-time professional staff member may be granted a leave of absence without pay or benefits. Reasons for such a request may include, but are not limited to, extended illness beyond sick leave or family medical leave or family obligations.

The employee shall notify the Superintendent at least thirty (30) days prior to the date on which the leave is to begin, except in cases of emergency.

Disability resulting from illness, pregnancy, miscarriage or childbirth shall entitle the employee to collect their pay for accrued sick leave (prior to their disability) while on the leave of absence.

The District cannot guarantee that the employee will be placed in the same position prior to the leave.

Other leave requests for the paraprofessional classification is governed by the collective bargaining agreement.

#### JURY/WITNESS DUTY

Employees are requested to notify the School Principal or Supervisor as soon as jury/witness duty is known. Proof of such notice will be required. Reference: [Policy GBCC Court Leave](#)

#### MILITARY LEAVE

Employees may be eligible for military leave per School Board policy. The employee must provide the District with advance notice except in emergency situations.

An employee granted military leave shall be paid their regular pay and benefits for the first 10 calendar days in any one school year. The employee is required to reimburse the District for any military pay received during this school district paid leave. An employee who is not eligible for such leave or surpasses the 10-day limit may have such absence charged to accrued sick leave or shall be without pay. Reference: [Policy GBCCA Military Leave](#)

## **SECTION F**

### **MISCELLANEOUS BENEFIT GUIDELINES - ALL EMPLOYEES**

#### GENERAL

The Epping School District may provide opportunities for discounts through local area vendors to employees as part of the benefits package. These opportunities only apply as long as the local vendor permits and is subject to the local vendor's policies and procedures. Employees will be notified of any such opportunities as they occur. The school district has no responsibilities beyond notification.

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Cell Phone/Technology Discount - As an employee of a school district you may be eligible for a discount on the cost of your personal cell phone or computer. To inquire about a potential discount visit your cell phone/computer vendor with proof of Epping School District employment. Proof of employment with a school identification badge or check stub may be required.

Book Purchase Discount - As an employee of a school district you may be eligible for a discount on the purchase of books for use in your classroom or in your position. To inquire about a potential discount visit your bookstore with proof of NHDOE certification.

### TECHNOLOGY FOR STAFF PROGRAM

The Epping School District offers staff the opportunity to purchase technology and/or a computer for personal use through payroll deductions. Employees are encouraged to take advantage of educational pricing which is available to the District from certain vendors. A list of vendors is available from the Technology Director. The District is only responsible for ordering, receiving, and distributing the technology equipment to the employee and setting up payroll deduction. All other responsibilities are between the employee and the vendor.

The employee must submit a detailed receipt to the Business Administrator. The District will either reimburse the employee for the cost of the technology equipment if the equipment is already paid for or will pay the vendor if unpaid. The employee will then reimburse the District in full through payroll deductions. The loan is to be paid by the employee by the end of the fiscal year in which the technology was purchased.

The District will generally allow loans as early as September and as late as November to be paid off by June of the same year. Staff will be provided with information at the beginning of the school year that outlines the terms and guidelines of this benefit.

A limit of one technology purchase is allowed each fiscal year July 1 to June 30.

Staff leaving the District or retiring employees are responsible for paying any balance due on their computer purchase prior to leaving the District. Questions can be directed to the SAU Business Administrator at 679-8003 x7104.

### SECTION 403(b) ACCOUNTS (TAX SHELTERED INVESTMENT INSTRUMENT OPTIONS)

The District currently offers an automatic payroll deduction service for employees who wish to save money for investment or retirement purposes. This program is voluntary. Employees can set aside a portion of their compensation in an IRA, annuity, or mutual fund plan under the guidelines of a 403(b). Contributions are subject to limitations under Section 403(b), and deductions will be excluded from federal income tax. It is important to note that the District is not licensed to sell or qualified to give advice on 403(b) plans. Questions may be directed to the Business Administrator.

### CHILDREN OF NON-RESIDENT EMPLOYEES ATTENDING EPPING SCHOOLS

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At this time the District does not permit the admission of employee's children unless the employee is a resident of the Epping School District or the employee's resident school district has accepted responsibility for all tuition costs. Reference: [Policy JFAB Admission of Non-Resident Students \(and Tuition\)](#)

## **SECTION G - TEACHERS/ADMINISTRATORS CAREER AND PROFESSIONAL DEVELOPMENT PROVISIONS**

### **CERTIFIED TEACHER ORIENTATION**

Prior to the beginning of the student school year, all teaching staff will be provided an orientation focusing on the changes which have occurred during the previous school year, general goals for the coming year, and school safety procedures and crisis management. Workshop day(s) will be dedicated to this purpose and designated on the School District calendar. Reference: [Policy GCH Professional Staff Orientation](#)

### **TEACHING STAFF DEVELOPMENT OPPORTUNITIES**

The District believes that it is the duty of everyone to promote learning for oneself as well as for the learning of others per the following staff and student rights and responsibilities.

1. Support the individual in determining his or her learning purposes and the means for achieving them.
2. Provide a rigorous educational program to promote success for all learners.
3. Balance the educational program with real world and service learning.
4. Be engaged in the learning process by setting high expectations and collaborating with others to meet these expectations.
5. Respect the right to learn for all and at all times.
6. Be responsible for one's own learning and encourage the learning of others.

As a result, a program of in-service training will be established to provide an opportunity for the continuous professional and technical growth of the professional staff, to implement the School Community Rights and Responsibilities, and to support the District's strategic plan and/or initiatives.

Funding shall also be provided for out-of-district training in the form of workshops and courses. Reference: [Policy GCI Professional Staff Development Opportunities](#)

### **WORKSHOP DAYS AND PROFESSIONAL DAYS**

Workshop days are defined as professional development days in the form of conferences, workshops, professional meetings, or school visitations.

In-Service - The Superintendent, per the Epping School District calendar, will designate specific days for professional development workshop days subject to the collective bargaining agreement. In order to coordinate district-wide professional development the workday will start at 8:00 am and end at 3:00 pm

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with a thirty (30) minute lunch. These days are required workdays for all professional staff and professional development will be provided with no cost to the employee. Professional staff members are encouraged to make recommendations to the School Principal for in-service training. Funding is provided by the District for this purpose, and District initiatives are a priority.

Out-of-District - Teaching staff may also request up to three (3) days for professional development activities. These requests are subject to school administration approval, substitute availability, and school funding. Additional restrictions, including cost limitations, in the collective bargaining agreement may apply. All professional staff members are required to request approval from the School Principal and Superintendent's Office using the designated District form. Staff members are requested to give at least two (2) weeks notice for professional days.

Teaching staff may request the District to issue a purchase order to cover the out-of-district expenses. The District is not responsible for vendors not accepting purchase orders, nor is the District responsible for costs above and beyond that required by the collective bargaining agreement or available in the fund for this purpose. If using a purchase order to pay for workshop expense, the employee is required to submit satisfactory proof of attendance to the District Office within thirty (30) days of the workshop's completion. Failure to do so may result in the cost of the conference, workshop, or meeting being deducted from the teacher's salary.

Teaching staff may choose to pay for the workshop and request reimbursement from the District. The staff member must submit satisfactory proof of payment and attendance to the District Office within thirty (30) days of completion to receive reimbursement as noted above.

School administration may also from time to time request professional staff to attend workshop activities on behalf of the School District. In this case employees will not have this time deducted from their personal workshop time allowance, and the District will pay all associated costs.

Teaching staff attending out-of-district workshops, school visitations, or out-of-state conventions/conferences shall share their experiences and knowledge upon their return with school administrators and professional colleagues. This shall be in the form of a written summary, report, or a presentation (with an audio or video recording) at a regular staff meeting or professional development event. A package including copies of relevant materials obtained at the original event will be submitted to the Principal, Superintendent, or School Board if applicable for recording and filing. Compliance or noncompliance with this follow-up reporting will be a future determinant of additional off site professional staff development events. The Superintendent shall be copied or notified of special presentations. Reference: [Policy GCCAE Professional Staff Visitations and Conferences](#)

#### EARLY RELEASE AND DELAYED OPENING DAYS

The District may also designate regular school days to be student early release days or delayed opening days for the purpose of professional development for staff or for special purposes. Early release days and delayed opening days are considered regular workdays and attendance is required for all professional staff. School principals, in consultation with professional staff, shall set the professional development activities on these shortened student days.

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### COURSE REIMBURSEMENT

Course reimbursement for teaching staff is outlined in either the employment contract or collective bargaining agreement. These requests are subject to Superintendent approval and school funding. Additional restrictions in the collective bargaining agreement or employment contract may apply.

Refer to the Collective Bargaining Agreement, Section I #2, pages 18-19.

### COMPENSATION FOR PROFESSIONAL DEVELOPMENT

Professional development activities performed by professional staff within the District are considered a service to the school community and are to be performed without fee. The advertisement or selling of educational materials within the District not specifically authorized by the School Board is not permitted.

Reference: [Policy GCID Professional Activities of Professional Staff](#)

### PARTICIPATION IN PROFESSIONAL AND RELATED ACTIVITIES

When a teaching staff member is invited to speak, serve on a panel, or similar assignment, all costs shall be borne by the District when feasible or paid by the organization sponsoring the event, unless other arrangements are approved by the Superintendent, upon recommendation of the School Principal.

Reference: [Policy GCID Professional Activities of Professional Staff](#)

### TEACHING/PROFESSIONAL STAFF PROMOTION

All personnel will be notified, through school postings, of any opening of increased responsibility that might exist. As with other opportunities in the District, the qualifications, performance and suitability of the applicant shall be the primary criteria for selection. The general rule, if possible, will be to promote/reclassify on a one-year probation basis with the employee being reassigned to the previous position or a similar position when the promotion/reclassification does not work out. This clause is to be included in the employee's employment contract if so enacted. Reference: [Policy GCP Professional Staff Promotion/Reclassification](#)

### TEACHING STAFF EVALUATION

The purpose of teacher evaluation in the Epping School District (ESD) is to improve the quality of teaching and learning for students and teachers. Inherent in this process is the challenge for both students and teachers alike to build on existing strengths and to strengthen areas needing improvement. Guidelines for evaluation include:

- Individual teacher goals based on school district goals subject to annual review.
- Observation of teacher taking into account the needs of the tenured and non-tenured teacher and the district.
- Process for tenured teachers performing satisfactorily and tenured teachers not performing to satisfaction.
- Opportunity for constructive discussion between teacher and building principal or designee regarding evaluation.
- Synergy between the evaluation process, the district's master plan for professional development, and the state's certification process.

The purpose of administrator evaluation in the Epping School District (ESD) is to improve the quality of

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teaching and learning for students, teachers, support staff, and administrators. Inherent in this process is the challenge for students, support staff, and professional staff to build on existing strengths and to strengthen areas needing improvement. Guidelines for evaluation include:

- Supervision in support of ESD Core Leadership Standards and Professional Development Master Plan.
- Individual administrator goals per the ESD Professional Development Master Plan.
- Observations for administrators with 1 to 5 service years with the district.
- Observations for administrators with greater than 5 service years with the district.
- Constructive discussions between administrator and supervisor.
- Synergy between the evaluation process, professional development master plan, and state certification process.

Please refer to ESD Teacher Evaluation and Administrator Evaluation documentation for additional information regarding specifics such as timeline, documentation, forms, and improvement plans. Policy is subject to collective bargaining provisions. Reference: [Policy GCNA Supervision, Appraisal, and Development of Professional Staff](#), [Policy GCO-Teacher Performance and Evaluation System](#).

#### EDUCATION RESEARCH AGENCIES

The potential contribution of appropriate educational research to teaching and school administration is recognized by the School Board, and it will cooperate, to the extent feasible, with colleges, universities, and other recognized agencies to promote research that will:

1. Increase professional knowledge of teaching and learning processes and the social setting in which they operate.
2. Sharpen perception of instructional and administrative problems.
3. Establish instructional and management objectives.
4. Assess progress toward accomplishment of school system objectives.

The appropriateness of all requests involving research projects to be conducted in the public schools will be judged by the School Board after they have been reviewed by the Superintendent and, as appropriate, school administrators, department heads, and/or program directors. Reference: [Policy LC Relations with Education Research Agencies](#)

#### STUDENT TEACHING AND INTERNSHIPS

The School Board recognizes the student teacher program as an important aspect of a future teacher's education. Therefore, the Board will cooperate with institutions of higher education in training student teachers.

All persons involved in this program must recognize that the first and primary responsibility of the District is to the students within its schools. If at any time a student teacher becomes unacceptable, the District reserves the right to refuse that student teacher further teaching experience within the District.

Student teachers who work in the District shall be accepted only after approval of the Superintendent and the Principal of the building in which the person is to teach.

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Student teachers shall be subject to a Criminal History Records Check prior to working in the District. The cost of the Criminal History Records Check will be paid by the District.

Student teachers shall be subject to a satisfactory completion of the District employment application prior to working in the District. Reference: [Policy GBCD Background Invest and Criminal Records Check](#)

## **SECTION G - PARAPROFESSIONALS / SUPPORT STAFF CAREER AND PROFESSIONAL DEVELOPMENT PROVISIONS**

### **SUPPORT STAFF ORIENTATION**

Prior to the beginning of the school year, all staff will be provided an orientation focusing on the changes which have occurred during the previous school year, general goals for the coming year, and school safety procedures and crisis management. Workshop day(s) will be dedicated to this purpose and designated on the School District calendar.

Orientation of professional staff new to the District may extend over a longer period of time and will provide a wide range of information and background details to enhance the new employee's understanding of the District's framework – including policy, rules and regulations, evaluation process and procedures, safety procedures, crisis management, and the instructional program. Reference: [Policy GDF Support Staff Hiring](#)

### **PARAPROFESSIONAL EDUCATIONAL DEVELOPMENT**

Refer to the Epping Paraprofessional Association, Article 11, page 17-18.

### **SUPPORT STAFF DEVELOPMENT OPPORTUNITIES**

Support staff employees are an integral part of the District's total staff. Their training and development are essential to the efficient and economical operation of the Schools.

All support employees are encouraged to grow in job skills and to take additional training that will improve their skills on the job. It shall be the responsibility of all School Principals to assist in the training of support staff employees assigned to their buildings.

The Superintendent or designee may approve participation by support staff in workshops, conferences, and other educational activities. Support staff employees who attend approved functions will be reimbursed for expenses incurred according to the School Board's travel allowance policy and budget for this purpose. An employee must receive prior approval to attend such activities by submitting a request which includes the time and funding required. A form for this purpose can be found on the District Website. Reference: [Policy GDM Support Staff Development Opportunities](#) This policy is also subject to the paraprofessional collective bargaining agreement.

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## WORKSHOP DAYS AND PROFESSIONAL DAYS

The Superintendent will designate specific day(s) as paid professional development workshop days for salaried, school-year, and paraprofessional support staff. These days are required workdays unless approved otherwise by the immediate supervisor, and professional development will be provided with no cost to the employee. No personal leave will be granted for paraprofessionals on professional development days. In order to coordinate district-wide professional development the workday will start at 8:00 am and end at 3:00 pm with a thirty (30) minute lunch.

Support staff members are encouraged to make recommendations to the School Principal/Director for in-service training. Funding is provided by the District for this purpose, and District initiatives are a priority.

Support staff may attend teacher professional development workshops, which are not specifically designated as support workshop days, at their discretion without pay. If the support staff member has been requested to attend by his/her School Principal/Supervisor, the support staff employee will be paid.

Support staff may also request days for professional development activities. These requests are subject to school administration approval, substitute availability, and school funding. Additional restrictions in the collective bargaining agreement including cost limitations and number of days may apply. All support staff are required to request approval from the School Principal/Director and Superintendent's Office using the designated District form. Staff members are requested to give at least two (2) weeks' notice for professional days.

Support staff may request the District to issue a purchase order to cover the out-of-district expenses. The District is not responsible for vendors not accepting purchase orders, nor is the District responsible for costs above and beyond that required by the collective bargaining agreement or available in the fund for this purpose. If using a purchase order to pay for workshop expenses, the employee is required to submit satisfactory proof of attendance to the Superintendent's Office within thirty (30) days of the workshop's completion. Failure to do so may result in the cost of the conference, workshop, or meeting being deducted from the employee's salary.

Support staff may choose to pay for the workshop and request reimbursement from the District. The staff member must submit satisfactory proof of payment and attendance to the Superintendent's Office within thirty (30) days of completion to receive reimbursement as noted above.

School administration may also from time to time request support staff to attend workshop activities on behalf of the School District. In this case employees will not have this time deducted from their personal workshop time allowance, and the District will pay all associated costs.

Support staff attending out-of-district workshops, school visitations, or out-of-state conventions/conferences shall share their experiences and knowledge upon their return with school administrators and professional colleagues.

This shall be in the form of a written summary, report, or a presentation (with an audio or video recording) at a regular staff meeting or professional development event. A package including copies of relevant

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materials obtained at the original event will be submitted to the Principal, Superintendent, or School Board if applicable for recording and filing. Compliance or noncompliance with this follow-up reporting will be a future determinant of additional offsite professional staff development events. The Superintendent shall be copied or notified of special presentations.

#### EARLY RELEASE AND DELAYED OPENING DAYS

The District may also designate regular school days to be student early release days or delayed opening days for the purpose of professional development for staff or for special purposes. Early release days and delayed opening days are considered regular work days and attendance is required for all professional staff. School principals, in consultation with professional staff, shall set the professional development activities on these shortened student days.

#### COMPENSATION FOR PROFESSIONAL DEVELOPMENT

Professional development activities performed by professional staff within the District are considered a service to the school community and are to be performed without fee. The advertisement or selling of educational materials within the District not specifically authorized by the School Board is not permitted.

#### PARTICIPATION IN PROFESSIONAL AND RELATED ACTIVITIES

When a professional staff member is invited to speak, serve on a panel, or similar assignment, all costs shall be borne by the District when feasible or paid by the organization sponsoring the event, unless other arrangements are approved by the Superintendent, upon recommendation of the School Principal.

#### PARA/SUPPORT STAFF PROMOTION

All personnel will be notified, through school postings, of any opening of increased responsibility that might exist. As with other opportunities in the District, the qualifications, performance and suitability of the applicant shall be the primary criteria for selection. The general rule, if possible, will be to promote/reclassify on one-year probation with the employee being reassigned to the previous position or a similar position when the promotion/reclassification does not work out. This clause is to be included in the employee's notice of intent to employ if so enacted.

#### PARA/SUPPORT STAFF POSITION VACANCIES

Vacancies existing when an employee leaves a support position, or the District creates a new support position will be posted in the Superintendent's Office and the Main Office (or designated location for such postings) of all schools.

#### PARA/SUPPORT STAFF EVALUATION

The performance of each support staff member shall be monitored throughout the year. The employee's immediate supervisor is responsible for a formal written assessment of the employee's performance based on his/her specifically assigned duties, which will be submitted according to District procedures. Reference: [Policy GDO Evaluation of Support Staff](#)

It will be the responsibility of the Superintendent to implement appropriate evaluation procedures for

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support staff.

This policy may be superseded by a collective bargaining agreement. A paraprofessional's immediate supervisor shall conduct a written evaluation of the employee at least once annually or more at the administration's option with the first being conducted no later than April 30<sup>th</sup>.

## SECTION H – COMMUNICATION GUIDELINES ALL EMPLOYEES

### EMPLOYEE INVOLVEMENT IN DECISION-MAKING

The Superintendent and designees shall establish channels for open communications with employees for ideas regarding the operation of schools. Reference: [Policy GBB Employee Involvement in Decision-Making](#)

### BOARD-EMPLOYEE COMMUNICATIONS

The Board desires to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Superintendent of Schools following the school chain of command. Reference: [Policy BHC Board-Employee Communications](#)

### EMPLOYEE COMPLAINTS AND GRIEVANCES

A complaint or grievance\* is an assertion by an employee that there has been a violation, misinterpretation, or inequitable application of District policies, regulations and procedures, existing laws, or other actions that adversely and directly affect the employee personally and/or his/her work.

It is the intent of the following procedure that employee complaints will be identified and corrected at the earliest possible time\*\*, and at the lowest level of supervision.

Complaint processing should be viewed as a positive and constructive effort which seeks to establish the facts upon which the complaint is based and come to a fair conclusion. Employees will not be discriminated against nor will reprisal be attempted against an employee because he/she has filed a complaint.

Complaints will be processed according to the step-by-step procedures outlined below:

1. Working Site Level (Level I)
  - a. A complaint will be presented orally and informally to the immediate supervisor. If the complaint is not promptly resolved, it will be reduced to writing, and submitted to the immediate supervisor.
  - b. Within five (5) workdays of receiving the complaint, the immediate supervisor will render a decision, in writing, to the complainant and the person or persons originally involved in

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the complaint.

2. Site Level (Level II)
  - a. Within five (5) workdays after receiving the decision at Step 1, the complainant may appeal the decision, in writing, to the appropriate Principal.
  - b. The Principal will, within ten (10) workdays of receipt of the appeal, investigate and render a decision, in writing, to the complainant, the immediate supervisor and to the person or persons originally involved in the complaint.
  
3. District Level (Level III)
  - a. Within five (5) workdays after receiving the decision at Step 2, the complainant may appeal the decision, in writing, to the Superintendent, or official designee.
  - b. The Superintendent, or official designee, will, within ten (10) workdays of receipt of the appeal, investigate and render a decision, in writing, to the complainant, the Principal, or immediate supervisor, and to the person or persons originally involved in the complaint.
  - c. If the Superintendent's or his/her designee's answer fails to resolve the complaint, then the employee may, within five (5) workdays, refer the matter to the School Board.

The District requires the reporting party or complainant to use the District's report form which can be located on the District Website.

\* Note: A grievance claiming an alleged violation of the collective bargaining agreement is subject to the grievance procedure outlined in the collective bargaining agreement.

\*\* Note: If the grievance is time sensitive it is understood by all parties that resolution may necessitate more expedient action by higher authorities and no repercussions will occur.

Reference: [Policy GBK-Employee Complaints and Grievances](#) and GBK-Form: [Policy GBK-Form Employee Complaint and Grievance Report Form](#)

#### USE OF SCHOOL STAFF NOTICES, BULLETIN BOARDS, AND MAILBOXES

School Principals may have systems in place for sharing information with all school staff in the form of staff notices. All staff are to abide by the rules and regulations set by the School Principal in using available staff notice systems. Bulletin boards for sharing information and displaying student work are available throughout the school and are also subject to the rules and regulations set by the School Principal. School mailboxes are limited to school business only. Questions can be directed to the School Principal.

#### SCHOOL AND DISTRICT STAFF COMMUNICATION VIA E-MAIL AND POWERSCHOOL®

School and district administrators will be sharing information with all professional school staff via email and/or PowerSchool®. This technology provides the school and district with timely communication and reduced paper use. All professional staff members are required to check these communications on a daily basis. It is recommended that staff check e-mail and PowerSchool® throughout the school day, at least once in the morning and afternoon.

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## EPPING SCHOOL DISTRICT OFFICE NEWS

District information is disseminated throughout the school year using the District e-mail system.

## REPLYING TO NON-SCHOOL/DISTRICT EMAIL

The same rules and regulations regarding hard copy letters apply to electronic mail. Email communications are subject to the Family Educational and Privacy Act (FERPA) and NH Right to Know Law. Do not reply directly (with information) to e-mails containing student information as it is unknown if the e-mail contains blind copies to others. You may also reply that you have received the email and would be happy to discuss the student concern in person or by phone. Please keep in mind that emails may be forwarded by the receiver and e-mail may not be the proper communication vehicle.

## E-MAIL RETENTION

It is recognized for legal purposes that electronic communication (e-mail) is no different than a paper document. Refer to [Policy EHBA E-Mail Retention](#)

Any e-mail that would be saved if it had been transmitted in paper form should be printed and retained in the school and/or district record in accordance with [Policy EHB Records Retention](#). If an e-mail message that should be retained is not described in the Records Retention Schedule, it should be retained for one calendar year. Staff members with questions regarding the retention of particular e-mail messages should consult with their supervisor on how to proceed.

## SCHEDULING OF SCHOOL AND DISTRICT EVENTS

School staff members are encouraged not to schedule school and district events on School Board Meetings per the following schedule. When scheduling a school event, it is also advised not to schedule your event on the same day and time as events in the elementary, middle, or high schools to accommodate families with children in more than one school. Please reference the District calendar on the District's website [www.sau14.org](http://www.sau14.org) for information regarding scheduled school events.

### SCHOOL BOARD MEETING SCHEDULE 2019-2020

July 5, 2019 Manifest only	July 18, 2019
August 1, 2019	August 15, 2019
September 5, 2019	September 19, 2019
October 3, 2019	October 17, 2019
November 7, 2019	November 21, 2019
December 5, 2019	December 19, 2019
January 2, 2020	January 16, 2020
February 6, 2020	February 20, 2020
March 5, 2020	March 19, 2020
April 2, 2020	April 16, 2020

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May 7, 2020	May 21, 2020
June 4, 2020	June 18, 2020

**REQUESTS FOR PUBLIC INFORMATION**

All requests for public information are to be forwarded to the Superintendent immediately upon receipt. Reference: [Policy EH Public Use of School Records](#)

**PUBLIC GIFTS/DONATIONS**

Gifts from organizations, community groups and/or individuals including staff members which will benefit the District shall be encouraged. Reference Policy [KCD Public Gifts Donations](#).

**SCHOOL-SPONSORED NEWSLETTERS**

Reference: [Policy KDA School Newsletters](#)

**USE OF STUDENTS IN PUBLIC INFORMATION PROGRAM**

Students may serve as couriers for information home to their parents/guardians for classroom purposes and school district purposes. School district information shall be approved by the School Principal. Non-school information is subject to the approval of the Superintendent.

**LETTERS OF REFERENCE**

It is recognized that requesting letters of reference or employment recommendations is common practice. Due to liability concerns only school administration are permitted to use school or district letterhead for this purpose.

**PUBLIC COMPLAINTS**

Public complaints involving instruction, discipline, or learning materials shall follow proper channels – Teacher, Principal, Superintendent and School Board. Reference: [Policy KED Public Complaints about Facilities or Services Grievance Procedure](#)

Persons not in agreement on selection of books or other instructional material must submit a “Request for Reconsideration of Instructional Materials” to the School Principal. Reference: [Policy KE Public Complaints About School Program Staff and Students](#)

**SCHOOL DISTRICT INTERNET ACCESS FOR STAFF**

The School Board recognizes that technological resources can enhance teaching performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, support District and school operations, and improving access to and exchange of information Reference: [Policy GBEF Internet Access or Staff](#)

**ACCEPTABLE INTERNET USE PROCEDURES – STAFF**

The purpose of the Acceptable Use Procedures is to provide the procedures, rules, guidelines, and the code of conduct for the use of technology and the Internet. Reference: [Policy GBEF-R Internet Use](#)

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## Procedures-Staff

### EMPLOYEE USE OF SOCIAL NETWORKING WEBSITES

The School Board strongly discourages school district staff from socializing with students outside of school on social networking websites, including but not limited to Snapchat, Twitter and Facebook. Reference: [Policy GBEBD Employee Use of Social Networking Websites](#)

### WEBSITE PUBLISHING POLICY

Official school district websites will be hosted and maintained on the District's computer networks. Reference: [Policy KDC School District Website Publishing](#)

### COPYRIGHT COMPLIANCE

The District recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempted purpose. Reference: [Policy EGAD Copyright Compliance](#)

### EMPLOYEE USE OF CELLULAR TELEPHONES

The Board recognizes that the use of cellular telephones and other electronic communications devices may be appropriate to provide for the effective and efficient operation of the District and to help ensure safety and security of District property, students, staff, and others while on District property or engaged in District sponsored activities. To this end, the Board authorizes the purchase and employee use of such devices, as deemed appropriate by the Superintendent.

District owned cellular telephones and other devices will be used for authorized District business purposes, consistent with the District's mission and goals. Personal use of such equipment is permitted as long as this use does not interfere with the employee's job obligations and responsibilities and does not incur additional expense to the District.

Use of cellular telephones and other devices in violation of Board policies, administrative regulations, and/or state/federal laws will result in discipline up to and including dismissal and referral to law enforcement officials, as appropriate.

The Superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee needs, monitoring use, and reimbursement. Provisions may also be included for staff use of privately-owned cellular telephones and other devices for authorized District business.

District employees are prohibited from using cell phones or other electronic communication devices while driving or otherwise operating a motor vehicle to fulfill regular job responsibilities or special situations with prior approval. For the purposes of this policy a motor vehicle applies to all motor vehicles including, but not limited to District-owned, employee-owned, and leased vehicles.

Emergency Use - Students and staff are encouraged to use any available cellular telephone in the event

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of an emergency that threatens the safety of students, staff or other individuals.

A school bus driver is prohibited from operating a school bus while using a cellular telephone except during an emergency, to call for assistance if there is a mechanical breakdown or other mechanical problem, or when the school bus is parked.

Sharing Phone Number with Students – Do not provide cell phone number to students with the exception of coaches and School Principal approval.

Use of Personal Cell Phones and Communication Devices - Employees are strongly discouraged from using their personal cell phone during the school day. When necessary, employees may use their personal cell phones and similar communication devices only during non-instruction and non-supervision of students. In no event will an employee's use of a cell phone interfere with the employee's job obligations and responsibilities. If such use is determined to have interfered with an employee's obligations and responsibilities, the employee may be disciplined in accordance with School Board policies, school rules and regulations, and collective bargaining agreement if applicable. Reference: Policy

### POWERSCHOOL GUIDELINES

Parents, guardians, students, and school staff are partners in the Epping School District. Access to grades and attendance through PowerSchool is being provided to make learning more transparent, to provide timely evidence of learning, and to facilitate communication about individual student learning. Ultimately, it is about all of us taking responsibility for student learning. The following guidelines apply.

#### Access Information

1. Parents/guardians of each student will receive an introductory letter mailed to the residence of record. Included in this letter will be one username and password. It is the responsibility of parents/guardians to disseminate this information to each other and to determine which parents/guardians will have access to records.
2. Each student will receive one username and password as deemed age appropriate.
3. Usernames and passwords are to be kept confidential. The district accepts no responsibility in the event the username and password is shared, given, stolen, or in some other way becomes the possession of a person other than the parent, guardian, or student.
4. Parents/guardians may request a new username and password in the event that the username and password have been compromised or forgotten. Parents/guardians must complete and submit a written request to the school of attendance. Forms with instructions are available in the school office or on the district and school websites. Usernames and passwords will be provided by mail, not in person or by phone or e-mail.

#### Technical System Information

1. The school district does not provide support for home/work computer systems to access PowerSchool.
2. The school district is not responsible for any damage to home/work computer systems when connected to the PowerSchool System.

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3. The school district reserves the right for the system to be down to conduct maintenance.
4. Instructions, guidelines, and tutorials are available on the district website with access links off the school websites.
5. This system is provided as a convenience for timely communication about student attendance and grades. The attendance and grades provided by this system are not official records and may or may not be accurate. For official student records and grades contact the school.
6. The Epping School District does not accept any responsibility for information provided by this system and/or for any damages resulting from information provided by this system.

#### Grading Information

1. Grades are to be upgraded at a minimum every two weeks.
2. Within two weeks of assignment due date the assignment is to be graded and entered into PowerSchool.
3. Assessments are to be clearly marked as formative or summative. Competencies, if applicable, are to be clearly identified and linked to the assessment.
4. Course/subject description for each course/subject are to be entered and revised as needed. Teacher grading policy is outlined in the school grading and reporting guidelines.
5. Initial concerns about grades are to be addressed to the teacher by appointment, phone, or email. Additional concerns are to be addressed to the school principal by appointment, phone, or email.
6. Missing or incomplete work is to be identified using the coding system. (Please reference the school grading and reporting guidelines.)
7. Report cards and progress reports will be provided in paper format upon request.

#### Attendance Information

1. Middle school attendance is entered within 30 minutes of the start of school. High school attendance is entered each period. Elementary school attendance is entered by 9:00 am. Excused absences and other adjustments are to be entered daily 30 minutes after the close of school.
2. Attendance concerns are to be addressed with the school.

#### Communication Information

1. Teacher email communications are checked twice daily once in the morning and once in the afternoon. Responses are to be made within two school days.
2. E-mail and other communications via the Internet are not guaranteed to be private or free from viruses or other computer system issues.
3. Teacher comments are entered as needed and per school policy.
4. School is linked to the district and school websites to insure consistent announcements.
5. Class registration is subject to school registration schedule.
6. Calendar is subject to school need and policy.
7. Student lunch balance is not accessed through PowerSchool. This information is available through the Food Service Program.

#### Acceptable Use Information

1. PowerSchool access is monitored for date, login time, and duration.
2. PowerSchool access is designated a privilege, not a right.

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3. Parent, guardian, and student access will be revoked at any time without notice for abusing this privilege.

### GENERAL COMMUNICATION TIPS

1. Communicate early and often.
2. Open the lines of communication.
3. Communicate face-to-face as often as possible.
4. Provide quick responses. Anticipate questions.
5. Share the good news with a call or email.
6. Share a special event or activity with your community.
7. Be an ambassador for your school and your district.
8. Provide courtesy and great service to all those you come in contact with (parents, students, and coworkers).
9. Help parents understand the importance of their role in the education process and what their role is.
10. Be brief and to the point.
11. Stick to the facts.
12. Speak positively about children, school and District.

The National School Public Relations Association (NSPRA) has recommended the above communication tips from the Pattonville School District in St. Ann, Missouri. Additional information may be viewed at [www.nspr.org/principals](http://www.nspr.org/principals).

### BREAKING BAD NEWS

1. Timing is everything. Break bad news at the earliest possible opportunity.
2. Be direct. Don't wait to offset it with good news.
3. Look for the right words. Use simple, direct, and accurate information.
4. Don't personalize the episode. It's not about a bad student or bad parent. It's bad news.
5. Don't be vague. Be clear about what is going on and why.
6. Tell parents what they need to know about the situation. Includes rights, process, and where to go for help.
7. Be courteous and professional but restrained to show the seriousness of the situation.
8. Deal with emotions. Anticipate strong feelings and let parents vent, if needed.
9. Commit to appropriate follow-up.
10. End with hope.

The National School Public Relations Association has recommended the above tips for breaking bad news to parents. Credit goes to the book How to Say the Right Thing by Robert D. Ramsey who shares that breaking bad news is always difficult to do, but the worst thing you can do is not do it.

### MARITAL DISPUTES

Legal counsel has advised not to get involved with parents who are involved in a marital case. Taking

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sides in a marital matter may damage the relationship between the school with either or both parents and it is important to maintain a professional working relationship with both parents. Staff members are not to create a school record at the request of parents to support his/her position. These matters should be referred to the School Principal.

### TIPS ON DEALING WITH ANGRY OR DIFFICULT PARENTS

1. Get back to the parent as soon as possible!
2. Listen without interrupting. Many times, the parent is just venting.
3. Don't take the complaint personally; remain mentally detached. In most cases, the parent is upset with a policy or something that you have no control over. If you are responsible, try to explain what happened, but do not take it personally.
4. Ask non-threatening questions when trying to determine the problem. Steer toward clarifying the facts.
5. Bring up some similar situation that can help place you on the same level as the parent you are talking to.
6. Call the parent by name. Use their last name to show respect.
7. Ask the parent exactly what they want, if they have not already told you. You cannot resolve unless you know what they want.
8. Don't get into a shouting match. If the parent is rude, disrespectful, or uses profanity state that you will not continue the conversation unless the person tones down. If they don't, state that you are going to discontinue the conversation.
9. Apologize if needed. If you are responsible for the parent being angry, apologize. We all make mistakes. An apology goes a long way.

The National School Public Relations Association (NSPRA) [www.nspr.org/principals](http://www.nspr.org/principals) has recommended the above tips from the Chesapeake Public Schools in Virginia.

## **SECTION I CONFIDENTIALITY, SAFETY, SECURITY, TECHNOLOGY GUIDELINES - ALL EMPLOYEES**

### STAFF CONFIDENTIALITY

Introduction - It is the policy of the Epping School District to respect the privacy, dignity, and confidentiality of all students by protecting student records, medical information, and other personally identifiable sources of information as outlined in student records and HIPAA policy. This policy also applies to employee records and medical information as outlined in personnel records and HIPAA policy. Records include all information in hard copy or electronic form. Reference: [Policy GBEAA Staff Confidentiality](#)

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## PERSONNEL FILES

The Superintendent of Schools shall develop and implement a comprehensive, confidential and efficient system of personnel records. Each employee's file will consist of application of employment and references, records and information relative to compensation, payroll deductions, evaluations and other such information as may be considered pertinent.

If adverse material is placed in an employee's personnel file, the employee will be given the opportunity to review it and make a copy. Employees are required to sign the material to acknowledge their review of it with the understanding that the signature does not indicate agreement with its content. Employees have the right to submit a written answer to any allegation and have that answer placed in the personnel file. It is important to note that materials received by school administration or the Superintendent's Office directly from the employee may be placed in the personnel file without going through the acknowledgment process.

Each employee shall have the right, upon request and within a reasonable period of time, to review the contents of his/her own personnel file, with the exception of references and recommendations provided to the District on a confidential basis by universities, colleges or persons not connected with the District. A Superintendent administrative staff member will be present at the time the records are reviewed by the employee to answer any questions, assist with the review, and ensure the file contents. The employee may also request a copy of all or part of his/her personnel file. The District may charge a reasonable fee to cover the cost of supplying the requested documents. Reference: [Policy GBJ Personnel Records](#)

## HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The School Board directs the Superintendent or designee to take steps to ensure compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), which grants individuals the right to receive notice of the uses and disclosures of their protected health information that may be made by the District, and sets forth the individual's rights and the District's legal obligations with respect to protected health information.

Confidentiality of Individually Identifiable Health Information - The District and its employees will not use or disclose an individual's protected health information for any purpose without the properly documented consent or authorization of the individual or his/her authorized representative unless required or authorized to do so under state or federal law or this policy, unless an emergency exists or unless the information has been sufficiently de-identified that the recipient of the information would be unable to link the information to a specific individual.

Prior to releasing any protected health information for the purposes set forth above, the District representative disclosing the information shall verify the identity and authority of the individual to whom disclosure is made. This verification may include the examination of official documents, badges, driver's licenses, workplace identity cards, credentials or other relevant forms of identification or verification.

All employees of the District are expected to comply with the administration of this policy. Any violation of the HIPAA privacy or security standards or this policy shall constitute grounds for disciplinary action, up to and including termination of employment.

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Any employee of the District who believes that there has been a breach of the integrity or confidentiality of any person's protected health information shall immediately report such breach to his/her immediate supervisor or the Superintendent or his/her designee. Any employee involved in retaliatory behavior or reprisals against another individual for reporting an infraction of this policy is subject to disciplinary action up to and including termination of employment.

If the Superintendent or his/her designee determines that there has been a breach of this privacy policy or of the procedures of the District, he/she shall make a determination of the potentially harmful effects of the unauthorized use or disclosure and decide upon a course of action to minimize the harm. Any individual responsible for the unauthorized use or disclosure is subject to appropriate disciplinary measures as determined by the Superintendent or his/her designee.

Notice - The District shall distribute a Notice of Privacy Practices within one month of the initial adoption of this policy, and thereafter to all employees at the time of their enrollment in the health plan and within 60 days of any material revision. The notice shall also be posted in a clear and prominent location in each facility in the District and be printed in staff handbooks. The District will also notify individuals covered by the health plan of the availability of and how to obtain the notice at least once every three years.

Training - All employees shall receive training regarding the District's privacy policies and procedures as necessary and appropriate to carry out their job duties. Training shall also be provided when there is a material change in the District's privacy practices or procedures.

Documentation - Documentation shall be required in support of the policies and procedures of the District and all other parts of the HIPAA privacy regulations that directly require documentation, including, but not limited to, all authorizations and revocations of authorizations, complaints and disposition of complaints. All documentation shall be kept in written or electronic form for a period of six years. Reference: [Policy GBJA Health Insurance Portability and Accountability Act \(HIPAA\)](#)

### HIV/AIDS POLICY

Introduction - Acquired Immunodeficiency Syndrome (AIDS) is a disease in which the body's immune system is impaired by the Human Immunodeficiency Virus (HIV). The virus leaves its victim unable to fight off infections. As a result, persons with AIDS are susceptible to serious secondary infections, such as pneumonia and certain malignancies. Some, but not all, persons infected with HIV develop AIDS. To assist the District and infected persons, the District has developed the following policy, Reference: [Policy GBGAA HIV-AIDS](#)

### EMERGENCY CONTACT INFORMATION

All employees are required to complete an emergency contact information form each school year. This information will be used to contact persons selected by the employee in case of an emergency. The emergency contact form will be supplied with the offer of employment.

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## SCHOOL SAFETY AND SECURITY MEASURES

Due to recent national events, the school district conducted a comprehensive safety and security assessment of our schools. The district has taken special measures to insure the safety of school children, staff, and visitors by making physical changes to school facilities and revising school protocols.

Video surveillance has been installed at the main school entry and exit sites and the elementary playground area as well as specific locations around the campus. All schools will be implementing a locked door policy. This policy is in effect 24 hours, 365 days a year. Subject to School Principal approval, exceptions may be made when the entrance area is fully supervised by school staff. At no times are school entrance doors to be open unsupervised. This protocol is important in keeping out individuals that intend to cause harm. Audio visual surveillance has also been installed on all regular and special education school buses for student safety to and from school and school related events.

Placement of video cameras is based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view. No devices will be placed in bathrooms or locker rooms. Reference: [Policy EEAA Audio and Video Surveillance on School Buses](#)

## EMPLOYEE IDENTIFICATION BADGES

All employees will be issued an employee identification badge upon employment. The school district's safety and security program requires all employees to wear this badge during school/work hours in all school buildings and on school property. Employees wearing district issued shirts are exempted from this requirement.

## GENERAL SAFETY PROTOCOLS

All observed safety and health violations should be reported to the School Principal or Supervisor. Reporting of injury or illness should be reported as outlined in this Handbook.

All medications for students are dispensed through the Nurse or Nurse designee.

Only employees receiving special training in protection measures and personal protection are permitted to deal with bodily fluids, hazardous, and/or toxic substances. Spills of this nature are to be reported to the School Principal immediately.

Employees using hazardous and toxic substances will be supplied with a Material Safety Data Sheet and trained for the safe use of such materials.

## REGISTERED SEX OFFENDERS

Laws regarding sex offender rights have changed and policy has been revised to reflect these changes. If there is an immediate safety risk, follow the Emergency Management Guide protocols. If there is not an immediate risk, please call the Superintendent's Office with regard to action. The Superintendent's Office will discuss the matter with the local police and inform you of the action to be taken.

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Notification of potential public danger is the responsibility of the local law enforcement. The District will not disseminate sex offender registry information to parents. Questions regarding registered sex offenders should be directed to the Superintendent's Office. Anyone requesting registry information will be referred to the local law enforcement authorities or the NH Registered Sex Offender Registry website at [www.egov.nh.gov/nsor](http://www.egov.nh.gov/nsor). Reference: [Policy JLIF Receipt and Use of Sex Offender Registry Information](#)

#### USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The Board has authorized the use of Automated External Defibrillators (AED) in emergency situations. AEDs will be administered only by those employees designated by the School Principal, in consultation with the School Nurse. Employees will be authorized after they have successfully received and completed appropriate training in cardiopulmonary resuscitation and AED use. Reference: [Policy GBGBA Use of Automated External Defibrillator \(AED\)](#)

#### REPORTING A WORKPLACE INJURY/ILLNESS

Employees who are injured at work need to report to their school nurse to fill out the 1<sup>st</sup> Report of Injury Form to notify the Epping School District of a work related injury or illness and for workers' compensation eligibility. School nurses will have the First Report of Injury Form available.

a. During the Regular School Day:

Employees who are injured at work need to go to the school nurse. The health of the employee is considered paramount at all times. If possible both the school nurse and employee will together fill out the First Report of Injury Form including any treatment received and follow up recommendations, and again if possible both the employee and the school nurse will sign the report. The school nurse will forward a copy of the completed form to the Epping School District Payroll Department at the Superintendent's Office and the School Principal's Office. The Payroll Department will follow through reporting to the Department of Labor.

b. After School Hours or School Is Not In Session:

Employees who are injured after school hours or when school is not in session, and need medical attention, need to seek medical attention as directed by their health insurance plan. Please note that employees should seek assistance by contacting their supervisor. It is important that in emergencies 911 should be called. As soon as possible upon return from the physician's office or emergency room, employees should see the school nurse to report the work-related injury. During school vacation time the employee is advised to contact the Superintendent's Office. If the First Report of Injury Form is not completed the medical bills will be denied by the insurance company.

#### STAFF SAFETY REPORTING REQUIREMENTS

School staff members are required to report the following incidents to the School Administration immediately per School Board Policy, state law, and federal law.

1. Misconduct

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2. Violence
3. Theft
4. Destruction
5. Gang activity
6. Hazing
7. Tobacco
8. Alcohol/Drug
9. Weapons
10. Bullying
11. Suspected child abuse/neglect
12. Suicide threats

The rule is: REPORT IT TO SCHOOL ADMINISTRATION - IF IN DOUBT, REPORT IT

#### PUPIL SAFETY AND VIOLENCE PREVENTION (BULLYING PROHIBITED)

Statement - The Board is committed to providing all pupils a safe and secure school environment in which all members of the school community are treated with respect. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is prohibited. Reference: [Policy JICK - Pupil Safety and Violence Prevention - \(Bullying Prohibited\)](#)

#### FIELD TRIPS

The School Board has detailed policy governing day activity and extended overnight activity. These guidelines have been developed for both staff and student safety. Day field trips may be approved by the School Principal. A two-week notice to the School Principal is required. Extended student trips may only be approved by the School Board. At least twelve-week notice to the School Board is required. Please direct questions to the School Principal. References: [Policy IJOA Student Field Trips](#) and [IJOAA. Policy IJOAA Extended Student Trips](#)

#### SCHOOL SEARCHES

When it is deemed necessary school administration and/or law enforcement may search the school building and grounds. The school and its contents are the property of the District, not the student and/or employee. Students and employees have no reasonable expectation of privacy as to the contents of those areas. The school and its contents may be subjected to searches at any time with or without reasonable suspicion. Students and employees are not to use any school area or property to contain any thing that should not be at school. Reference JIH: [Policy JIH Student Searches and Their Property](#)

#### HIRED VEHICLES DRIVEN BY SCHOOL EMPLOYEES

Employees providing student transportation with a rental vehicle must receive prior permission from the School Principal. Employees must hold a valid driver's license appropriate for the classification of the vehicle to be driven. The rental company will require evidence of insurance prior to leasing the vehicle. The SAU Business Administrator must be contacted to provide such information. It is to be noted that the district's insurance is primary followed by the employee's insurance. Use of fifteen passenger vans is not permitted. Reference: [EEA Student Transportation Services](#)

#### USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

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Any use of private vehicles for transportation of students to or from school on field trips, athletic events, or other school functions, must have prior written authorization by the Superintendent or his/her designee. Those providing unauthorized student transportation do so at their own expense and liability. Reference: [Policy EEAG Transportation by Private Vehicle](#)

#### MOTOR VEHICLE SEAT BELT USE

The Motor Vehicle Seat Belt Use Policy is intended to protect Epping School District employees operating or riding in motor vehicles from the hazards of motor vehicle accidents.

Violation of this policy will result in disciplinary action in accordance with Epping School District disciplinary procedures. Reference: [Policy EBBE Motor Vehicle Seat Belt Use](#)

#### SAFETY COMMITTEE

The School District has a safety committee comprised of representatives from each school. Meeting minutes are posted on the website and available from the Business Administrator. Employees interested in attending a meeting or addressing a safety concern can contact the Business Administrator in the SAU Office.

#### WORK REQUESTS FOR MAINTENANCE

If you have a maintenance issue, please use the following protocol.

- Use the maintenance support portal located on the district website under Facilities. There is no login required to submit a support ticket. However, logging in will provide you a more consistent experience and allow you to track the progress of your request and multiple issues much more conveniently. The Facilities Department highly recommends that you make an account.
- Fill out a pre-made form with as much detail as possible. Please list only one issue per ticket, even for the same computer.
- The Facilities Department will assess the situation, address the issue or initiate a conversation about the issue if more information is needed, and provide a status report.

If your issue is an emergency, please contact Don Nichols at x4151 at the High School or email at [donald.nichols@eppingsd.org](mailto:donald.nichols@eppingsd.org)

#### CHILDREN OF SCHOOL STAFF

Permission of the School Principal is required by school staff to have children in the building when the staff member is working under school contract. Children of school staff before, during, and after the school day, unless in an approved school program, must be under parental supervision at all times.

#### SCHOOL STAFF TEACHING THEIR OWN CHILDREN

In the event that a parent of a child attending the same school is also a staff member, the School Principal shall adjust work assignments in order to eliminate, if at all possible, the amount of time that the staff member spends during any school day instructing his/her child. Reference: [Policy IMAB Staff Teaching Their Own Children](#).

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## LEAVING THE BUILDING

Upon reporting to work all employees are expected to be in attendance in the school building. Exceptions on an as-needed basis may be granted by the School Principal.

All support staff members are also expected to remain in the school building or on school grounds during break periods. Staff may request permission and must receive permission from the School Principal to leave school for lunch or other break periods.

## EMPLOYEE PROTECTION

These insurances are provided for all employees regardless of assignment, length of assignment, and/or hours worked per day, and are subject to state law. These insurances are provided in accordance with the provisions of the insurance carrier. Reference: Policy [GBG Employee Protection](#)

## FRAUD PREVENTION

Federal regulations require the District to have a fraud prevention and fiscal management policy. An employee who suspects fraud, impropriety, or irregularity is to immediately report his/her suspicions to the Superintendent. The employee should contact the Superintendent immediately and not attempt to confront the accused or conduct his/her own investigation. If the report involves the Superintendent, the employee will report his/her suspicions to the School Board Chairperson. Employees who bring forth a legitimate concern or suspicion about a potential impropriety will not be retaliated against. Anyone retaliating against such an employee will be subject to disciplinary action. Reference: [Policy DIH Fraud Prevention and Fiscal Management](#).

## USE OF OFFICE EQUIPMENT AND COMMUNICATION DEVICES

Use of office equipment and communication devices is restricted to school district business. Reference the Acceptable Computer, Network, E-Mail, and Internet Use Policy, Website Publishing Policy, and Employee Use of Cellular Telephones for the appropriate use of computer and communication systems.

## USERNAMES AND PASSWORDS

The District issues usernames and passwords for the use of e-mail, PowerSchool®, and educational software. Usernames and passwords are confidential and should not be shared with others. It is important to know that when sharing this information you may be held accountable for the actions of others.

## TECHNOLOGY ISSUES

If you have a technology request or issue, please use the following protocol.

- Attempt to solve the issue using your own resources or that of your peers. Instruction manuals, web search, tutorials on YouTube, software help buttons, etc. are great sources.
- If you are not able to resolve the issue, use the technology support portal located on the district website at <http://www.sau14.org/staff/index> or at <http://sau14.freshdesk.com>. There is no login required to submit a support ticket. However, logging in will provide you a more consistent experience and allow you to track the progress of your request and multiple issues much more conveniently. The Technology Department highly recommends that you make an account.
- Fill out a pre-made form with as much detail as possible. Please list only one issue per ticket,

Teacher/Administrator Information = **blue highlight**

Paraprofessional/Support Staff Information = **green highlight**

even for the same computer.

- The Technology Department will assess the situation, address the issue or initiate a conversation about the issue if more information is needed, and provide a status report.

### INDOOR AIR QUALITY

Indoor air quality has been reported to be impacted by motorized vehicles, toxic chemicals, certain items brought from home, and animals in school. Reference: [Policy EBBD Indoor Air Quality](#)

### ANIMALS IN SCHOOL & ON SCHOOL GROUNDS

The Board recognizes that, under the proper conditions, animals can be an effective teaching aid. In order to protect both children and animals, the following guidelines are adopted for use in all schools in the district. Reference: [Policy IMG Animals in School and on School Gro](#)

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AVAILABLE ON DISTRICT WEBSITE

WWW.SAU14.ORG

1. SCHOOL BOARD POLICIES
2. PERSONNEL FORMS
3. EQUAL EMPLOYMENT OPPORTUNITY
4. EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

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