

**MONTPELIER PUBLIC SCHOOL
CLASSIFIED STAFF
HANDBOOK**

2023-2024



MONTPELIER STAFF CODE OF ETHICS

Staff members are to be:

1. Champions for our school supporting our educational mission, community, and initiatives.
2. Committed to high quality education for every student.
3. Willing and capable of assuming job related responsibilities.
4. Willing to maintain confidentiality of privileged information.
5. Able to see the best in every person they encounter and work cooperatively with others.
6. Able to maintain professional relationships and conduct themselves in a professional way at all times.
7. Aware of the policies of the school district and enforce them.
8. Positive and assume that others have positive intent in their actions.
9. Constantly striving for personal and professional growth and committed to being the best version of themselves.

Descriptor AAC

NONDISCRIMINATION AND ANTI-HARASSMENT POLICY

General Prohibitions

The Montpelier School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.

The Board designates **Superintendent Phil Leitner** as the Title IX Coordinator. Mr. Leitner may be contacted at: **214 7th Ave. Montpelier, ND 58472], (701) 489-3348, or phil.leitner@k12.nd.us.**

SUPERINTENDENT'S LETTER TO CLASSIFIED PERSONNEL

In order to advance the objectives of our school district and look out for the interests of our employees, Montpelier Public School District has developed this handbook. It will help you understand what is expected of you and what you can expect from the school district.

This handbook serves as a guideline and reference for employees and their supervisors. It shall not be construed to form a contract of employment between the Montpelier School District and its employees. The Montpelier Public School reserves the unilateral right to change the handbook at any time.

Classified employees and the Montpelier Public School District are engaged in an at-will employment relationship. Either part is free to terminate the relationship at any time, with or without reason/notice. The Montpelier Public School District is not bound by any oral promises concerning an employee's length of employment

Please familiarize yourself with the contents of this manual to ensure that all personnel policies are administered fairly and effectively. This handbook does not attempt to address all situations and information.

General Employment/Benefits

1. Shall give 30 days' notice of resignation.

2. Probation Period:

No benefits will accrue until an employee has worked at their position for a period of 30 days.

3. Part-time Employees:

Part-time employees accrue benefits according to the percent of full time their position provides.

4. Classified Sick , Personal, Funeral Leave and Bereavement Leave

Classified employees hired to work nine (9) or more months per year and 20 or more hours per week, or are employed as a nine (9) month/two (2) routes per day bus driver are eligible for sick and personal leave.

Sick Leave: Classified personnel will be granted 1 sick day per month of employment. Employees may accumulate up to 70 days/14 weeks. Sick leave will be tracked on an hourly basis for part time employees.

Personal Leave:

Classified personnel will be allowed two days per year for personal reasons after notification to the superintendent 3 days in advance. No more than two employees will be absent per day for personal reasons unless approved by the superintendent. Classified personnel will be reimbursed \$75.00 per unused personal day at the end of the school year. In case of some unforeseen circumstance, an employee may be allowed to use his or her personal leave without giving the required 3 days' notice. The granting or denial of personal leave will be determined by the superintendent. This may include paternal leave.

Funeral Leave: One day will be allowed per year for use as a funeral day. The employee will not be reimbursed if the funeral day is not used.

Bereavement Leave: In the event of the death of an immediate family member, an employee may use up to five (5) days or one work week to attend the funeral without salary reduction to make final arrangements.

Immediate family is defined as spouse, mother, father, children, grandchildren, grandparent, brother, sister, brother-in-law, sister-in-law, spouse's immediate family, and any household member.

6. Payroll Deductions: Any employee, who wants to change their deductions, needs to contact their company to make the change. Then bring in a signed authorization form (describing change to be made), to the business manager so she/he can make the change to their payroll. No changes will be made without the signed paperwork, and the district will not be responsible for any changes prior to the receipt of the paperwork. Signed authorization form will remain on file.

7. Payroll Period: All non-certified employees will be paid on the 15th and the 30th of each month or the nearest preceding business day. Any non-certified employee working more than 40 hours per week will be paid overtime.

8. Overtime Hourly employees who are assigned to work more than forty hours per week will be compensated in accordance with the Fair Labors Standards Act. Administration shall determine when it is necessary for employees to work overtime hours. If administration anticipates a need for exceptional use of overtime, the superintendent should review the plan with the school board prior to assigning the overtime hours.

Where an employee in a single work week works at two or more different types of work for which different straight time rates have been established, the regular rate for that week is the weighted average of such rates. That is, the earnings from all rates are added together and this total is then divided by the total number of hours worked at all jobs. Overtime compensation will be based on this amount. The workweek begins Sunday at 12:01 AM and ends Saturday at 11:59 PM.

9. Alteration of Schedule Employees who are asked by administration to alter their regular work schedule, in order to perform a job which pays at a lower rate than their regular job(s), may get paid at the rate of the job(s) that they normally would have worked. Hours worked beyond the time that their original job normally would have been performed will be paid at the standard rate of pay for the additional job. Under no circumstances will an employee be paid for more than one job worked during the same time.

10. Holiday Pay The following holidays will be paid to classified employees who work at least an average of 20 hours per week, at least 9 months per year:

Labor Day, Veterans Day, Fall Conference (Teachers Convention)- 2 Days, Good Friday.

These holidays are considered to already be included in the wages paid to salaried classified employees.

The following holidays will be paid to classified employees who work at least an average of 20 hours per week, twelve months per year: 4th of July.

Holiday time is pro-rated based on the employee's average scheduled workday.

11. 403(b) plan A 403(b) plan, also known as a tax-sheltered annuity plan, is a retirement plan for certain employees of public schools. A 403(b) plan allows employees to contribute some of their salary to the plan. The employer may also contribute to the plan for employees. There are significant tax advantages for participants in a 403(b), including pre-tax contributions to a 403(b) plan and earnings on these amounts are not taxed until they are distributed from the plan. You can find the complete Plan Document at www.montpelier.k12.nd.us or request a printed copy from the business manager.

Eligibility to Make Contributions: All employees except student workers and student teachers are immediately eligible to make contributions under the Plan.

Eligibility for Employer Contributions: All classified employees who work 20 or more hours per week at least 9 months per year, or are bus drivers who drive two routes per day 175 days per year are immediately eligible for up to a 4% employer matching contribution.

12. The Montpelier Public School enforces the Drug-Free Workplace Act. The District prohibits employees from unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance or alcohol on district property and grounds, in any vehicle belonging to the District, and at any school-related activity.

13. CODE OF CONDUCT

All staff members have a responsibility to make themselves familiar with, and abide by, the laws of the state as these affect their work, the policies of the Board, and the regulations designed to implement them. Since the realization of district goals is dependent upon the professional behavior of all staff, the following specific responsibilities will be required:

- a. Faithfulness and promptness in attendance at work.
- b. Support and enforcement of policies of the Board and regulations of the school administration.
- c. Diligence in submitting required reports at the time and in the manner specified by the law and the district policies and practices.
- d. Care and protection of school property.
- e. Concern and attention for their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under proper supervision at all times.

14. GENERAL WORK HABITS

- a. Tardiness is not permitted.
- b. Excessive absenteeism is not permitted. If it is necessary to be absent, your immediate supervisor is to be contacted as soon as possible. Employees should give advanced notice of planned absences.
- c. Employees are not to take care of personal business on school time.
- d. Cell phone use is not allowed when class is in session for employees working in the classroom.
- e. Visitors are to be discouraged.
- f. Employees are to keep their person neat and clean at all times.

- g. Employees are to be familiar with the duties and routines assigned to them and are to perform them without reminders. Supplies and equipment are property of the school district and are to be taken care of properly and put back in their proper places after each use.

15. TIME AND ATTENDANCE REPORTING

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the Montpelier School District to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Hourly employees should accurately record the time they begin and end their work. Absences and leave time must be reported as part of the time record.

16. MEAL PERIODS AND BREAKS

All employees working for periods greater than five (5) hours in length are required to take a minimum of thirty (30) minute. During the days that school is in session employees will be paid during the meal period as they may need to perform tasks during this time. During days when school is not in session, i.e. summer months, classified employees will not be paid for the 30-minute meal period. Breaks, no more than 15 minutes, are not a requirement of the law and may be taken if time or schedule permits and will be paid breaks by the employer. Breaks are to be taken in the middle of the schedule work day and not at the start or end of a work shift. No more than two breaks may be taken during the day with one in the morning and one in the afternoon.

17. CONFIDENTIAL INFORMATION

People who work at the school become familiar with information about students and other staff that is best not discussed outside the school setting. Certain situations develop at the school that needs to be handled discreetly. Since the school is very visible in the community, any information that is controversial must be dealt with by the Administration. Therefore, school employees will discuss private, sensitive, or controversial matters only with the appropriate supervisors with the school.

Please feel free to visit with the administration to discuss any questions or concerns you may have concerning any of the items listed in this handbook.