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PORT ALLEGANY SCHOOL DISTRICT

500 CLASSIFIED EMPLOYEES

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SECTION: CLASSIFIED EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose</p> <p>2.Authority SC 406</p> <p>3.Delegation of Responsibility</p> <p>School Code 406</p>	<p style="text-align: center;">501. CREATING A POSITION</p> <p>Positions for classified employees will be established by the Board in order to provide programs of education and other supporting sources, consistent with the needs and resources of the community.</p> <p>The need for creating classified positions will be determined by the Board in accordance with these guidelines. Recommendations for continuing, new, or additional classified positions will include a job description clearly descriptive of the duties for which the positions were created; the number of persons within each job category; and the initial salary for a new position.</p> <p>In the exercise of its authority to create new positions, the Board shall give primary consideration to the number of students enrolled, the special needs of the students, the financial resources of the district, and the operational needs of the district.</p> <p>The Board expects that the Superintendent shall normally be responsible for recommending new or additional classified positions. The Board reserves for itself the final determination as to the number and kind of classified positions deemed necessary for the effective operation of the schools.</p> <p>The Board may, through its chief administrator, seek the advice of its administrative staff, in creating a new position or increasing the number of employees in existing positions.</p>
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SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF CLASSIFIED EMPLOYEES

ADOPTED: June 16, 1998

REVISED:

504. EMPLOYMENT OF CLASSIFIED EMPLOYEES	
1.Purpose	The Board recognizes the role that qualified and competent classified employees play in the effective operation of the programs of the district.
2.Authority	<p>The Board shall approve the employment and fix the compensation for all classified personnel. It shall also establish the term of employment and other conditions that may reflect the difference between full-time and part-time employment.</p> <p>Such approval shall normally be given to those candidates for employment recommended by the Superintendent.</p> <p>All applications for employment shall be referred to the Superintendent and, as appropriate, the Board Secretary.</p> <p>No person shall be employed who is related to any member of the Board, as defined in statute, unless such person receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant.</p> <p>An employe's misstatement of fact material to qualifications for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.</p>
SC 111	No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and the district has evaluated the results of that screening process.
3.Delegation of Responsibility	The Superintendent shall develop procedures for the recruitment, screening, and recommendation of candidates for employment in accordance with the following guidelines:
Pol. 104	Candidates shall be recruited and recommended in accordance with Board policy, and state and federal law.

504. EMPLOYMENT OF CLASSIFIED EMPLOYEES - Pg. 2

<p>School Code 111, 406</p> <p>Federal Regulations P.L. 88-352 Title VI P.L. 92-318 Title IX</p> <p>Board Policy No. 104</p>	<p>The administration may have administered such screening tests as may bear upon the candidate's ability to perform the tasks for which s/he is being considered.</p> <p>The administration shall seek such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications. Such records shall be retained confidentially and for official use only.</p>
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SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTE AND SHORT-TERM
EMPLOYEES

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose</p> <p>2.Authority SC 406</p> <p>SC 406</p> <p>SC 111</p> <p>3.Delegation of Respon-sibility</p>	<p style="text-align: center;">505. EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYEES</p> <p>Qualified and competent substitute and shortterm employes will be employed in accordance with these guidelines.</p> <p>The Board will approve annually the names of potential substitute classified personnel and the posi tions in which they may substitute except that additional names may be added to the list of substitute personnel by the Board during the school year following the approval of such list.</p> <p>Substitutes shall be compensated at a rate set annually by the Board for the various categories of regular employes.</p> <p>The Board shall approve the employment, fix the compensation and establish the period of employment for each short-term classified employe.</p> <p>Such approval shall normally be given to those candidates for employment recommended by the Superintendent.</p> <p>All applications for employment shall be referred to the Superintendent and, as appropriate, the Board Secretary.</p> <p>Any employe's misstatement of fact material to qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.</p> <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and the district has evaluated the results of that screening process.</p> <p>The Superintendent shall develop procedures for the recruitment, screening and recommendation of can didates for classified employment in accordance with the following guidelines:</p>
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SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: June 16, 1998

REVISED:

508. EMPLOYMENT CONTRACT	
1.Purpose	For the mutual benefit and protection of each regularly employed classified staff member and the district there shall be established by contract or Board resolution the specifics of such employment.
2.Authority	The Board has the authority under law to prescribe employment conditions for the personnel of the school district. Willful misrepresentation of facts material to the employment and determination of salary level shall be considered cause for disciplinary action or dismissal of the employe.
3.Guidelines	<p>Each employment contract or resolution shall specify the salary at which the person is employed; the conditions of the probationary period; a provision for termination of contract on two weeks notice duly given following the successful completion of the probationary period; and such other matters as may be necessary to a full and complete understanding of the contract or resolution.</p> <p>Each newly employed classified employe shall serve a probationary period of 90 days during which time s/he shall be subject to discharge without notice.</p> <p>Should an employe terminate without giving the contractually specified notice, s/he shall be paid only for the days worked.</p>

SECTION: CLASSIFIED EMPLOYEES

TITLE: EVALUATION OF CLASSIFIED EMPLOYEES

ADOPTED: June 16, 1998

REVISED:

512. EVALUATION OF CLASSIFIED EMPLOYEES	
1.Purpose	There shall be a plan for regular evaluation of all classified personnel employed by the district.
2.Authority	The goals of the evaluation plan for classified personnel are to identify, improve, and reinforce the skills, attitudes and abilities which enable an employe to be effective, and to identify and improve upon weaknesses which prevent an employe from effectively carrying out assigned duties.
3.Guidelines	The evaluation plan shall provide a procedure for: ensuring that appropriate evaluation of performance takes place during probationary periods of employment; identifying and commending effective performance; counseling and assisting employes where improvement is desired; and dismissing an ineffective employe when counseling and assistance fail to produce effective performance.
4.Delegation of Responsibility	The Superintendent shall prepare procedures for the conduct of employe evaluations.

SECTION: CLASSIFIED EMPLOYEES

TITLE: AIDS

ADOPTED: June 16, 1998

REVISED:

	514.1. AIDS
1.Purpose	This policy is designed to safeguard the health and well-being of staff members, and concurrently, to protect the rights of individuals who may be exposed to AIDS.
2.Authority	The Board is committed to provide a healthful environment for its students and staff.
3.Definition	<p>AIDS is an acronym for acquired immune deficiency syndrome. As used in this policy, AIDS includes all infections caused by the human immunodeficiency virus (HIV), also called lymphadenopathy-associated virus (LAV) and includes acquired immune deficiency syndrome (AIDS), AIDS related complex (ARC), and asymptomatic infections of these viruses.</p> <p>To resolve questions relative to employees infected with AIDS, the following procedure shall be used:</p> <p>A. For an employee who has tested HIV positive, a recommendation for either a leave of absence or continued employment by the district shall be requested from the patient and his/her physician by the Superintendent.</p> <p>B. If there is reasonable cause to suspect that an employee is infected, a team composed of a school-appointed physician; a physician who specializes in medical laboratory techniques; the employee's physician ; the school nurse; the employe; the Superintendent, and the appropriate building principal, along with the school district's legal representative, shall review each case and may request the individual submit appropriate medical diagnostic evidence of HIV status.</p> <p>C. Risks and benefits to the infected employe and others in the school will be weighed in a manner consistent with the guidelines and recommendations of the United States Health Services Center for Disease Control in Atlanta, Georgia, and the Pennsylvania Departments of Health and Education. The team shall consider the following factors in reviewing the recommendation requested in "A" and "B" above:</p>

<p>35 P.S. 7601 et seq</p>	<ol style="list-style-type: none">1. The physical condition of the employe as it relates to job performance,2. The type of interaction with others in the school setting, and3. The risks to both the infected employe and others in the school setting. <p>D. Evaluation to assess the needs of the infected individual shall be performed on an ongoing basis.</p> <p>E. The right to privacy, including confidentiality of records, shall be monitored to the extent possible under the circumstances. The Superintendent and school health professionals shall determine, on a need-to-know basis, with the prior consent of the individual, which school personnel shall be informed about the infected individual. All information and records shall be kept confidential by the school personnel involved. Information about the infected individual shall not be disclosed to the general public.</p>
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SECTION: CLASSIFIED EMPLOYEES

TITLE: PHYSICAL EXAMINATION

ADOPTED: June 16, 1998

REVISED:

514. PHYSICAL EXAMINATION	
1.Purpose SC 1418	In order to certify the fitness of employes to discharge efficiently the duties which they will be performing and to protect the health of students from the transmission of communicable diseases, physical examinations of all classified employes will be required prior to employment.
2.Definition	For purposes of this policy, a "physical examination" shall mean a general examination by a licensed physician.
3.Guidelines Title 28 Sec. 23.43	All candidates for employment, prior to being placed on the rolls of the district, shall undergo a medical examination, as required by law. The Board requires that all employes undergo a tuberculosis examination upon initial employment in accordance with the regulations of the Advisory Health Board.
Title 28 Sec. 23.44	The Board will accept an affidavit in lieu of an examination where circumstances warrant such action.
Pol. 515	The results of all required medical examinations shall be made known to the Superintendent on a confidential basis and discussed with the employe. Such medical records shall be kept in a file separate from the employe's personnel file. In the event of an unsatisfactory report, the Superintendent shall follow Board policy relating to "Disqualification by Reason of Health." (Policy 515)

SECTION: CLASSIFIED EMPLOYEES

TITLE: DISQUALIFICATION BY REASON OF HEALTH

ADOPTED: June 16, 1998

REVISED:

515. DISQUALIFICATION BY REASON OF HEALTH	
1.Purpose	Consistent with law with respect to equal opportunity and nondiscrimination, it is the policy of the Board to ensure that the programs of the district are supported by classified employees who are physically and mentally fit to perform the duties assigned to them.
2.Authority	A classified employee may be placed on sick leave or retired for physical or mental disability to perform assigned duties.
3.Guidelines	<p>When a classified employee, in the opinion of the Superintendent, is unfit to work in this district by reason of physical or mental condition the following procedure shall be followed:</p> <p>a. The Superintendent shall present to the Board reasons for questioning the condition of the employee.</p>
Pol. 509	<p>The employee may be transferred to an available position for which the employee is qualified upon the recommendation of the Superintendent and in accordance with Board policy regarding transfers. (Policy 509)</p> <p>b. Should the Board determine that the reasons given constitute sufficient cause to order the employee to be examined, said employee shall be given written notice of the need for such examination and an opportunity to appear before the Board, a committee of the Board, or a hearing officer designated by the Board.</p> <p>c. The Board may offer a hearing which, if accepted by the employee, shall be conducted in accordance with the following rules:</p> <ol style="list-style-type: none"> 1. The hearing will be privately held. 2. Employees may present witnesses on their behalf. 3. Employees may be represented by counsel or an individual of their own choice.

515. DISQUALIFICATION BY REASON OF HEALTH - Pg. 2

<p>School Code 1418</p> <p>Board Policy No. 509</p>	<p>4. Witnesses need not present testimony under oath and will not be subject to cross-examination, but may be questioned by the person presiding.</p> <p>5. Witnesses will be called individually and excused after making their statement.</p> <p>d. Should the Board, following a hearing, order an examination, said examination may be conducted by a physician(s) selected by the employe from a list provided by the Board.</p> <p>e. The examination shall be conducted within ten (10) days following the hearing.</p> <p>f. If as a result of such examination, the employe is found to be unfit to perform assigned duties, the employe shall be placed on mandatory sick leave for such period as may be indicated and with such compensation to which s/he is entitled until proof of recovery, satisfactory to the Board, is furnished.</p> <p>g. Should an employe refuse to submit to examination following the exhaustion of proper appeals, the Board shall consider such refusal as cause for dismissal.</p>
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SECTION: CLASSIFIED EMPLOYEES

TITLE: DISCIPLINARY PROCEDURES

ADOPTED: June 16, 1998

REVISED:

517. DISCIPLINARY PROCEDURES	
1.Purpose	Effective operation of the district's programs requires the cooperation of all district employes in working together under a system of policies and rules applied fairly and uniformly to all employes. The orderly conduct of the district's business requires uniform compliance with these policies and rules, and uniform penalties and disciplinary procedures for violations.
2.Authority	There shall be established procedures whereby classified employes shall be informed as to the disciplinary actions that are considered appropriate, and that are to be applied, for violation of district policies and regulations.
3.Delegation of Responsibility	The Superintendent shall promulgate disciplinary rules for violations of district policies and rules which provide progressive penalties including, where appropriate, verbal warning, written warning, suspension, and dismissal.
Act 353 of 1968	In the event it is necessary to demote or dis miss, a hearing shall be provided as required by statute.
Other Cite Act 353 of 1968	

SECTION: CLASSIFIED EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: June 16, 1998

REVISED:

518. PENALTIES FOR TARDINESS	
1.Purpose	Punctual and reliable attendance by classified employes of the district is essential to the proper operation of district programs.
2.Authority	Timely attendance by district employes is a matter of primary concern to the Board. These guidelines express that concern through direction to the Superintendent and district staff as to how tardiness and attendance are to be treated.
3.Delegation of Responsibility	It shall be the responsibility of the Superintendent to assess penalties when a classified employe fails to meet attendance requirements.

SECTION: CLASSIFIED EMPLOYEES

TITLE: OUTSIDE ACTIVITIES

ADOPTED: June 16, 1998

REVISED:

519. OUTSIDE ACTIVITIES	
1.Purpose	<p>The Board recognizes that employees must enjoy private lives and may associate with others outside of school for political, economic, religious or cultural or personal reasons. The Board and its supervisory staff, however, have a responsibility to evaluate employees in terms of their faithfulness to, and effectiveness in discharging school duties and responsibilities. Therefore, when nonschool activities threaten an employe's effectiveness within the school system, the Board reserves the right to evaluate the impact of such upon the employe's responsibilities to the district.</p>
2.Delegation of Responsibility	<p>The Board directs the Superintendent to promulgate guidelines so that classified employees may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the district.</p>
3.Guidelines	<p>The following guidelines are provided for the guidance of classified employees:</p> <ol style="list-style-type: none"> 1. Do not use school property or school time to solicit or accept customers for private enterprises. 2. Do not use job time for outside activities when there is no valid reason to be excused from assigned duties. 3. Do not engage in political activities during assigned hours of employment.

SECTION: CLASSIFIED EMPLOYEES

TITLE: SMOKING

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose</p> <p>2.Authority</p> <p>School Code 510</p> <p>Other Cites Act 168 of 1988</p> <p>Goals 2000</p>	<p style="text-align: center;">523. SMOKING</p> <p>The Port Allegany School District health education program is predicated upon developing a sound education and productive living standards. The curriculum will include instruction in the composition, effects, and use of drugs, including alcohol and tobacco.</p> <p>To carry out this policy, to promote further health and safety of all students and staff, and to promote the cleanliness of all facilities, the Board bans the use of all tobacco products in all school buildings and grounds in the district and on all school vehicles by all persons at all times.</p> <p>This ban extends to all employes, students, and patrons attending any activities, events, programs, and meetings conducted in the buildings or on the grounds. The ban extends to school owned or contracted vehicles. The Board issues this ban in a sincere appeal to all employes, students, and patrons to cooperate in helping to create within our facilities a truly healthy environment for all concerned.</p>
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SECTION: CLASSIFIED EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: June 16, 1998

REVISED:

	<p style="text-align: center;">524. PERSONNEL FILES</p> <p>1.Purpose It is necessary for the orderly operation of the school district to maintain a file for the retention of all papers bearing upon an individual's duties and responsibilities as an employe of the district.</p> <p>2.Authority The Board requires that sufficient records be maintained to ensure an employe's qualifications for the job held, compliance with federal and state statutes, local benefit programs, and conformance with district rules and evidence of completed evaluations.</p> <p>3.Delegation of Responsibility The Board delegates the establishment and maintenance of official personnel records to the Superintendent. A central file shall be maintained; supplemental records shall be maintained for ease in data gathering only, by individual supervisors, principals.</p> <p>Only that information which pertains to the assigned role of the employe and is submitted by duly authorized school administrative personnel and the Board may be entered in the official personnel file.</p> <p>A separate supplemental salaried position personnel file shall be maintained for those employes who provide or have provided service in any of the listed supplemental salaried positions.</p> <p>A copy of each entry shall be given to the employe except for matters pertaining to pending litigation or criminal investigation.</p> <p>Personnel records shall not be available to Board members except as may be required in the performance of their job.</p> <p>The personnel files may be reviewed periodically by the Superintendent and material no longer required shall be destroyed.</p> <p>Personnel wishing to review their own records shall request access in writing; review the record in the presence of the administrator designated to maintain said</p>
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524. PERSONNEL FILES - Pg. 2

	<p>records, or his/her designee; make no alterations or additions to the record nor remove any material therefrom; and sign a log attached to the file indicating the date and person reviewing.</p> <p>Personnel wishing to appeal material in their record shall make a request in writing to the administrator delegated to maintain the records and specify therein: name and date, material to be appealed, and reason for appeal.</p> <p>This administrator shall refer the appeal to the administrator responsible for the supervision of the employee; hear the appeal and make a determination for review by the Superintendent.</p> <p>Upon initial employment, the file shall contain a completed employment application form; recommendations; Act 34 Clearance(Criminal History Record Information) or out-of-state FBI record; Employment Eligibility Verification (Form I-9); retirement registration; annuity forms; insurance beneficiary forms; and other needed information.</p> <p>During the period of employment, the following data shall be maintained in personnel files in addition to the data required upon initial employment: rate of compensation; attendance record; completed evaluation; disciplinary incidents; and special awards or distinctions.</p> <p>The designee of the administration shall maintain the security and confidentiality of all personnel records.</p>
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SECTION: CLASSIFIED EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose</p> <p>2.Authority SC 510</p> <p>School Code 510</p>	<p style="text-align: center;">525. DRESS AND GROOMING</p> <p>Employees set an example in dress and grooming for students and the community at large. Compliance with reasonable standards for dress and grooming has a positive effect upon the district's operation and programs.</p> <p>The Board has the authority to specify reasonable dress and grooming guidelines for staff, within law, that will prevent such matters from having an adverse impact on the educational process. All employees shall, when assigned to district duty: be physically clean, neat, and well groomed; dress in a manner consistent with the needs of the job to be performed; dress in a manner that does not cause damage to district property; and be groomed in such a way that hair style does not disrupt the educational process nor cause a health or safety hazard.</p> <p>If an employee feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the Department Head.</p>
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SECTION: CLASSIFIED EMPLOYEES

TITLE: COMPLAINT POLICY

ADOPTED: June 16, 1998

REVISED:

526. COMPLAINT POLICY	
1.Purpose	<p>It is the policy of the Board to establish reasonable and effective means of resolving difficulties which may arise among employees, to reduce potential areas of complaints and to establish and maintain recognized two-way channels of communication between supervisory personnel and classified employees not otherwise covered by the terms of a collective bargaining agreement.</p>
2.Authority	<p>The Board intends in this complaint policy to expedite the process for all concerned parties. The policy, therefore, has as its goal the following:</p> <ol style="list-style-type: none"> 1. The policy is intended to be used after an attempt has been made to resolve a difficulty on an informal basis between the parties concerned. 2. The policy is to secure proper and equitable solutions to complaints at the lowest possible level, and to facilitate an orderly procedure within which solutions may be pursued. 3. There shall be no reprisals of any kind against any employees or their representatives because of participation in a complaint or support thereof.
3.Definition	<p>For purposes of this policy the terms used herein shall have the following definitions:</p> <p><u>Complaint</u> A complaint is any unresolved problem concerning application or interpretation of the policies, rules or regulations of the Board.</p> <p><u>A Day</u> A day is any day for which an employe is contracted to work.</p>
4.Procedures	<p>Complaints should be discussed in private, informal conferences between the parties involved.</p> <p>At least one such private meeting should take place between the parties before the complaint procedure is invoked.</p>

A complainant may be represented or accompanied by any higher level of authority by anyone of his/her choosing.

The time limits provided for in this policy may be extended by mutual agreement of the parties. Any decision not appealed within the limits from one level to the next level in the complaint policy shall be considered settled on the basis of the last decision and not subject to further appeal.

Level One Immediate Supervisor

A. Within seven days after the occurrence of the act or omission giving rise to the complaint, the complainant must present his/her complaint in writing to the immediate supervisor.

This statement shall be a clear concise expression of the complaint, and the policy or regulation for which there is an alleged violation; the circumstances on which the complaint is based; the person(s) involved; the decision rendered at the private conference, and the remedy sought.

B. Within five days the immediate supervisor shall communicate his/her decision to the employe in writing. If the immediate supervisor does not respond within the time limit, the complainant may appeal to the next level.

Either party to the complaint shall have the right to request a personal conference in order to resolve the problem. Either party may request the presence of one conferee.

Level Two Next Higher Level of Authority

A. If the employe is not satisfied with the decision at Level One, s/he may appeal in writing to the building principal within five days after receiving it.

B. This written statement shall include: a copy of the original complaint; the decision rendered; the name of the appellant's conferee, if any, and a clear, concise statement of the reasons for the appeal on the decision.

C. The responding administrator shall communicate a decision to the complainant within seven days.

D. Either party in the appeal may request a personal conference within the above time limits. If the decision has not been rendered within the time limits, the complainant may appeal to the next level.

Level Three Next Higher Level of Authority Superintendent

A. Within seven days after receiving the decision of the administrator at Level Two, the complainant may appeal the decision of Level Two to the Superintendent. The appeal shall be in writing and shall be accompanied by a copy of the decisions at Level One and Level Two.

B. Within five days after delivery of the appeal, the Superintendent shall investigate the complaint, giving all persons who participated in Levels One and Two a reasonable opportunity to be heard.

C. Within seven days after the delivery of the appeal, the Superintendent shall submit his/her decision in writing together with the supporting reasons, to the complainant and the administrators involved.

Level Four The Board

A. Within seven days after receiving the decision of the Superintendent, the complainant may appeal the decision in writing to the Board.

B. The Board shall schedule the matter for a hearing at an executive session to be held within ten days following receipt of the appeal.

The complainant and/or his/her conferee shall be present at the hearing.

C. Within ten days the Board will submit its decision in writing together with supporting reasons to the complainant. A copy shall be furnished to the administrators involved and the Superintendent.

The decision of the Board is final.

Miscellaneous Provisions

All documents, communications and records dealing with the processing of a complaint shall be filed in a separate file and shall not be kept in the personnel file of any of the participants.

SECTION: CLASSIFIED EMPLOYEES

TITLE: WAGE AND SALARY DETERMINATION

ADOPTED: June 16, 1998

REVISED:

528. WAGE AND SALARY DETERMINATION

1.Purpose
SC 406

There shall be an approved wage and salary guide for classified employees. Employees shall be placed on said guide in accordance with this policy.

2.Delegation
of Responsibility

Salary shall be determined by the conditions stated in the current collective bargaining agreement.

Extra Pay for Extra Work

All salary payments to regular school employes for extra service rendered to the District shall be made through regular District payroll and shall be subject to deduction for social security, retirement, local, state and federal taxes, state unemployment compensation.

Application for extra pay for extra work shall be made on the time record and approved by the appropriate administrative personnel. Requests for extra pay or reimbursement shall be made at the conclusion of services or on the last work day of each month.

School Code
406

SECTION: CLASSIFIED EMPLOYEES

TITLE: SUBSTITUTE COMPENSATION

ADOPTED: June 16, 1998

REVISED:

1.Purpose	<p style="text-align: center;">529. SUBSTITUTE COMPENSATION</p> <p>In order to ensure reliable assistance in the absence of regular classified personnel, compensation to qualified substitutes shall be in accordance with this policy.</p> <p>Substitute classified employes shall be paid at the substitute rate set by the Board.</p>
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SECTION: CLASSIFIED EMPLOYEES

TITLE: OVERTIME

ADOPTED: June 16, 1998

REVISED:

	<p style="text-align: center;">530. OVERTIME</p> <p>1.Purpose In order to ensure compliance with applicable federal law regarding payment of overtime, and to ensure consistent treatment of all employees subject to such policy and law, the following guidelines are established.</p> <p>2.Guidelines In accordance with the Fair Labor Standards Act and this policy or applicable collective bargaining agreement, overtime shall be paid for work in excess of the established workday or workweek for each grade of classified employees as follows.</p> <p>Overtime pay shall be paid for all hours worked in excess of the normal work week (forty (40) hours) at one and one-half (1-1/2) times the employee's regular rate. All overtime shall be rotated among qualified employees.</p> <p><u>Cafeteria</u> Whenever cafeteria employees are employed for functions after the normal work day or work year, they shall be offered said work on a rotational basis.</p> <p><u>Call In</u> An employe required by his/her supervisor to return to his/her work station after or other than his/her normal work day shall receive no less than two (2) hours of pay at his/her regular rate or pay at the applicable overtime rate, whichever is greater. No mileage shall be paid to any employe compensated under this section.</p>
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SECTION: CLASSIFIED EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: June 16, 1998

REVISED:

531. JOB RELATED EXPENSES	
1.Purpose	Payment of the actual and necessary expenses, including traveling expenses, of any classified employe of the district incurred in the course of performing services for the district, whether within or outside the district, shall be made in accordance with the following guidelines.
2.Authority	<p>The Board recognizes the necessity for certain employes to travel within the district or intermediate unit in the performance of their duties. The Board also realizes that travel outside the district to attend conferences and meetings may be necessary and desirable. Through passage of annual budgets, the Board gives prior authorization for employes to incur those budgeted travel expenses approved by the Superintendent. Approved expenditures will include necessary mileage driven in the performance of duties within the district or intermediate unit and travel expenses incurred in attending meetings, conferences, workshops, and conventions which give promise of improved skill and competence of the participants.</p> <p>Necessary travel will be that which an employe must do from employe's first work station on any particular day as a result of employe's assignment or job responsibility.</p>

SECTION: CLASSIFIED EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose</p> <p>2.Authority</p> <p>3.Delegation of Responsibility</p>	<p style="text-align: center;">532. WORKING PERIODS</p> <p>The periods of work required of the classified staff shall be clearly specified in accordance with the following guidelines.</p> <p>The Board has the authority and responsibility for determining hours of school district operation and hours of work for employees.</p> <p>The Superintendent shall develop procedures which shall apply uniformly throughout the schools of this district, except as otherwise provided, the following schedules shall apply for classified employees:</p> <p><u>Custodial/Maintenance</u></p> <p>With respect to all custodial/maintenance personnel in the bargaining unit, the normal work day shall consist of eight (8) consecutive hours of work, and the normal work week shall consist of five (5) consecutive eight-hour days extending from Monday through Friday. In addition, custodial/maintenance personnel shall be entitled to a one-half (1/2) hour unpaid duty-free lunch period and two (2) fifteen (15) minute paid rest breaks during each full day of work.</p> <p><u>Cafeteria</u></p> <p>With respect to cafeteria personnel, the normal work day shall be as established by the Board's representative. In addition, cafeteria personnel shall be entitled to a one-half(1/2) hour unpaid, duty-free lunch period on each scheduled day of work.</p> <p>Cafeteria personnel shall be provided lunch, free of charge, on each day worked. An employee who works less than five (5) hours per day shall be entitled to one (1) rest break of fifteen (15) minutes in length, and an employee who works five (5) or more hours shall be entitled to two (2) such breaks. Rest breaks will be taken approximately half way through each half of the work day.</p> <p><u>Administrative Secretary and General Secretary/Clerk</u></p>
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With respect to administrative secretaries and general secretaries/clerks in the bargaining unit, the normal work day shall consist of eight (8) hours of work and the normal work week shall consist of five (5) consecutive eight (8) hour days extending from Monday through Friday. In addition, administrative secretaries and general secretaries/clerks shall be entitled to a forty-five (45) minute unpaid lunch period and two (2) fifteen (15) minute paid coffee breaks during each full day of work. Coffee breaks shall be at times and at locations designated by the appropriate principal.

There shall be no requirement that the employe's normal work day begin earlier than 6 a.m. nor end later than 12 midnight.

Work Year

1. Twelve Month Employees The work year for custodial/maintenance personnel shall begin on July 1 and continue through the following June 30, inclusive of the paid days of absence provided by this Agreement.

2. Administrative Secretary and General Secretary/Clerk The work year for administrative secretary and general secretary/clerk who work twelve (12) months shall commence on July 1 of each year and continue through June 30 of the succeeding year inclusive of the paid days of absence provided by this Agreement and exclusive of all other school vacations or holidays which occur during the scheduled school term of each year.

3. Less Than Twelve Month Employees (195-205 days) General Secretaries/Clerks shall have a work year as follows:

Employes of less than twelve months may have a work year of 195 to 205 days. Depending on the employe's schedule, the days of work beyond the instructional staff work schedule shall be generally split equally before the first scheduled work day and the last scheduled work day of the instructional staff; however, this work schedule may be adjusted by the supervisor to accommodate district needs.

4. Cafeteria Employees The work year for cafeteria employes shall be the number of days students are in attendance. Additional days, if any, shall be rotated among the cafeteria staff.

SECTION: CLASSIFIED EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: June 16, 1998

REVISED:

	534. SICK LEAVE
1.Purpose	All twelve month employes shall accumulate paid sick leave at the rate of twelve (12) days during a fiscal year. All other employes shall accumulate paid sick leave at the rate of ten(10) days during a fiscal year. Sick leave days are for personal illness.
2.Authority	<p>The unused portion of paid sick leave allowance shall accumulate from year to year without limitation, and any employe is permitted to utilize all of his/her accumulated sick leave without time limit.</p> <p>When a need arises, an employe may be required to furnish proof of his/her illness to the satisfaction of the Board.</p> <p>Each July, the Superintendent shall provide each actively employed employe with a notice of how much unused sick leave s/he had accumulated on the prior June 30.</p>

SECTION: CLASSIFIED EMPLOYEES

TITLE: FAMILY AND MEDICAL LEAVES

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose P.L. 103-3 of 1993</p> <p>2.Responsibility</p> <p>3.Guidelines</p>	<p style="text-align: center;">535. FAMILY AND MEDICAL LEAVES</p> <p>The purpose of this policy is to address certain leave of absence issues and to ensure the school district's compliance with the Family Medical Leave Act.</p> <p>The Superintendent shall develop administrative guidelines regulating leaves and ensuring the District's compliance with the Family and Medical Leave Act (hereinafter referred to as "FMLA"). Although the details of the guidelines are to be left to the discretion of the Superintendent, the guidelines must adhere to the following basic principles:</p> <ol style="list-style-type: none"> 1. Required notices shall be posted. 2. Guides advising employes of their rights and responsibilities shall be developed and posted. The guides shall be given to employes upon request; whenever an employe requests an FMLA leave; and whenever the District designates a leave as an FMLA leave. 3. All requests for leave, (both FMLA leave and non-FMLA leave) shall be made in writing on forms developed by the Superintendent. The forms shall request sufficient information from which it may be determined whether the leave qualifies as an FMLA leave. 4. If the employe requesting an FMLA leave qualifies for and is entitled to any paid leave under a collective bargaining agreement, District policy or statutory mandate, the employe may utilize said leave during the FMLA leave at his/her discretion. 5. Medical certification forms as allowed by the FMLA shall be required whenever authorized by the FMLA. 6. Employes shall be required to provide a fitnessforduty certificate upon returning from an FMLA leave when the leave was taken because of the employe's own serious health condition, except where such a requirement would be in violation of a collective bargaining agreement or where the employe has taken a paid leave
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concurrent with the FMLA leave and school district policy and practice heretofore has not required a fitness-for-duty certificate to be provided.

7. Seniority shall accrue during FMLA leaves for all purposes and credit shall be given during FMLA leaves for accruals for other leaves.

8. For purposes of determining whether an eligible employee under the FMLA has exhausted the twelve (12) weeks of leave "in any twelve-month period," the District shall utilize a rolling twelve-month period measured backwards from the date leave is used so as to avoid "stacking" of back-to-back leave entitlements.

9. Employees are not required to utilize FMLA leave whenever they qualify for other available full-day leave to which they may be entitled.

10. An employee will be denied intermittent leave or leave on a reduced leave schedule to care for an immediate family member (spouse, child, parent) with a serious health condition or if the employee has a serious health condition, if:

a. the employee fails to establish, through medical certification, that there is a medical need for such a leave (as distinguished from voluntary treatments and procedures); or

b. the employee has failed to establish, through medical certification, that it is medically necessary for the leave to be taken intermittently on a reduced leave schedule.

11. Eligibility for an FMLA leave shall be based entirely on the eligibility criteria established by the Family and Medical Leave Act. This policy shall not be construed to expand eligibility for an FMLA leave beyond what is required by the Act.

12. This policy was adopted, in part, because of the enactment of the Family and Medical Leave Act. Should that Act be repealed or declared invalid, in whole or in part, this policy shall become wholly void and a new policy will be adopted if and as necessary to comply with law.

13. It is not intended that this policy create any practices and the District expressly adopts this policy on an experimental basis. The Board directs the administration to evaluate the effects of this policy after it has been in operation for two (2) full years and to advise the Board on the effects of this policy in general. As part of the report, the Board shall be advised about the effects with respect to:

a. not requiring employees to use accumulated leaves during FMLA leave;

b. allowing employees to use full-day accumulated leaves prior to designating leaves as FMLA leaves; and

	<p>c. not establishing permissible limitations as authorized by the Family and Medical Leave Act for periods near the conclusion of academic terms.</p>
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SECTION: CLASSIFIED EMPLOYEES

TITLE: VACATION

ADOPTED: June 16, 1998

REVISED:

	<p style="text-align: center;">537. VACATION</p> <p>1.Purpose Classified employees shall be provided vacations in accordance with the following guidelines.</p> <p>2.Authority SC 407 The Board has the authority and responsibility to establish reasonable guidelines that specify the conditions under which vacation may be taken within the terms of a valid collective bargaining agreement currently in force with a recognized bargaining unit.</p> <p>3.Guidelines Regular, twelve-month employees who are actively employed are entitled to the following paid vacation:</p> <p><u>Length of Employment--July 1</u> <u>Amount of Vacation</u></p> <p>One year through 6 years 10 days</p> <p>Seven years through 10 years 15 days</p> <p>Employees with more than ten (10) years shall be entitled to one vacation day for each year of service in addition to ten (10) years to a maximum of twenty (20) days.</p> <p>All twelve-month employees shall be eligible for vacation days.</p> <p>Vacation entitlement may be used at the discretion of the individual employee provided that no more than one (1) employee per classification per each building is absent at any one time.</p> <p>The employee will be granted vacation when requested so long as the employer (Superintendent through the appropriate building principal, Supervisor of Buildings and Grounds, or Supervisor of Food Services) is given five (5) work days notice. In determining vacation approval seniority will prevail providing requests are received sixty (60) days prior to the initial requested vacation day. In extremely unusual circumstances the employee will contact his/ her immediate supervisor or Superintendent who may grant vacation with less than five (5) days notice.</p>
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<p>School Code 407</p>	<p>If the District is inconvenienced by permitting an employe to work during his/her vacation period, the Superintendent is authorized to cause a proportional amount of salary to be paid for the additional service. This provision shall not be construed as an entitlement to individual employes nor shall it be construed to prevent an employe from using his/her vacation entitlement.</p> <p>The rate of vacation pay shall be the employe's regular rate of pay in effect for the employe's job.</p> <p>If a holiday occurs during a calendar week in which an employe is on vacation, that employe's vacation period shall be extended one (1) additional day for each holiday so duplicated.</p> <p><u>Vacation Entitlement-Layoff/Separation/Death</u></p> <p>Any person who is laid off may, at his/her discretion, be paid for unused vacation accumulated to the date of separation.</p> <p>Employes who voluntarily separate from the employ of the District with ten (10) working days notice, shall be granted paid vacation earned as of the date of anticipated separation.</p> <p>The District will pay the estate of any person who dies while in the employ of the District for any earned and unused vacation.</p> <p>Employes shall be permitted to carry-over up to five (5) vacation days per year.</p>
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SECTION: CLASSIFIED EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose</p> <p>2.Authority SC 407</p> <p>3.Guidelines</p> <p>SC 11761178</p> <p>School Code 522.1</p>	<p style="text-align: center;">539. UNCOMPENSATED LEAVE</p> <p>In certain instances, classified employees may wish extended leave for personal reasons and the district could benefit from the return of said employee. For that purpose, the following guidelines are established for uncompensated leaves of absence.</p> <p>The Board has the authority and responsibility to establish the conditions under which uncompensated leave may be taken except for any possible effect of a valid agreement currently in force with a recognized bargaining unit.</p> <p>Request for uncompensated leave shall be made to the Superintendent in advance of the desired start date.</p> <p>All applications for such leave are subject to final approval by the Board.</p> <p>Time on uncompensated leave shall count as time on the job.</p> <p>While on uncompensated leave, an employe shall be entitled to insurance benefits provided to his/her peers if s/he pays the premiums therefor and the insurance carrier approves.</p> <p><u>Military Leave</u></p> <p>A leave for military service will be granted in accordance with the Pennsylvania School Code.</p> <p>Fringe benefits shall not be provided unless the employe makes provisions for payment of benefits.</p>
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SECTION: CLASSIFIED EMPLOYEES

TITLE: BENEFITS FOR REGULARLY
EMPLOYED PART-TIME PERSONNEL

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose</p> <p>2.Guidelines</p> <p>PA Statute Act 96 of 1975</p>	<p style="text-align: center;">541. BENEFITS FOR REGULARLY EMPLOYED PART-TIME PERSONNEL</p> <p>Benefits for regularly employed part-time personnel shall be determined in accordance with the following guidelines.</p> <p>Whenever regularly employed, part-time classified personnel are to be entitled to fringe benefits normally provided for full-time, or essentially fulltime, classified employees, such benefits will be established at the time of employment, and the manner of proration determined at that time.</p>
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SECTION: CLASSIFIED EMPLOYEES

TITLE: JURY DUTY

ADOPTED: June 16, 1998

REVISED:

	<p style="text-align: center;">542. JURY DUTY</p> <p>1.Purpose Classified employees regularly employed shall be protected against loss of pay occasioned by jury duty in accordance with the following guidelines.</p> <p>2.Guidelines To recognize the importance of the American judicial system and to support that system, the Port Allegany School District will permit its employes to be absent without loss of pay for the purpose of serving on jury duty when requested by the proper court officials to so serve.</p> <p>Employes serving on jury duty during contract days of the regular school year are to be paid by the school district the difference between their regular daily wage and the amount of juror's compensation paid for jury duty.</p> <p>Absences from work for legal proceedings other than jury duty shall be subject to the provisions and limitations of personal leave benefits accorded employes by labor agreements and Board policy.</p> <p>Employes required to participate in legal proceedings which are direct outgrowths of job performance or job responsibilities shall be considered as not being absent.</p>
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SECTION: CLASSIFIED EMPLOYEES

TITLE: PAID HOLIDAYS

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose</p> <p>2.Guidelines</p>	<p style="text-align: center;">543. PAID HOLIDAYS</p> <p>Paid holidays for regularly employed classified employes shall be determined in accordance with the following guidelines.</p> <p>Holidays are established for all classified personnel in accordance with the following.</p> <p>The Board agrees to grant the following paid holidays to all regular, twelve-month actively-employed employes:</p> <ol style="list-style-type: none"> 1. New Year's Day 2. Good Friday 3. Memorial Day 4. Independence Day 5. Labor Day 6. Thanksgiving Day 7. Christmas Day <p>In addition to the aforementioned holidays, employes may choose three (3) additional days to be taken on work days of the employe's choice provided that school is not in session on said day and, further, that the employe shall notify the administrative office at least one week in advance of each selected day.</p> <p>For administrative secretary and general secretary/clerk employes, floating holidays shall be taken at least two (2) days during the instructional staff work schedule and one (1) day during the balance of the year.</p> <p>All employes shall be paid their regularly-scheduled hours for each holiday specified</p>
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543. PAID HOLIDAYS - Pg. 2

<p>School Code 1502, 1503</p>	<p>above computed at their basic hourly rate, although no work is performed, subject to the following conditions:</p> <ol style="list-style-type: none">1. That such employe must work, or be available for work, on his/her regularly-scheduled work day, next preceding and next following the holiday or consecutive holidays.2. No payment shall be made to an employe for holidays not worked when said employe is on sick leave, leave of absence for any reason, or layoff except that when an employe is entitled to both sick leave pay and holiday pay, s/he shall be paid holiday pay. <p>An employe who works on a designated holiday shall receive the regular pay for the holiday and one and one-half (1-1/2) times the hourly rate for all hours worked on the holiday.</p> <p>The holidays specified in this policy shall be considered as time worked in the computation of overtime.</p>
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SECTION: CLASSIFIED EMPLOYEES

TITLE: SEXUAL HARASSMENT

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose U.S. Civil Rights Act of 1964, Title VII; EEOC Regulations Published at 29 CFR Sec. 1604</p> <p>2.Authority</p> <p>3.Definition</p> <p>Pol. 517</p>	<p style="text-align: center;">548. SEXUAL HARASSMENT</p> <p>It is the policy of the Port Allegany School District that all employees should enjoy a working environment free from all forms of discrimination, including sexual harassment. No employee, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.</p> <p>Sexual harassment lowers morale and is damaging to the work environment; it also is illegal. Therefore, the district will treat sexual harassment like any other form of employee misconduct, and it will not be tolerated.</p> <p>It is illegal and against the policies of this district for any employee, male or female, to sexually harass another employee by:</p> <ol style="list-style-type: none"> 1. making acceptance of unwelcomed sexual advances or request for sexual favors or other verbal or physical conduct of a sexual nature, a condition of an employee's continued employment; 2. making submission to or rejections of such conduct the basis for employment decisions affecting the employee; or 3. creating an intimidating, hostile or offensive working environment by such conduct. <p>The district will enforce disciplinary action against any person who threatens or insinuates, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any condition of employment or career development. This discipline can include termination.</p>
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<p>4. Delegation of Responsibility</p>	<p>The district recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination based on all facts in each case.</p> <p>The district will act positively to investigate alleged sexual harassment claims and to effectively remedy them when an allegation is determined to be valid.</p> <p>Given the nature of the type of discrimination, the district also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of sexual harassment.</p> <p>The Superintendent shall develop procedures outlining the chain of command through which incidents of sexual harassment shall be reported.</p>
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SECTION: CLASSIFIED EMPLOYEES

TITLE: DRUG AND SUBSTANCE ABUSE

ADOPTED: June 16, 1998

REVISED:

551. DRUG AND SUBSTANCE ABUSE	
1.Purpose	<p>The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. As such, the Board is very much concerned about the problem that may be caused by drug use by classified employes, especially as the use relates to the safety, efficiency and productivity of classified employes.</p>
P.L.100-690	<p>The primary purpose and justification for any action on the part of the school staff would be the protection of the health, safety and welfare of students, staff and school property.</p>
2.Definitions	<p>For the purposes of this policy, drugs shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.</p>
P.L.100-690	<p>"Conviction" shall be defined as finding of guilt(including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statute. Any classified employe convicted of delivery of controlled substance or convicted of possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the district.</p> <p>"Criminal drug statute" shall be defined as a federal or nonfederal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.</p> <p>"Drug-free workplace" shall be defined as the site for the performance of work done in connection with a specific grant at which employes are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.</p>
3.Delegation of Responsibility	<p>A statement notifying classified employes that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in</p>

551. DRUG AND SUBSTANCE ABUSE - Pg. 2

P.L. 101226
Sec. 5115
(a)(4)

the classified employee's workplace shall be provided by the Superintendent and shall specify the actions that will be taken against the classified employee for violation of this policy up to and including termination and referral for prosecution.

The Board requires that each classified employee engaged in the performance of the grant be given a copy of the statement and notification to the employee that, as a condition of employment under the grant, the classified employee will abide by the terms of the statement and notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

The appropriate agencies or government units shall be notified within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction.

The district shall be responsible for taking one of the following actions within thirty (30) days of receiving notice, with respect to any convicted classified employee.

The district shall take appropriate personnel action against such an employee, up to and including termination and referral for prosecution and/or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

In establishing a drug-free awareness program, the Superintendent shall inform classified employees about:

the dangers of drug abuse in the workplace;

the district's policy of maintaining a drugfree workplace;

the availability of drug counseling, drug rehabilitation, and employee assistance programs available; and

the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The district shall make a good faith effort to continue to maintain a drug-free workplace through the implementation of this policy.

551. DRUG AND SUBSTANCE ABUSE - Pg. 3

<p>School Code 527</p> <p>Other Cites P.L.100-690 P.S. 35 Sec. 780101 et seq</p>	
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