

Regional School Unit #63

HANDBOOK FOR CENTRAL OFFICE

SUPPORT STAFF

Administrative Assistant – Special Services

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Administrative Assistant – Superintendent

Bookkeeper

Issue Date: July 1, 2019

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Revised: ~~November~~ March 2019

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WELCOME

On behalf of RSU #63, I am pleased to present our new and updated handbook which covers all Central office hourly support staff. Our employees are our most valuable resource. Our goal is to continue to hire and retain outstanding people who take pride in their work and contribute to a positive school climate and culture. The extent to which all of us are diligent, courteous, honest, patient, efficient and considerate will determine RSU #63's image and is the foundation upon which our reputation depends. We have the responsibility to provide the best possible service to each student at all times.

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I want to extend a warm welcome to new members of the RSU #63 team. Your talent, work ethic, and creativity, together with those of our existing employees, will enable our school district to realize its goal of providing an excellent educational program for the children from Clifton, Eddington and Holden.

In closing, I wish to express my heartfelt gratitude to all current employees for your many collective years of loyalty and dedication. Working together, we have built a school district to be proud of.

Sincerely,

Susan Smith, Superintendent of Schools
R.S.U. #63

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1. INTRODUCTION

This handbook provides basic information about RSU #63 and its policies, programs, and benefits. You are being asked to read the handbook to learn about your responsibilities as an employee and the programs developed by RSU #63 for your benefit.

This handbook replaces and supersedes all previous handbooks and is designed to acquaint you with RSU #63 by covering the questions most frequently asked by employees. Please do not hesitate to ask your supervisor or the Business Manager for more details.

The policies, programs, and benefits set forth in the handbook are not terms and conditions of employment, nor should they be construed as an employment contract. The best interests of RSU #63 and our employees necessitate that there be flexibility in administration. RSU #63 reserves the right to revise, supplement, or rescind any policy or provision in the handbook it deems appropriate, with sole and absolute discretion. We will try to keep the handbook current, but there may be times when policies, programs or benefits will change before this material can be revised.

You are employed on an "at-will" basis and your continued employment with RSU #63 is based on mutual consent. You have the right to end your employment relationship at any time for any reason. Similarly, the employment of any employee can be terminated in the sole discretion of RSU #63 at any time for any reason provided that the reason is legal. It should also be understood that no supervisor or representative of RSU #63, except the Superintendent, has the authority to enter into an agreement for employment for any specified period of time or to make any promises or commitments contrary to the terms as stated above. Further, any employment agreement shall not be enforceable unless it is in writing.

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In addition to this handbook, employees are expected to be familiar with and comply with the policies adopted by the Board of Directors. These policies can be accessed on the district website at at <https://www.rsu63.org/domain/44> (Board Policies) and hard copies of the policy manual are maintained in the Central Office and each school office.

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2. RSU #63 AND ITS VISION MISSION

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We are pleased that you have chosen to join the team of individuals who have earned RSU #63 a unique position in the field of public education.

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As your employer, RSU #63 believes we have a responsibility to encourage an atmosphere that fosters individual creativity, energy, and mutual respect. Similarly, we expect all employees to do their best in fulfilling their job responsibilities. By working as a team, we can best serve our students, our parents, our employees, our stakeholders, and the long-term interests of RSU #63.

~~It is clear that schools can be restructured, not by a command, but through a learning orientation. This means involving everyone: the bus drivers, the cooks, the maintenance crew, the educational technicians, the secretaries, the faculty, the guidance counselors, the administrators, the parents, the Board of Directors, and the greater communities, in expressing their aspirations, building awareness, and developing capabilities. In an outstanding school system people must work using communications and supportive attitudes to build trust and develop a common stake in the future of the school system. Additionally, a clear expectation of professional behavior promotes a safe work environment where all staff can learn from and respect each other.~~

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Furthermore, we believe that collaboration is one of the important cornerstones of our working lives. To develop a caring, collaborative and performance-based learning environment for our students, we must expect the same for ourselves. We need to show our students through interactions by being positive role models, communicating clear expectations, following through on commitments, and creating a safe and nurturing environment.

All of us influence the school experience of our students, beginning first thing in the morning, until the student returns home at the end of the day. Teaching and caring for our students is what we do. In order to do these things well, we must all work together well and communicate well.

MISSION STATEMENT

RSU 63 engages all students in high quality academic and co-curricular programs in a safe and supportive learning environment so they may succeed in school and reach their fullest potential in life.

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3. EMPLOYMENT

A. Equal Opportunity Employer

RSU #63 is an equal opportunity employer and does not discriminate against any employee or applicant because of ~~sex, gender or gender identity or expression, race, color, religion, sex, age, sexual orientation, national origin or ancestry, national origin, ethnicity, physical disability, or mental disability, genetic information age, sexual orientation, veteran, or marital status, or in any other manner that violates the law. See Board Policy AC.~~

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B. Categories of Employment

1. Full-Time Employee, Year Round – A Regular Full-Time Employee is an employee who is regularly scheduled to work ~~22~~ 30 hours a week or more for the full year and who has successfully completed his/her Introductory Period. These employees are eligible for benefits, holidays, and leaves as specified in this handbook.

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2. Full-Time Employee, School Year – A Regular Full-Time Employee is an employee who is regularly scheduled to work ~~22~~ 30 hours a week or more for the school year and who has successfully completed his/her Introductory Period. These employees are eligible for benefits, holidays, and leaves as specified in this handbook.

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3. Part-Time Employee, Year Round or School Year – A Regular Part-Time Employee is an employee who is regularly scheduled to work fewer than ~~22~~ 30 hours per week, either year round or school year, and who has successfully completed his/her Introductory Period.

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Part-Time Employees who work year round are generally eligible for pro-rated benefits, holidays, and leaves if they are regularly scheduled for 20 or more hours per week. Part-Time Employees who work the school year are eligible for pro-rated benefits, holidays, and leaves if they are regularly scheduled to work at least ~~25~~ 20 hours per week.

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4. Non-Exempt Employee – A Non-Exempt Employee is an employee who is eligible for overtime compensation after 40 hours of actual work in a work week. All employees covered by this handbook are Non-Exempt Employees. Overtime must be approved in advance by the Superintendent ~~or his/her designee.~~

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5. Administrative Assistant/Secretary-A Non-Regular Full-Time Employee. Some Administrative Assistants/Secretaries have a unique work schedule of (at least) 225 days and are eligible for 5 vacation days. Employees in this classification are regularly scheduled to work 35 hours or more a week and are eligible for benefits, holidays, and leaves as specified in this handbook after successful completion of his/her introductory period.

6. Temporary Employee – A Temporary Employee may be hired to perform the job responsibilities of an absent employee, to work on a specific project, on a seasonal basis, or to assist RSU #63 with temporary heavy workloads. Temporary Employees are not eligible for benefits. While working at RSU #63, Temporary Employees are

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required to comply with this handbook.

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C. Introductory Period

All new Full-Time and Part-Time Employees have an Introductory Period for the first 90 days of employment. During the introductory period employees are not eligible for ~~paid time benefits; including sick, and holiday or vacation days pay.~~ RSU #63 reserves the right to extend the Introductory Period for an individual employee to up to 180 days at its sole discretion. An Introductory Employee whose service is satisfactory may become a Regular Full-Time Employee or a Regular Part-Time Employee. An employee remains "at will" during and after the Introductory Period.

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D. Personnel Files and Employee Information

Confidential personnel files and records are maintained for each employee and are the property of RSU #63. Confidentiality will be maintained in accordance with applicable legal requirements.

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With reasonable advance notice, employees may view the materials in their personnel file.

Changes in personal information should be reported to the Business Manager as soon as possible. Examples of changes include, but are not limited to: name, address, family or marital status, telephone numbers, insurance beneficiary, new dependents, and emergency contacts.

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RSU #63 will only verify dates of employment and position to outside requesters. Any additional information requires written authorization from the employee.

Employee medical records, if applicable, will be maintained in a separate and secure file. No medical records will be filed in an employee's personnel file.

E. Performance Reviews

RSU #63 considers performance reviews by Department Supervisors to be a continual process. Employees will receive more formal reviews at the end of the Introductory Period and at least every other year thereafter. Reviews will be discussed with the employee and placed in his/her personnel file.

Employees whose performance is not satisfactory may be placed on probation for a period of time or terminated at the sole discretion of RSU #63.

F. Training Requirements

Employees must successfully complete all training programs applicable to their position as scheduled by their supervisor.

G. Confidentiality

As an employee of RSU #63, you may have access to highly confidential student, employee, or district information. All employees are expected to comply with applicable confidentiality laws and policies, and to take care not to disclose confidential information to anyone not authorized to receive it.

RSU #63 records may not be removed from district premises without prior authorization from the employee's supervisor or other administrator.

H. Vacancies and Transfers

Vacancies are generally posted on the RSU #63 website and bulletin boards in district buildings. Current employees may apply for positions outside of their department after six months of employment. An employee who has successfully completed his/her Introductory Period may be able to apply for vacancies within his/her current department prior to the usual six-month requirement. In all cases, RSU #63 retains the discretion to fill each position with a candidate of its choosing and to transfer employees as required to meet operational needs.

I. Outside Employment

Any employee engaged in outside employment must inform his/her supervisor. Outside employment that constitutes a conflict of interest with RSU #63 is prohibited. If the supervisor determines that an employee's outside employment interferes with his/her performance or ability to meet his/her job responsibilities, the employee will be required to terminate the outside employment or resign his/her position with RSU #63. Employees are not allowed to use work time or leave time for purposes of outside employment.

J. Nepotism

The Board has adopted a policy concerning the employment of relatives in RSU #63. *See Policy BCC.*

K. Open Door Policy

A critical part of our employee relations program is communication. RSU #63 has an open door policy to promote speedy resolution of problems in the workplace. We believe employees should have an opportunity to address work-related problems and concerns. If you feel that you have not been treated in accordance with this handbook or Board policy, you are encouraged to discuss the matter with your supervisor.

If an employee feels he/she cannot discuss the matter with his/her supervisor, or the matter is not resolved at that level, he/she may discuss the matter with the appropriate administrator or the Business Manager.

RSU #63 strongly prohibits harassment in the workplace, as outlined in more detail in a separate policy. Concerns regarding harassment or discrimination should be addressed in accordance with Board policies and procedures. *See Policy AC, ACAB and ACAB-R.*

L. Resignation from Employment

Employees are requested to provide at least two weeks' written notice of resignation to their supervisor.

Employees are required to return keys, equipment, computers and any other RSU #63 property or documents issued to them upon separation from employment, or whenever requested by RSU #63.

M. Whistleblower Policy

RSU #63 expects all employees to observe high standards of ethics in the conduct of their work duties and responsibilities. This policy is intended to encourage and enable employees to raise serious concerns with RSU #63. No employee ~~shall~~ will suffer harassment, retaliation, or adverse employment consequences if they report in good faith suspected illegal activity undertaken by an RSU #63 employee in the performance of such individual's official duties. The report can be made to a supervisor and/or to an appropriate government official. Reports of wrongful conduct will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

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N. Disability Accommodation

RSU #63 supports and advances opportunities for all qualified individuals and complies fully with the Americans with Disabilities Act (~~ADA~~) and state law, which require ~~that~~ RSU #63 make reasonable accommodations for qualified individuals who can perform the essential functions of their job with or without a reasonable accommodation.

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For the purposes of this policy, a "disability" is a physical or mental impairment that substantially limits a major life activity and includes persons who have such a disability, have a record of a disability, who are perceived to be disabled, or who associates with a person with a disability. A "reasonable accommodation" is a modification or alternative that allows employee to perform the essential functions of their job, provided it does not create an undue hardship for RSU #63. If you believe you are disabled, you may request ~~that~~ RSU #63 make reasonable accommodation in order to help you perform your job. To make this request, contact your supervisor. Your request will be reviewed in accordance with the provisions of the ADA.

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RSU #63 treats disabled individuals without discrimination in any area of work and in all employment practices and decisions. Any employee who feels s/he has been discriminated against or whose rights under this policy have been violated should report his or her concerns to their supervisor.

O. Religious Accommodation

RSU #63 respects the religious beliefs and practices of all employees and will make, upon request, a reasonable accommodation for observances when an accommodation is available that does not create an undue hardship on the District's operations. An employee who seeks a religious accommodation should submit a written request for the accommodation to his/her immediate supervisor. The supervisor, in consultation with the Superintendent, will evaluate whether an accommodation is available that does not create an undue hardship on to RSU #63's operations.

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4. WAGES AND HOURS

A. Wages

RSU #63 determines employee wages on the basis of position requirements and operating needs. Wages are generally reviewed on a regular basis. Annual wage increases are not guaranteed and are dependent upon satisfactory performance and an approved budget recommendation. See Schedule A; Steps on the schedules represent experience. To advance a step on the schedule employees must work a minimum of 700 hours in a school fiscal year (35 weeks at an average 20 hours/week).

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B. Pay Day and Paychecks

The pay period is bi-weekly and runs from Saturday of week one to Friday of week two and is paid the following Wednesday. In the event that payday falls on a holiday, employees will be paid on the prior business day. Employees are required to use direct deposit. Employees should notify their supervisor the payroll department immediately if they have any questions about their paycheck.

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RSU #63 does not provide wage advances or loans to employees.

C. Timesheets

All Non-Exempt Employees are required to record their exact work hours each week utilizing RSU #63 timesheets. Employees must sign their timesheets and submit them to their supervisor by noon on the Friday before payday. Timesheets must also be signed by the supervisor and may not be changed without authorization of a supervisor. Falsification of timesheets or filling out timesheets for other employees will result in disciplinary action, up to and including termination.

D. Work Schedules

Each employee is provided a work schedule based on operational needs in the particular department.

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E. Overtime and Compensatory Time

Non-Exempt Employees who work over 40 hours in a work week are paid time and a half for all hours over 40. Employees may only work overtime with the prior written approval of the Superintendent of his/her designee. Only hours actually worked will count for the purposes of calculating overtime (e.g., sick days, vacation days, and holidays do not count for purposes of calculating overtime).

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F. Meal Periods

Employees who are scheduled to work six or more hours per day are required to take an unpaid 30-minute meal period each day, which is scheduled by the supervisor. Employees are required to record their meal periods on their timesheets.

G. Breaks for Nursing Mothers

Non-Exempt Employees who are nursing may utilize available break time to discharge express milk for a nursing child under three years of age. A clean private location will be provided for this purpose, other than a bathroom. No nursing mother will experience any discrimination for expressing milk in the workplace.

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+5. INSURANCE AND OTHER BENEFITS

RSU #63 provides a package of insurance and other benefits to employees who meet the eligibility requirements for each plan or program. This section provides a brief summary of each plan and program; more detailed plan/program descriptions are available from the Business Manager. RSU #63 reserves the sole discretion to modify or rescind any plans or programs described here at any time.

A. Health Insurance

Health insurance coverage (including prescription drug coverage) begins the first of the month following employment for eligible employees. For purposes of health insurance coverage only, employees are eligible for full-time benefits if they are regularly scheduled to work at least 30 hours per week. Insurance eligibility is as follows:

- Full-Time Employees are eligible for insurance employer shared health insurance coverages at the following rates: 90% single, 85% Adult/Child, 85% Two Adult and 75%.
- % Family. The rates are based on the Choice Plus or Standard 500 Plans.
- Part-Time Employees who are regularly scheduled to work 20 hours a week year-round or 25 hours a week for the school year are eligible for pro-rated coverage based on their hours compared to full-time.
- Full-Time and Part-Time (eligible) Employees who certify that they are covered under another health plan may be reimbursed \$1,500 per year. Part-Time Employees receive a pro-rated benefit. Payment occurs in December and May, and is subject to tax withholding.

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Employees who leave their employment or whose hours are reduced are eligible for COBRA, which allows continuation of health coverage for a period of time at employee expense. Eligible employees will be provided information about COBRA.

B. Dental Insurance

Full-Time Employees and Part-Time Employees who are regularly scheduled to work at least 20 hours per week year-round or 25 hours per week for the school year are eligible for RSU #63's dental plan. Part-Time Employees are eligible for pro-rated coverage based on their scheduled hours compared to full-time hours. RSU #63 currently pays \$335 per year toward the cost of this benefit. The employee is responsible any additional premium for single and/or dependent coverage. Coverage begins the first of the month following employment.

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C. 403(b) Plan

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Employees who are 18 years or older may enroll in RSU #63's 403(b) Plan on the first day of the month after employment begins. Under this plan, employees may make pre-tax deductions up to the IRS maximum limit from their compensation. (During an unpaid leave of absence, no paychecks are issued, so no deductions are made.) After two years of continuous service,

employees who are not covered under the Maine Public Employees Retirement System are eligible for a matching contribution up to 3% from RSU #63.

D. Educational Assistance Program

Employees who have been continuously employed for at least one year are eligible for financial assistance to enhance skills and knowledge related to their current job. Employees who intend to take an undergraduate or graduate course from an accredited post-secondary institution that is related to their current job must receive approval from the Superintendent in advance. RSU #63 will provide reimbursement at the University of Maine rate for one course per year if the employee receives a "B" or better. Part-time Employees who are regularly scheduled to work least 20 hours per week year round or 25 hours per week for the school year are eligible for a pro-rated benefit. Reimbursement is for tuition only and does not include books, supplies or other fees and, ~~shall~~ whenever possible, will be paid directly to the educational institution from which the employee has taken the course. Employees must provide an official transcript for the grade received before payment can be made. If the financial institution requires payment prior to completion of the course the Superintendent may grant approval for employee reimbursement for the course provided the course and reimbursement are approved prior to registration and proof of payment and official transcripts are submitted upon completion and prior to reimbursement.

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Employee will reimburse RSU #63 if a grade of B is not achieved and/or no transcript of course completion is provided. Reimbursement will be achieved via paycheck deduction if not provided by employee within one month of course completion.

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6. HOLIDAYS AND LEAVES

A. Holidays

Full-Time and Part-Time Employees receive paid holidays based on their regularly scheduled hours, provided the holiday is observed on an employee's regularly scheduled workday.

School Year Employees

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving and the day following
- Christmas

Administrative Assistants/Secretaries (225 work days)

In addition to the holidays provided for School Year Employees, Administrative Assistants/Secretaries receive the following holidays

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- President's Day
- Patriot's Day

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Year-Round Employees

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In addition to the holidays provided for School Year Employees, Year-Round Employees receive the following holidays:

- Presidents' Day
- Patriots' Day
- Independence Day

An employee must work his/her last scheduled day before and after the holiday to receive holiday pay. If a holiday occurs during an eligible employee's vacation, that day will not be counted as a vacation day.

Employees who are required to work on a scheduled holiday are paid at one-and-one-half times their regular rate.

B. Sick Days

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~~Paid~~ sick days are provided for employees when an illness or injury prevents them from performing their job duties. Employees receive sick days based on their position and in accordance with this policy. Sick days are pro-rated for Part-Time Employees based on their regularly-scheduled hours compared to full-time. Accumulated/Unused sick days are not paid upon termination of employment.

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Employees who are regularly scheduled to work at least 20 hours per week ~~shall~~ **will** be entitled to thirteen (13) sick days per year. Employees may accrue up to 130 sick days; any days over this amount are forfeited. Accumulated/Unused sick days are not paid upon termination of employment, unless the conditions in policy GDQC, Retirement Cash Out Benefit for Long-Term Hourly Employee, Support Staff, are met.

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C. Family Care Leave

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The Board has adopted a policy on the use of an employee's paid leave for illness of the employee's child, spouse, or parent. ~~See Policy GBN and GBN-R.~~

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D. Personal Days

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Full-Time and Part-Time Employees who are regularly scheduled to work 20 hours per week ~~year-round or 25 hours per week for the school year~~ receive two personal days each year for urgent personal business that cannot be taken care of outside of working hours. Personal days are pro-rated for Part-Time Employees based on their regularly-scheduled hours compared to

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full-time. Personal days cannot be accumulated and are not paid upon termination of employment.

E. Bereavement Leave

Full-Time and Part-Time Employees receive up to three workdays off for the death of an immediate family member. For purposes of this policy handbook, immediate family member includes an employee's spouse or domestic partner, child, parent, sibling/in-law, parent/in-law, grandparent, or grandchild. An employee must inform his/her supervisor as soon as possible of the death and the time to be taken, which typically includes the day of the funeral. Bereavement days are pro-rated for Part-Time Employees based on their regularly-scheduled hours compared to Full-Time.

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F. Vacation

RSU #63 provides **paid** vacation for Full-Time, Year-Round Employees based on continuous years of service. The vacation year begins July 1 and ends on June 30.

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- ~~Administrative Assistants/Secretary (225 work days) 5 days~~
- 1-5 years: 10 days (pro-rated in first year based on start date).
- 6 years: 11 days.
- 7 years: 12 days.
- 8 years: 13 days.
- 9 years: 14 days.
- 10-15 years: 15 days.
- 16 or more years: 20 days.

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RSU #63 provides **paid** vacation for Administrative Assistants/Secretaries (who are scheduled 225 work days). The vacation year begins July 1 and ends on June 30.

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- 1+ years: 5 days/year

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Employees are expected to take vacation in the year it is accrued. The only exception is if RSU #63 denies a vacation request for a particular time or a vacation request must be cancelled because of the district's operational needs. Employees will be paid for any unused, accrued vacation days upon termination of employment.

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Employees may use vacation days in full or half-day increments. No more than ten days may be taken at one time. Employees with 15-20 days of vacation may be required to take five days in a block. Employees are strongly encouraged to make vacation requests to their supervisor as far in advance as possible. RSU #63 reserves the discretion to deny vacation requests based on operational needs. As a general rule, employees are ~~expected~~ encouraged to schedule vacation on non-student days. ~~Exceptions to this rule may be made in extenuating circumstances.~~

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G. Military Leave

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If employees require time off from work to fulfill military duties, they will be treated in accordance with applicable requirements of state and federal laws. Employees are expected to notify their supervisor and provide a copy of their orders as soon as possible.

II. Jury Duty

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RSU #63 will not discriminate against employees who serve on jury duty. Employees will receive their regular pay for a maximum of two weeks of jury duty, but must submit their jury duty pay (less any expenses). Any time on jury duty beyond two weeks will be unpaid. Employees should submit a copy of their summons to their supervisor as soon as possible. Employees are expected to return to work when their presence at jury duty is no longer required.

J. Victims of Violence Leave

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Maine law provides that employees who are victims of violence may request unpaid leave to take care of certain necessary business, including: preparing for and attending court proceedings; receiving medical treatment or attending to the medical treatment of a victim who is the employee's child, parent or spouse; or obtain necessary services to remedy a crisis caused by domestic violence, sexual assault or stalking. Employees who have questions about such leave should request more information from the Business Manager.

J. Personal Leave of Absence

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In special circumstances, RSU #63 may grant an unpaid leave of absence for a specified period of time. Personal leaves of absence must be requested in writing to the Superintendent. The granting of a personal leave of absence is at the sole discretion of RSU #63 and the terms for any personal leave of absence will be made in writing. Holidays will not be paid, and sick days and vacation days will not accrue during a personal leave of absence lasting more than two weeks. If a personal leave of absence extends beyond one month, the employee ~~shall~~ will be required to pay the full cost of health insurance for the remainder of the leave.

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K. Family and Medical Leave

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Employees are entitled to family and medical leave under the federal Family and Medical Leave Act (~~FMLA~~) or the Maine Family Medical Leave law when they meet all of the eligibility requirements of these laws. This ~~policy law~~ sets forth several rules that must be applied uniformly to all employees who may be eligible for family and medical leave. As used in this ~~policy law~~, "family and medical leave" means leave available under both the federal and state laws.

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1. The Federal Employee Eligibility Periods

Employees who have been employed for at least 12 months and have worked at least 1,250 hours in the previous 12 months are eligible for FMLA leave under the federal law.

There are two types of eligibility periods under the federal law as described below.

a. 12-Month Period for Birth, Adoption or Foster Care; Serious Health Condition Purposes; Qualifying Exigency

There is a 12-month eligibility period for 12 weeks of FMLA leave taken for the following qualifying purposes:

1. Birth and care of the newborn child of the employee;
2. Placement with the employee of a son or daughter for adoption or foster care;
3. Care for an immediate family member (spouse, child, or parent) with a serious health condition;
4. Medical leave when the employee is unable to work because of a serious health condition; or
5. Qualifying exigency leave for an employee whose spouse, child, or parent is a regular member of the Armed Forces on covered active duty deployed to a foreign country or a reserve member of the Armed Forces (including National Guard) on covered active duty deployed to a foreign country under call or order to active duty in a contingency operation.

The 12-month period used to determine employee eligibility for FMLA for the purposes described above shall be the calendar year.

b. Federal 12-Month Period for Military Caregiver Leave

There is a separate 12-month period for employees eligible for military caregiver leave of up to 26 weeks. Such leave may be taken to care for a spouse, child parent or next of kin of a service member with a serious injury or illness. This leave is calculated from the first day that leave is taken for this purpose and does not track RSU #63's designated 12-month FMLA tracking period as described above. Any military caregiver leave that is not taken within the specific 12-month period is forfeited. This leave period may overlap with the usual 12-month leave period designated by RSU #63 and in certain circumstances; this may impact the employee's eligibility to take other types of FMLA leave.

2. Maine Requirements

a. Employee Eligibility

Employees who have been employed for at least 12 consecutive months are eligible for leave under the Maine Family Medical Leave law.

b. Leave Amount and Eligibility

The amount of family and medical leave available to employees under the Maine law is 10 work weeks in any two-year period.

c. Qualifying Purposes

Leave may be used for the following qualifying purposes:

1. Serious health condition of the employee;
2. Serious health condition of the employee's spouse, domestic partner, child (or child of domestic partner), parent, or sibling;
3. Birth of the employee's child or child of his/her domestic partner;
4. Placement of a child 16 years of age or younger with the employee or the employee's domestic partner for adoption;
5. Donation of an organ for human transplant by the employee;
6. Death or serious health condition of the employee's spouse, domestic partner, parent, sibling, or child as a member of the state military forces or United States Armed Forces (including National Guard and Reserves) while on active duty.

3. Notice by Employee

Employees requesting leave shall provide at least 30 days' notice to the Employer whenever the need for such leave is foreseeable. The employee shall will provide appropriate medical certification (or other certification appropriate to the particular request) supporting the leave request.

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When RSU #63 has reason to believe that an employee is or will be absent for an FMLA-qualifying purpose, it will request the appropriate information from the employee to determine the employee's eligibility for family and medical leave.

4. Coordination with Other Leave

When leave is taken that qualifies both as FMLA and as permitted leave under any employment contract or policy, the employee shall will use FMLA and the other type of leave concurrently, provided that the employee meets all of the eligibility requirements for each type of leave. Types of leave that shall will run concurrently with FMLA include, but are not necessarily limited to: accrued sick days, vacation, and comp time, disability leave, absence for work-related injuries, and any other applicable types of leave. After any paid leave runs out, the balance of the FMLA leave shall will be unpaid.

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5. Fitness for Duty Certificate

Before returning to work, employees taking FMLA for their own serious health condition shall will submit a certificate from a health care provider indicating that they are able to return to work and perform the essential functions of the position.

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7. EMPLOYEE CONDUCT AND WORK RULES

A. Punctuality and Attendance

To maintain a productive work force and the best service to our students, RSU #63 expects employees to be reliable and punctual for work. Employees who cannot avoid being late to work or are unable to work as scheduled due to unexpected illness or other unavoidable reasons must notify their supervisor prior to the beginning of their workday. The only exception is for a bona fide emergency. Any absence that can be planned in advance requires at least two business days' notice to their supervisor. RSU #63 reserves the right to request appropriate documentation of all absences.

Excessive absenteeism and/or tardies will result in discipline, up to and including termination of employment. Failure to call in or report to work for three consecutive days will be considered a voluntary resignation.

B. Staff Conduct with Students

The Board has adopted a policy concerning staff conduct with students which applies to all RSU #63 employees. *See Policy GBEBB.*

C. Conflicts of Interest

Employees should not permit personal interests to conflict or appear to conflict with their job duties and the interests of RSU #63. If an employee has a question about whether a particular activity might constitute a conflict of interest, he/she should discuss the matter with his/her supervisor, the Business Manager, or the Superintendent.

D. Employee Expectations and Teamwork

The conduct of our employees reflects upon RSU #63 and each employee's performance and personal conduct should reflect our high standards. Important concerns include:

- *Initiative.* We need employees who are alert and perceptive, pointing out possible improvements, making suggestions, and showing the ability to work with limited supervision.
- *Reliability.* We need employees on whom we can depend to carry out the obligations of their jobs. Poor performance or lack of professional attitude will not be tolerated.
- *Personal integrity.* We need employees to understand the importance of confidentiality. Breach of this trust is a serious disciplinary matter.
- *Teamwork.* We need every employee to play a role in the successful operation of our District. A positive attitude and our best effort in working with fellow employees are necessary to form a productive team, united to achieve our common purposes. Only the combined group effort will enable us to grow. Every job is important at RSU #63. We operate as a team, with each employee ready to assist as needed.

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- *Courtesy.* We need all employees to interact with parents and community members in a respectful and helpful manner. One of the important cornerstones of our beliefs is to welcome parents and community members as valued partners in our efforts to further develop one of the most successful school districts in the state.
- *Honesty.* We need employees who are honest in all respects to their work, actions, and communication. Mistakes need to be acknowledged, accepted and corrected.

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E. Drugs and Alcohol

The Board has adopted a drug-free workplace policy. *See Policy GBEC.*

RSU #63 maintains a drug and alcohol testing policy/procedure for bus drivers. *See Policy/Procedure EEAEAA/EEAEAA-R.*

F. Harassment and Sexual Harassment

The Board has adopted a policy concerning harassment and sexual harassment, as well as a complaint procedure for employee complaints of discrimination and harassment. *See Policy/Procedure ACAB/ACAB-R.*

G. Tobacco Use

The Board has adopted a policy and procedure concerning tobacco use. *See Policy/Procedure ADC/ADC-R.*

II. Personal Appearance

Every RSU #63 employee has some contact with the public and therefore represents the district in his/her appearance as well as his/her conduct. Employees are expected to be well-groomed, use appropriate hygiene, and to dress in a neat, business-like manner appropriate to the school setting. In addition, employees who work with machinery are expected to ensure that their attire does **not** present any type of safety hazard. For some positions, uniforms are required as are safety shoes, goggles, and ear protection. *Policy GBEB-A-District Personnel Dress Code*

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During the summer when students are not present, during severe inclement weather, or other specific occasions authorized by supervisors, employees in educational technician or office positions may wear more casual clothing, but at all times an employee's personal appearance must be well-groomed and appropriate to the work setting.

The following are examples of the type of dress that is not allowed at any time:

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- Low-cut or see-through tops, halter tops ~~and or~~ camisoles;
- Any clothing that exposes the midriff or underwear;

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- Short skirts;
- Athletic wear and spandex;
- Any clothing with words or illustrations that are profane, promote illegal activity, or are sexually suggestive;
- Any ripped, dirty, or disheveled clothing;
- Wearing caps in school buildings (subject to RSU #63's religious accommodation policy).
- Flip flops

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Employees who have questions as to whether certain clothing is appropriate should ask their supervisor. Supervisors are authorized to send employees home to change if their dress is inappropriate. Any such time ~~shall~~ **will** be unpaid.

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I. Computer and Internet Use

The Board has adopted a policy/procedure regarding RSU #63 computer and Internet use. See Policy GCSA/GCSA-R.

J. Telephones and Other RSU #63 Equipment

RSU #63 telephones are provided to support its operations. In general, the telephones should only be used for business purposes. Personal calls not only interfere with the work of the individual making the call but also interfere with co-workers' abilities to perform their responsibilities. We understand that employees may have emergencies or personal business calls that can only be made during business hours. We expect that all employees will limit personal calls to a minimum, and any necessary long-distance calls must be reimbursed.

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Employees are not permitted to use copiers, postage machines, or other RSU #63 tools and equipment for personal purposes, or to remove RSU #63 equipment from district property without prior approval of their supervisor.

K. Personal Cell Phones and Other Electronic Devices

RSU #63 does not allow personal cell phones and other personal electronic devices to be used in a manner which interferes with the performance of job duties. Employees who carry electronic devices at work must keep them on manner mode/vibrate as a courtesy to other employees.

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L. Workplace Safety and Accident Reporting

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Maintaining a safe work environment requires the continuous cooperation of all employees. Employees are expected to follow all safety rules; to exercise caution in work areas, ~~and to~~ maintain equipment in good condition; to use safety equipment as required; and to report any unsafe condition to their supervisor immediately. Any accident or injury at work, no matter how minor it may seem at the time, must be reported to your supervisor immediately. Employees are required to cooperate in completing paperwork and any other requirements for workers' compensation claims.

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M. Gifts

Employees may not solicit or accept gifts from students, vendors, or others, ~~except that~~ employees may accept gifts of nominal value, such as food items, calendars, pens, mugs, caps, or t-shirts. Under no circumstances may employees accept gifts of money. If an employee has any questions about whether accepting a particular gift is appropriate, he/she should discuss the issue with his/her supervisor. See Policy *GBI*.

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N. Employee Solicitation or Distribution of Materials

RSU #63 does not permit solicitation or distribution of materials by non-employees on its premises. Employees may not solicit or distribute materials during working time. This includes political materials. The term "working time" does not include an employee's authorized meal periods, or before or after work hours.

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8. DISCIPLINE

To assure effective operations and provide the best possible work environment, RSU #63 expects employees to follow rules of conduct and ethics that will protect the interests and safety of all students, employees, and RSU #63. While it is not possible to list all the forms of behavior that are unacceptable in the workplace, employees will be disciplined for any behavior that is unsafe, detracts from any employee's ability to work, or is not in RSU #63's best interest. Discipline is in the sole discretion of RSU #63 and, while general disciplinary procedure will include progressive discipline, RSU #63 retains full discretion to deviate from progressive discipline based on the nature of the employee's misconduct. Discipline may entail verbal counseling, written reprimands, suspension (with or without pay), and termination. Some types of employee misconduct are so serious, however, that they may result in immediate termination. Examples include, but are not limited to, the following:

1. Falsifying RSU #63 records or giving false information for any RSU #63 record.
2. Theft or unauthorized possession of property or money of RSU #63, fellow employees, students, or anyone else, regardless of the value.
3. Insubordination, including refusing to respond to a request or order from a supervisor, or the use of abusive, profane, threatening language towards any supervisory personnel.
4. Violation of safety rules.
5. Failing to comply with RSU #63 Board policies and/or ~~policies~~ guidelines in this handbook.
6. Engaging in any act of violence or disorderly conduct, threatening or using abusive language to another employee, client, or member of the public.
7. Possession of firearms, weapons, explosives, or other hazardous materials/devices on RSU #63 property.
8. Misappropriation or use of RSU #63 time and/or materials for non-work purposes.

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9. Use, possession, distribution, sale or being under the influence of alcohol, illegal drugs, or any mind-altering substances on work property or work time.
10. Tampering with another employee's time records.
11. Excessive absenteeism and/or tardiness, leaving work without authorization, or failure to follow absence reporting procedures.
12. Disclosure of confidential RSU #63 or student information.
13. Any other conduct which RSU #63, in its sole discretion, deems to have a negative impact on the reputation, safety, or business of RSU #63.

9. GENERAL INFORMATION

A. Employee Communications

Important information is disseminated to employees through email, employee mailboxes, posting notices at each school, and/or meetings with employees, depending on the topic. Employees are expected to check their email, mailboxes, and posted notices regularly.

B. Visitors

Only authorized visitors are allowed in the workplace. All visitors must enter through the main reception area.

C. School Closings

School and emergency closings are broadcast on local television and radio stations. Employees are also notified through the School Messenger System. If school is closed, only essential employees are required to work. ~~(remove including custodians and mechanics....)~~

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10. ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I have received and read the RSU #63 Employee Handbook, and I agree to comply with the policies and rules contained therein.

I understand that the handbook is effective September 1, 2016 and replaces and supersedes all previous handbooks. I understand that this handbook represents only current policies, programs, and benefits, and that it does not constitute a contract of employment. RSU #63 may change policies and benefits as it deems advisable to meet its needs and the needs of its employees.

Upon termination, I agree to return this handbook to my supervisor.

Print Full Name: _____

Signature: _____

Date: _____

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Central office Salary Schedule

Step	FY 19			\$
	Supt Secretary	Spec Ed Sec	Bookkeeper	
0	15.00	14.00	16.25	
1	15.35	14.30	16.60	
2	15.65	14.60	16.90	
3	15.95	14.90	17.20	
4	16.25	15.20	17.50	
5	16.60	15.50	17.90	
6	16.90	15.80	18.20	
7	17.20	16.10	18.50	
8	17.50	16.40	18.85	
9	17.80	16.70	19.20	
10	18.15	17.00	19.60	
11	18.50	17.30	19.95	
12	18.85	17.60	20.30	
13	19.20	17.90	20.65	
14	19.55	18.20	21.05	
15	19.90	18.50	21.45	

After FY 20-21 Employees who have reached Step 15 receive a \$.50/hr increase over the previous rate

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Central office Salary Schedule

Step	FY19			FY20			FY21 & Beyond		
	Supt Secretary	Spec Ed Sec	Bookkeeper	Supt Secretary	Spec Ed Sec	Bookkeeper	Supt Secretary	Spec Ed Sec	Bookkeeper
0	15.00	14.00	16.25	15.50	15.00	16.75	16.00	15.50	17.25
1	15.35	14.30	16.60	15.85	15.30	17.10	16.35	15.80	17.60
2	15.65	14.60	16.90	16.20	15.60	17.45	16.70	16.10	17.95
3	15.95	14.90	17.20	16.55	15.90	17.80	17.05	16.40	18.30
4	16.25	15.20	17.50	16.90	16.20	18.15	17.40	16.70	18.65
5	16.60	15.50	17.90	17.25	16.50	18.50	17.75	17.00	19.00
6	16.90	15.80	18.20	17.60	16.80	18.85	18.10	17.30	19.35
7	17.20	16.10	18.50	17.95	17.10	19.20	18.45	17.60	19.70
8	17.50	16.40	18.85	18.30	17.40	19.55	18.80	17.90	20.05
9	17.80	16.70	19.20	18.65	17.70	19.90	19.15	18.20	20.40
10	18.15	17.00	19.60	19.00	18.00	20.25	19.50	18.50	20.75
11	18.50	17.30	19.95	19.35	18.30	20.60	19.85	18.80	21.10
12	18.85	17.60	20.30	19.70	18.60	20.95	20.20	19.10	21.45
13	19.20	17.90	20.65	20.05	18.90	21.30	20.55	19.40	21.80
14	19.55	18.20	21.05	20.40	19.20	21.65	20.90	19.70	22.15
15	19.90	18.50	21.45	20.75	19.50	22.00	21.25	20.00	22.50

After FY 20-21 Employees who have reached Step 15 receive a \$.50/hr increase over the previous rate

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