

YUKON KOYUKUK SCHOOL DISTRICT

Classified Employee Handbook



Revised 2022

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Superintendent
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Dear YKSD Employees,

On behalf of the Regional School Board I am very happy to welcome you to Yukon Koyukuk School District. We look forward to the positive impact that you can have on our students.

You are being provided with this Classified Handbook to help you become familiar with the personnel policies of our school district. Our goal is to provide you with the support and guidance needed to ensure your success as you build your career with the Yukon Koyukuk School District.

Be sure to take advantage of the many opportunities and resources available to you. The administrators, teachers and the district office staff are here to provide you support when needed. Your requests for help will be respected.

Your dedication to your job, our students and your community makes your role important to the success of our students. On behalf of the Regional School Board of Education, thank you for choosing to work for YKSD!

Sincerely,

Kerry Boyd
Superintendent

101 ATTENDANCE**A. Attendance**

Dependable and prompt attendance is an essential function of every classified position in the District. The efficiency of the entire work group is impaired if every individual is not present when expected. Planned absences such as vacations should be scheduled in advance. Unscheduled absences and tardiness are particularly disruptive and must be kept to an absolute minimum. This policy contains minimum criteria.

(1) Scheduled Absences

Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical appointments and scheduled surgery must also be approved by the supervisor in advance.

(2) Unscheduled Absences

Unplanned absences can be very detrimental to work place efficiency. In the case of sudden illness or other unexpected circumstances, an employee should notify his/her supervisor immediately. If this is not possible, a family member should alert the supervisor as soon as possible to explain the situation and indicate the expected date and time of return.

(3) Tardiness

An employee should notify his/her supervisor as soon as possible of any anticipated tardiness. If unforeseen circumstances cause tardiness of 10 minutes or more, an employee should call the supervisor immediately.

(4) Discipline

Employees who are frequently tardy (more than three times per month) or absent or who fail to follow approved guidelines for notification are subject to disciplinary procedures up to and including termination.

B. Conduct

One of the primary objectives of supervision is to ensure prompt, efficient and courteous service. To meet this goal supervisors are responsible for training, assisting, motivating, directing and correcting behavior of staff. In any organization it is essential that certain standards of personal conduct and work performance be maintained. Most people prefer to work in an orderly environment and will readily conform to reasonable rules of conduct and standards of performance as long as they understand what is expected of them. Supervisors are responsible for informing their subordinates of management's expectations. Where problems with employee behavior or performance arise, a supervisor should seek to correct the problem with the least amount of disruption to the work environment. Discipline is a means to correct employee behavior and performance.

102 DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

During their term of employment, classified employees shall be subject to disciplinary action (suspension without pay, reduction in pay grade, or dismissal) only for cause. Cause shall include but not be limited to unsatisfactory performance, insubordination, tardiness, absence without leave, violation of the District's Drug and Alcohol Free Workplace policy, substantial noncompliance with applicable laws, regulations, policies, and written rules of the Superintendent, dishonesty, criminal activity, or other similar cause. When initiating disciplinary action as provided for above, the employee shall be provided the following:

1. A statement of the nature of the disciplinary action including the reasons or causes thereof and the rule, policy, regulation, directive or standard that has been violated.
2. A statement of the employee's right to appeal the disciplinary action and the manner and time within which his/her appeal must be filed.
3. A pre-disciplinary meeting at which the employee shall be given notice of the proposed disciplinary action and a reasonable opportunity to respond. Unless circumstances dictate otherwise, the Superintendent or designee shall provide notice of the proposed disciplinary action and schedule a meeting for a reasonable period of time after the delivery of the notice to allow the employee time to prepare a response.

4. Unless determined otherwise by the Superintendent or designee, the disciplinary action shall take effect following the meeting at which the employee's response to the proposed disciplinary action is received.

An employee may, within ten calendar days after the imposition of the disciplinary action, appeal the disciplinary decision to the Board submitting his/her appeal in writing to the Superintendent or designee. The appeal must state the ground(s) for the appeal.

If the employee fails to appeal within the time specified in this policy, the employee shall have waived his/her right to appeal. The employee shall be informed in writing of the time and place of the meeting at which the Board will consider the appeal. The Board may affirm, modify or revoke the disciplinary action. The decision of the Board is final subject to appeal to Superior Court as and to the extent provided for in the Alaska Rules of Appellate Procedure. (BP 4218)

ARTICLE II PERSONNEL RECORDS

200 EVALUATION

Employee evaluations shall be conducted in accordance with the Board approved evaluation procedure for support personnel. Each employee, except probationary employees, shall be evaluated at least once per year by April 15th. Each evaluation shall be discussed with the employee within three (3) days. The employee shall have the right to submit written comments regarding the evaluation within five (5) workdays of receipt of the evaluation and the employee shall receive a copy of the evaluation. Each evaluation shall be placed in the employee's personnel file.

201 PERSONNEL FILES

A. File Review

Employees shall have the right, upon written request, to review the contents of their personnel files in the presence of a designated staff member and to receive copies of any documents contained therein.

B. Derogatory Material

The employee shall have the right to sign any derogatory material placed in the employee's personnel file and a copy shall be provided to the employee.

Only pertinent information shall be placed in personnel file. The employee shall have the right to attach a rebuttal to any derogatory material placed in the personnel file within five (5) days.

ARTICLE III WORKING CONDITIONS

300 WORKDAY

A. Work Day

- (1) At the District Office and Raven Homeschool offices, the normal full-time workday shall consist of seven and one-half hours (7.5), exclusive of one-hour duty free period for lunch. The normal workday beginning at 8:00 am and ending at 4:30 pm.
- (2) Classified employees at the District Office and Raven Homeschool offices will be permitted a ten (10) minute break in the first half of the shift and a ten (10) minute break in the second half of the shift. The timing of the break shall be agreed upon by the employee's supervisor.
- (3) Part-time classified support employees at the rural sites work schedules will vary and will be dictated by the site administrator based on need and budget restrictions. Part-time classified employees may be permitted a ten (10) minute break with supervisor's approval.
- (4) All classified employees are required to submit timesheets for supervisor approval within 3 business days of pay period ending.

B. Work Week

- (1) The normal work week shall be five (5) consecutive workdays, Monday through Friday.
- (2) Sick leave and annual leave are considered into time worked when computing an employee's work week.
- (3) Thirty-seven and one-half (37.5) hours of actual attendance on duty shall constitute the minimum work week for full-time classified support employees with due allowance for recognized holidays and paid leaves.

(4) Part-time classified support employees at the rural sites work schedules will vary and will be dictated by the site administrator based on need and budget restrictions, not to exceed 29 hours per week without Superintendent's approval.

C. Overtime Use and Conditions:

All hours of work performed by an employee which fall during the work week (generally Sunday through Saturday) shall be included in the same work week. Hours worked in excess of forty (40) hours per week by an employee who is eligible under applicable law, shall be considered overtime hours for compensation purposes. If paid leave has been used for missed worked during a pay period, the total of work and leave hours must not exceed 40 hours. Overtime must be authorized by the employee's supervisor **prior** to overtime being worked. Whenever possible, an employee will be given 24 hours notice prior to being required to work overtime.

301 CHANGE OF STATUS

The District shall give the employee at least fourteen (14) workdays written notice before any lay-off. The employee may resign from the District by presenting a resignation in writing to the supervisor at least fourteen (14) calendar days prior to the effective date of the resignation.

302 VACANCIES AND TRANSFERS

A. Position Advertising

All position openings that are to exceed ninety (90) working days must be advertised in a minimum of two (2) public places and in all school sites for five (5) working days prior to filling the position.

B. Voluntary Transfers

Current employees who apply for a posted position shall be given consideration prior to the processing or evaluation of other applications.

C. Involuntary Transfer

The employer shall provide an employee reasons for involuntary transfer upon written request of the employee. Involuntary transfers shall not occur for arbitrary or capricious reasons.

303 ASSISTANCE WITH DISCIPLINE OF STUDENTS

The Employer shall support and assist employees in the control and discipline of students in the employee's assigned work area. The Employer or its designated representative shall take reasonable steps to relieve the employee of responsibility for students who are disruptive or who repeatedly violate rules and regulations.

304 TRAINING

Training that is required by the Board or requested by the employee and approved by the employee's supervisor shall be provided at the employer's expense including professional development leave time, travel, lodging, per diem and tuition or registration costs. Training requested by employee must be related to job to be considered for payment by the employer. Employee will be compensated at their regular pay rate for any district approved training.

305 PROBATIONARY PERIOD OF EMPLOYMENT

Each employee new to a position shall be subject to a probationary period of ninety (90) days. The probationary period is used for observation and evaluation of the newly appointed classified employee's work performance by his or her supervisor and to permit the employee to adjust to the position and working conditions. During the probationary period, the supervisor will carefully evaluate the employee's performance and suitability for continued employment. New probationary employees will accrue sick leave and personal/annual leave, but may not use paid leave until the 90-day probationary period has been successfully completed. A probationary employee may be dismissed for any reason and are not entitled to a hearing. At the end of the probationary period, the employee shall either be retained or released at the sole discretion of the District.

307 TEMPORARY EMPLOYMENT

A temporary employee may be hired to cover a short-term or temporary overload or to fill in as a substitute for a regular employee who is absent. Temporary employees do not qualify for retirement, health insurance, paid leave or any other fringe benefits.

309 MILEAGE REIMBURSEMENT

The use of personally owned vehicles for authorized business or for required activities shall be reimbursed at the current rate established by the Board.

With supervisors prior approval, travel to any other duty station than the normally assigned will be reimbursed under the provisions of this section.

310 DISTRICT PER DIEM

Employees required to travel on district business shall submit a Travel Authorization (TA) approved prior to travel. Employees shall be paid per diem if travel extends beyond twelve (12) hours or requires overnight stay away from duty station. Per diem is paid as follows:

1. 12:01 am – 8:00 am: \$13.00
2. 8:01 am – 5:00 pm: \$20.00
3. 5:01 pm – 12:00 midnight: \$29.00

Whenever possible, Purchase Orders will be processed for all airline tickets, lodging and car rental expenses so that the District is direct billed. If direct billing cannot be arranged, the employee will be reimbursed for the receipted expenses.

311 DRESS AND GROOMING

Appropriate dress and grooming contribute to productive learning and office environments. Please adhere to the dress code as prescribed by your site administrator.

ARTICLE IV LEAVES AND PROVISIONS

400 LEAVES

A. General Provisions

The minimum leave taken amount is one half-hour. All leave, other than emergency sick leave and emergency annual leave, must be submitted by the employee for supervisor approval. All leave must be approved by the employee's supervisor or supervisor's designee in advance of leave. It is the employee's responsibility to monitor his/her leave balances to ensure a positive balance. Paid leave can only be taken after leave has been accrued at the end of each pay period. Excessive leave requests other than emergency sick/annual leave is not acceptable. Approved leave means a leave request is approved by the employee's supervisor or supervisor's designee.

Scheduled medical and dental appointments must be approved. A false statement by an employee regarding leave shall be grounds for dismissal.

B. Emergency Sick Leave and Emergency Annual Leave

Where an employee is unable to obtain prior approval of sick leave or annual leave for reasons beyond the employee's control (i.e. sudden illness or family emergency), the employee may use sick leave or annual leave if the employee informs his/her supervisor of intent to use sick leave or annual leave by 8:30 a.m. of the day of usage. Failure to inform the supervisor shall result in the imposition of at least four (4) hours of unapproved leave without pay. Unapproved leave without pay shall continue until such time as the employee reports to work or complies with the leave provisions. The District shall comply with all provisions of the Federal and State Family Medical Leave Acts as applicable for eligible employees.

(1) Leave Without Pay

Taking Leave Without Pay is highly discouraged. If an employee is hired and compensated for more than one hundred eighty (180) days but fewer than two hundred fifty (250) days, the leave without pay (LWOP) must be scheduled by the employee with approval by the employee's supervisor from a workload and staffing perspective only. Taking unapproved Leave Without Pay will be considered Unexcused Absenteeism and grounds for termination. All Personal/Annual Leave must be exhausted before LWOP will be granted.

C. Sick Leave

Nine (9) month employees shall accrue sick leave of .0614 per hour based on the number of hours worked per pay period (a maximum of 1.33 normally scheduled workdays per month).

Twelve (12) month employees shall accrue 1.33 days per month based on the employee's work schedule and is accrued by pay period.

Sick leave may accrue from year to year without limit. Probationary employees will accrue sick leave but may not use paid sick leave until the 90-day probationary period has been successfully completed. Employees are encouraged to schedule routine appointments that fall under sick leave outside regular work hours whenever possible. A false statement by an employee regarding sick leave shall be grounds for discipline including dismissal.

Sick leave shall be granted as follows:

- (1) Upon notification of the immediate supervisor in advance.
- (2) For actual injury, illness, or disability of the employee (including pregnancy related disability) or for medical or dental appointment in connection with an actual illness or injury.
- (3) For illness or death within the employee's immediate family.

The "immediate" family is defined as husband, wife, father, mother, son, daughter, brother and sister. Sick leave may be used when an employee or member of the employee's immediate family is ill or injured and when making or completing medical appointments, including accompanying immediate family to such appointments. Sick leave is discouraged for use of routine medical and dental appointments and elective surgeries. To maximize instructional time and to minimize disruptions due to absenteeism, elective surgeries and planned medical/dental appointments should be scheduled on breaks (i.e. summer, winter holiday, spring break).

When it becomes necessary for an employee to use sick leave, it is the responsibility of the employee to notify his/her supervisor one hour prior to the scheduled work day, or as soon as practical. If sick leave is for a scheduled medical appointment, the employee shall notify his/her supervisor at least one week in advance. A leave request will suffice for proper notification. A health care provider's note is required for all sick leave that is three (3) consecutive days or more and must be submitted within 30 days of absence.

D. District Oversight

When sick leave abuse is suspected, the supervisor will hold an informal discussion with the employee, ascertain the reason for use, and advise the employee of the supervisor's concerns. If in the supervisor's opinion the explanation is not acceptable, then the employee should be so advised. If excessive absenteeism or an observable pattern of absences wherein a disproportionate number of absences occur in conjunction with weekend or holiday and vacation days is observed, the employee will be required to submit medical documentation from a licensed health care provider within 30 days of absence.

If the District has cause to suspect sick leave abuse, or if the District wants to verify that an employee is sufficiently well to perform his or her duties, the District may require a licensed health care provider's statement (i.e. when sick leave

is used in conjunction with weekends or vacation periods or during in services).

All leave adjustments or corrections must be submitted within 30 days of absence and before June 30.

E. Annual Leave (12 Month Employees Only)

Full-time twelve (12) month employees shall accrue annual leave at the following rates:

- First year of employment – 12 days per year maximum (90 hours)
- 2nd through 4th year of employment – 15 days per year maximum (112.50 hours)
- 5th year of employment or more – 18 days per year maximum (135 hours)

Changes in the rate of accrual as provided above shall take effect with the first pay period of the fiscal year, if employed at least 140 days during the previous fiscal year.

Annual leave will accrue from the first day of employment. Probationary employees will accrue sick leave and annual leave, but may not use paid leave until the 90-day probationary period has been successfully completed.

- The District will cash-out unused annual leave at a rate of \$12 per hour, up to 75 hours at the end of the fiscal year.
- Employees will receive all their annual leave at the beginning of the fiscal year. However, if an employee resigns, all annual leave given in advance will be prorated to termination date.
- If an employee has more than 75 hours of annual leave as of June 30, the amount of leave in excess of 75 hours will be forfeited. Employees are responsible for monitoring annual leave bank to ensure proper usage.

The supervisor may, at his/her discretion, deny annual leave if employee's presence at work is required.

F. Personal Leave (9 Month Employees Only)

Nine (9) month employees will be granted three (3) days of personal leave per year in lieu of annual leave based on regularly scheduled hours of work. Probationary employees will accrue sick leave and personal leave, but may not use paid leave until the 90-day probationary period has been successfully completed.

- All unused leave will be cashed-out at a rate of \$12 per hour at the end of the school year.

G. Legal Leave

An employee called for jury duty or subpoenaed as a witness shall be granted leave with pay. Legal leave shall be supported by written documents such as a subpoena or notice that the employee's presence is required. The employee shall turn over to the District any monies received from the court as compensation except travel and per diem. Legal Leave may not be used for personal legal issues, annual/personal leave must be used instead.

H. Travel Delay

When an employee on District authorized business is delayed by transportation difficulties beyond his/her control, he or she will be on normal work hours.

I. Worker's Compensation

Sick leave shall be paid to the extent that sick leave is available, at the employee's current rate, less the amount of any time loss payments made under the Alaska Workers' Compensation Act.

J. Military Leave

An employee, except a temporary or probationary employee, shall be entitled to a Military Leave of Absence without pay to serve in the Armed Forces of the United States and shall be entitled to the reemployment benefits granted under Section 9 of the Universal Military Training and Service Act as amended, 50 U.S.C. Section 459.

ARTICLE V HOLIDAYS

500 RECOGNIZED HOLIDAYS

Paid Holidays Recognized:

- | | |
|------------------|----------------------------|
| New Year's Day | Thanksgiving Day |
| Memorial Day | The day after Thanksgiving |
| Independence Day | Christmas Day |
| Labor Day | |

If a holiday falls on the first scheduled day off of the week, the preceding day shall be designated the holiday. If a holiday falls on the second scheduled day off of the week, the following day shall be designated the holiday.

If an employee is required to work on a holiday, they shall be compensated at the overtime rate.

In order to be eligible for holiday pay, an employee must be:

1. normally scheduled to work on that day and;
2. on employed status immediately preceding and following the holiday and;
3. on paid status within five (5) working days either immediately preceding or following the holiday.

ARTICLE VI SALARY AND BENEFITS

601 ANNUITY DEDUCTIONS

Employees may have deductions made for tax-sheltered annuities.

602 SALARY SCHEDULE PLACEMENT

Each employee new to a position shall be appointed at Step 1 in the established range for the position. The supervisor may grant up to five (5) years experience with documentation from previous employers for a similar position. An employee who is assigned a new position within the same or lower range shall retain his/her column placement on the salary schedule. If a promotion or pay increase is warranted due to merit or increased responsibilities at anytime during the school year, the employee will be placed at step one (1) in the higher range.

The Superintendent may appoint an employee one (1) Range above or below the Range established for a position if in the judgment of the Superintendent the employee's qualifications are substantially above or below those established for the position.

An employee is entitled to a step (column) increase for each consecutive year of service in particular Range with the District so long as the final approved performance evaluation for the year rates the employee as "satisfactory" and the employee works at least 140 days during the fiscal year.

Employee Incentive Bonus (9 Month Employees Only)

The YKSD incentive plan is designed to provide compensation to regular part-time employees who are scheduled to work less than 30 hours per week and have met attendance guidelines and have demonstrated committed service to YKSD. To be eligible for the incentive bonus, an employee must:

(1) Be employed as of September 15th for the Holiday incentive with no more than five (5) days of Leave Without Pay (LWOP), by November 30th;

(2) Be employed as of January 25th for the End of the Year pay with no more than five (5) days of Leave Without Pay (LWOP) by April 30th.

The incentive is provided at the discretion of the District and approved by the Board of Education pending available funding. Upon board approval and availability of funds, the incentive bonuses will be 5% of your pay for that period.

603 PAY PERIODS

The pay period will begin on the first of the month and end on the 15th. The second pay period of the month will begin on the 16th and end on the last day of the month. Paydays will fall on the 15th and the last day of each month. If payday falls on a holiday or weekend, employees will be paid the preceding workday.

604 HEALTH INSURANCE COVERAGE

- A. The District shall provide eligible employees with a group Health Care Plan with benefits.
- B. Pursuant to Section 125 of the United States Tax Code, the District shall offer employees the option of participating in the Health Care Plan as set forth in the District's Section 125 Plan which may be amended from time to time to conform to the requirements of Section 125.
- C. The employee portion of the premium shall be contributed in accordance with the District 125 Plan by those employees who choose to participate under the Plan.

A classified employee becomes eligible for participation in the Health Care Plan as provided in the Plan. As set forth in the District's Section 125 Plan which may be amended from time to time to conform to the requirements of Section 125.

605 UNEMPLOYMENT INSURANCE

The district pays unemployment insurance for each employee. The Alaska Department of Labor governs eligibility for all unemployment claims. Nine (9) month employees may not be eligible for unemployment over the summer months per their regulations.

QUESTIONS OR CONCERNS

Please contact Patty Hill, Human Resources at hr@yksd.com or call 907-374-9417.



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CLASSIFIED EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

This is acknowledgement that I have reviewed and/or received the Classified Employee Policies and that it is my responsibility to abide by the rules in the handbook.

EMPLOYEE NAME: _____

DATE SIGNED: _____

EMPLOYEE SIGNATURE: _____

**PLEASE SEND A SIGNED COPY OF THIS FORM TO HUMAN RESOURCES
WITHIN 3 WORKING DAYS.**

(A copy of the handbook can be found on district's website under Human Resources)

Revised October 2021