

# **YUKON KOYUKUK SCHOOL DISTRICT**

## **Classified Employee Handbook**



Revised September 2016

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Dear Classified Employees,

We are 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 the public. 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. This information addresses both progressive discipline and summary discharge.

## **102 DISCIPLINE**

An employee may not be disciplined without just cause. Cause shall not be required for the discipline (including dismissal) of probationary employees who are instead, subject to Article 405. Discipline shall be defined as a verbal warning, written reprimand, demotion, suspension without pay, or dismissal. An employee may be suspended with pay pending an investigation to determine whether just cause for discipline exists.

**Progressive Discipline** - Progressive discipline is utilized for administrative and support staff who are not in the probationary period, and may include oral warning, written warning, suspension, and ultimately discharge.

The goals of progressive discipline are to: inform the employee of inadequacies in performance or instances of improper behavior; clarify what constitutes satisfactory performance or behavior; instruct the employee on what action must be taken to correct the performance or behavior problem; and inform the employee of what action will be taken in the future if the expectations are not met.

There are several levels of disciplinary action, each progressively more serious, which may be used to correct employee performance and behavior. Assistance is available from Human Resource Services. These steps include:

- (1) **Oral Warning** - An employee may be issued an oral warning for a performance or behavior problem. Oral warnings are typically issued during a private conference between the supervisor and the employee where the supervisor explains the problem and what the employee must do to return to satisfactory status.

Supervisory notes to the file are permissible and in most cases appropriate. The employee should be informed that the conference is being conducted for the purpose of issuing an oral warning. This ensures that the employee is aware that disciplinary action is taking place.

(2) **Written Warning** - Employees may be issued a written warning as a letter or memo which contains the following information: a description of the specific problem or offense; the most recent incident and when it occurred; previous actions taken to correct the problem (if applicable); expectations and acceptable standards of performance; and warning that further unsatisfactory behavior or performance may result in further disciplinary action. Typically the written warning is issued and discussed with the employee in private conference with the supervisor. A copy of the written warning should be given to the employee and a copy placed in the employee's official personnel record. The written warning may also specify a review period, if appropriate, in which the employee's behavior or performance will be reviewed.

(3) **Suspension** - Employees may be suspended without pay for incidents which are serious enough to warrant summary suspension, or after less severe disciplinary actions have been taken. The duration of the suspension should be commensurate with the offense. Typically the employee is informed of the suspension in private conference with his/her supervisor. The employee is given a letter detailing the basis for the action which specifies: the length of the suspension (beginning and ending dates); a description of the specific problem or offense; the most recent incident and when it occurred; previous actions taken to correct the problem, if applicable; expectations and acceptable standards of performance; and a warning that further unsatisfactory behavior or performance may result in further disciplinary action, up to and including discharge. The suspension letter may also specify a review period, if appropriate, in which the employee's behavior or performance will be reviewed.

(4) **Discharge** - Employees may be discharged for incidents which are serious enough to warrant summary discharge, or after less severe disciplinary actions have been taken. It is advisable to discharge an employee in private conference with his/her

supervisor and other appropriate levels of supervision. During this conference the employee is usually given a letter or a memorandum clearly stating the effective date of discharge. When allegations are serious enough to merit summary discharge, it is usually advisable to suspend an employee, pending investigation. This suspension is for the purpose of investigating the problem and conferring with appropriate officials regarding the decision to discharge, and should be so communicated to the employee.

- (5) **Summary Discharge** - Summary discharge is the disciplinary action that occurs without prior warnings or attempts at progressive discipline due to the seriousness of the incident. This would include, but not be limited to, theft, intoxication on the job, violence or threat of violence, conviction of a felony, and negligent, careless or intentional performance that results in damage to property or individuals or the risk thereof. This action may become necessary when incidents which in and of themselves are so serious as to justify immediate summary discharge, or performance problems which are determined to be due to skill deficiency rather than rule violations or neglect of duty. In cases where reasonable attempts at training fail to correct the problem, the employee may be discharged without prior disciplinary action.

## 103 ACTIONS SUBJECT TO DISCIPLINE

Actions subject to discipline shall include, but are not limited to, the following:

### A. **Incompetence**

Inability or the unintentional or intentional failure to perform the customary duties in a satisfactory manner.

### B. **Unsatisfactory Performance of Duties**

- (1) Careless work.
- (2) Flagrant damage to tools or equipment used.
- (3) Failure to improve an unsatisfactory evaluation.

### C. **Unexcused Absenteeism**

- (1) Absence without approval.
- (2) Absence without notice.

(3) False statement regarding use of leave.

**C. Substance Abuse on the Job**

(1) Reporting to work under the influence of alcohol and/or illegal drugs.

(2) Use or possession of illegal drugs.

(3) Use of alcoholic beverages or controlled substances (unless prescribed by a physician) on the job.

**D. Dishonesty**

(1) Lying concerning work performance.

(2) Being convicted (or plea of no contest) of a felony or misdemeanor which could reasonably cause the District to be concerned about the employee's judgment on the job.

(3) Taking of school district property or money or converting same to an employee's use.

(4) Falsification of time records or approval of time records known to be wrong.

**E. Gross Disobedience**

(1) Failure to follow a supervisor's directive.

(2) Refusal to obey rules and regulations.

(3) Acts, which constitute a crime involving moral turpitude.

(4) Violation of the District's Ethical Standards for Classified Employees

**ARTICLE II            GRIEVANCES**

**200    GRIEVANCE PROCEDURE**

**A. Definitions**

(1) A "Grievant" shall mean an employee or group of employees.

(2) A "Grievance" shall mean a claim by a grievant that a dispute or disagreement exists involving interpretation or application of the terms of this document.

(3) "Days" shall mean days when the YKSD District Office is open for business.

**B. Time Limits**

(1) The parties agree that time for processing grievances is of the essence.

(2) Time limits may be extended only by prior written agreement between the District and the grievant.



- (3) Failure at any step in this procedure to communicate the decision on a grievance within the specified time limit shall permit the lodging of an appeal at the next step of the procedure.
- (4) Any grievance not advanced from one step to the next within the time limits provided shall be deemed resolved by the answer at the previous step and any further appeal or processing of the grievance shall be waived.

### **C. Informal Procedure**

The District acknowledges that it is desirable for an employee and his/her supervisor to resolve problems through free and informal communications. Accordingly, within ten (10) days of the time the grievant knew or should have known of the alleged violation, the employee shall present the grievance to his/her supervisor. Within five (5) days after the presentation of the grievance, the supervisor shall give his/her answer orally to the employee.

#### **Step 1**

- (1) If the grievance is not resolved at the informal step, the grievant may within five (5) days submit the grievance in written form to the Supervisor. The Supervisor shall arrange for a meeting at a mutually agreeable time with the grievant within five (5) days.
- (2) The statement of grievance shall name the employee involved, shall indicate the Articles of Classified Handbook violated, a brief description of the nature of the grievance, and shall indicate specific relief requested. Grievance statements which do not include the information as required above shall not be processed and shall be promptly returned to the grievant or representative, however, the timelines shall continue without interruption unless otherwise mutually agreed in writing.
- (3) Within five (5) working days after the aforementioned meeting, the supervisor shall communicate his/her answer to the grievant in written form.

#### **Step 2**

- (1) If the grievance is not resolved at Step 1, the grievant may within five (5) days submit the grievance in written form to the Superintendent or his/her designee. A copy shall be given to the supervisor involved.

- (2) The Superintendent or his/her designee shall arrange for a hearing at a mutually agreeable time with the grievant to take place within five (5) days of receipt of the grievance. The parties shall have the right to call witnesses necessary to develop facts pertinent to the grievance.
- (3) Upon conclusion of the hearing, the Superintendent or his/her designee will have five (5) days to provide an answer in writing together with the reasons for the decision to the grievant.

### Step 3

- (1) Within five (5) days after the receipt of the decision by the Superintendent or his/her designee, the employee may submit the grievance to the YKSD Board of Education.
- (2) The Board of Education will schedule the hearing at a regularly scheduled or special meeting. The parties shall have the right to call witnesses necessary to develop facts pertinent to the grievance.
- (3) Upon conclusion of the hearing, the Board of Education or designee will have five (5) days to provide an answer in writing together with the reasons for the decision to the grievant. The Board's decision is final.

## **D. Miscellaneous Provisions**

- (1) No reprisals of any kind will be taken by the Board or Administration against any Employee because of his/her participation in the grievance procedure.
- (2) When the District and grievant mutually agree that grievance hearings require that a grievant or witness be released from his/her regular assignment, he or she shall be released without loss of pay or benefits.

The records and documents related to the processing of a grievance shall be maintained in a file separate from the employee's personnel file.

## **ARTICLE III PERSONNEL RECORDS**

### **300 EVALUATION**

#### **A. 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.

### **301 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 IV WORKLOAD AND CONDITIONS**

### **400 WORKDAY**

#### **A. Work Day**

(1) At the District Office and Raven School offices, the normal workday shall consist of seven and one-half hours (7½), 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 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.

#### **B. Work Week**

(1) The normal work week shall be five (5) consecutive work days, 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 (37½) hours of actual attendance on duty shall constitute the minimum work week for full-time education support employees with due allowance for recognized holidays and leaves of absence with pay.
- (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. 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.

**401 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.

**402 VACANCIES AND TRANSFERS**

**A. Position Advertising**

All position openings that are to exceed twenty (20) 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.

#### **403 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.

#### **404 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.

#### **405 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. 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 the grievance procedure. At the end of the probationary period, the employee shall either be retained or released at the sole discretion of the District.

#### **407 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 or any other fringe benefits.

#### **408 PHYSICAL EXAMINATIONS**

The Employer will cover the costs of physical examinations required as a condition of employment. A statement of ability to perform duties as outlined in appropriate job descriptions will go into the employee's personnel file. For employees who work during regular doctor's hours, the Employer will provide administrative release time for physical examinations required as a condition of employment.

#### **409 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 duty station other than the normally assigned duty station will be reimbursed under the provisions of this section.

#### **410 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.

### **ARTICLE V LEAVES AND PROVISIONS**

#### **500 LEAVES**

##### **A. General Provisions**

All leave, other than emergency sick leave and emergency annual 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. 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 as set forth herein. An employee will not accrue leave unless a minimum of 50% of their normally scheduled hours are worked or on paid leave status for that pay period. A day of leave shall correspond to the same time period (in hours) that the employee works during a normal work day.

The minimum leave taken amount is one half-hour. 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 (e.g., illness), 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 as set forth herein shall result in the imposition of at least four (4) hours of unapproved leave without pay which unapproved leave without pay shall continue until such time as the employee reports to work or complies with the leave provisions herein. 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**

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.

**(2) Leave Without Pay Approval**

The Superintendent may approve at his/her discretion a request for Leave Without Pay. All personal/annual leave must be exhausted before Leave Without Pay will be granted.

**C. Sick Leave**

Regular employees shall accrue sick leave at the rate of 1-1/3 (1.33) of their normally scheduled work days per month or 2/3 (.66) of their normally scheduled work days per 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 consecutive days or more.

#### **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.

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 (e.g., when sick leave is used in conjunction with weekends or vacation periods or during in services).

**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 – 7.5 hours per month/3.75 hours per pay period (12 days per year).
- 2<sup>nd</sup> through 4<sup>th</sup> year of employment – 9.37 hours per month/4.68 hours per pay period (15 days per year).
- 5<sup>th</sup> year of employment or more – 11.25 hours per month/5.62 hours per pay period (18 days per year)

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 each pay period 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 untaken annual/personal leave at a rate of \$10 per hour, up to 75 hours at the end of the fiscal year.
- Employees will receive one-half of their annual/personal leave at the beginning of the fiscal year and will accrue the other half prorated each pay period.

If an employee has more than 75 hours accrued 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)**

Employees working in the ten (10) community schools 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.

**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.

**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.

The Employer may grant leave to employees who are ordered to training duty (as distinguished from active duty) in the National Guard or other reserve units.

Personnel on military leave may receive their regular pay for a period not to exceed ten (10) days within a given fiscal year. The military pay received shall be transferred to the

District except transportation and per diem. The employee may elect to use annual leave, personal leave or leave without pay for the absence.

## **ARTICLE VI HOLIDAYS**

### **600 RECOGNIZED HOLIDAYS**

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 pay status within five (5) working days either immediately preceding or following the holiday.

## **ARTICLE VII SALARY AND BENEFITS**

### **701 ANNUITY DEDUCTIONS**

Employees may have deductions made for tax-sheltered annuities.

### **702 SALARY SCHEDULE PLACEMENT**

Each employee new to a position shall be appointed at Step 1 in the established range for the position except as may be otherwise provided herein. Notwithstanding the foregoing, an employee who is assigned a new position within the same or lower range shall retain his/her column placement on the salary schedule.

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.

**A. Employee Incentive Bonus**

The YKSD incentive plan is designed to provide compensation to regular part-time employees who 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 15<sup>th</sup> for the Holiday incentive with no more than five (5) days of Leave Without Pay (LWOP), by November 30<sup>th</sup>;
- (2) Be employed as of January 25<sup>th</sup> for the End of the Year pay with no more than five (5) days of Leave Without Pay (LWOP) by April 30<sup>th</sup>.

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

**703 PAY PERIODS**

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

**704 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.



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Superintendent  
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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 9/2016*

The mission of the Yukon-Koyukuk School District, in active partnership with its families and communities, is to provide our students with the skills and knowledge necessary to become contributing members of their families, communities and society.