

Forsyth Public Schools

NON-CERTIFIED EMPLOYEE HANDBOOK OF OPERATIONS & PROCEDURES

July 16, 2024

PREFACE

The purpose of this handbook is to provide our non-certified staff with necessary information and procedures to insure a smooth operation of the district schools and to acquaint them with the expectations and work rules of the Forsyth School District.

This handbook is not meant to be all-inclusive. Additions and deletions may become necessary as needs and situations arise in the future. Additionally, the administration may formulate such procedures and regulations as are deemed necessary for the effective and efficient functioning of the school(s).

As employees of the School District, we are all expected to adhere to a standard of ethics and conduct appropriate to our work environment. That environment involves being in the presence of other people's children. Because of this, we all must remember we are being watched and it is very necessary that we are each appropriate role models while on the job. We must provide due respect to students, parents, colleagues, other school personnel, and administrators.

Forsyth Schools exist for the education of the children of our community. As Forsyth School employees, our mission is to: “**Provide** meaningful learning opportunities in an environment rich in human, financial, and physical support, to **Prepare** students to be successful when they take their place in post-secondary education, in the job market, and in the community, and **Produce** lifelong learners with such intellectual abilities that they will be able to continue to learn and to adapt in a changing world.”

To accomplish this mission, you are all vital, for teachers cannot properly teach without the support services each of you provide. If we are to achieve the purpose of schooling, we must work together as a team.

Please do not hesitate to consult with your supervisor on any problems or issues you deem important.

This handbook does not supercede district policies or state/federal regulations, rules and laws.

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A COMPLETE COPY OF THE POLICIES OF FORSYTH SCHOOL DISTRICT IS AVAILABLE FOR REVIEW IN EACH PRINCIPAL'S OFFICE AND IN THE DISTRICT OFFICE.

AFFIRMATIVE ACTION POLICY

It shall be the policy of the Forsyth School District to select employees as needed on the basis of merit, training and experience. There shall be no discrimination against any employee or applicant because of race, creed, color, national origin, sex, marital status or handicap.

The specific purposes of this Affirmative Action Policy are to:

- 1) Ensure equal opportunity in all personnel policies, practices, and collective bargaining agreements.
- 2) Increase the utilization of racial and ethnic minorities and woman at all levels of employment where under utilization presently exists.
- 3) Design and implement continuing internal assessment, reporting and modification procedures for the evaluation of the effectiveness of the plan.
- 4) Develop employee-training programs designed to assist employees in complying with the provisions of the policy.
- 5) Establish procedures with the grievance process for prompt processing of individual or group discrimination charges.
- 6) Provide for the publication and dissemination, internally and externally, of the Affirmative Action Policy and insure its availability to interested citizen groups. After approval of this policy by the Board of Trustee's, ultimate responsibility for the implementation of this plan shall remain with the Superintendent of Schools.

EQUAL EMPLOYMENT OPPORTUNITY AND NONDISCRIMINATION

The Forsyth School District is committed to equality of employment opportunity. The District shall provide equal employment opportunity for all applicants and staff in recruitment, hiring, retention, assignment, transfer, and training, [within the confines of Federal Affirmative Actions Statutes].

Such equal employment opportunity shall be provided without discrimination with respect to sex, race, color, religion, national origin, age, physical or mental handicap, political belief, marital or parental status. Furthermore, the District is committed to taking whatever remedial action is necessary to eliminate existing discrimination and its effects.

NON-CERTIFIED PERSONNEL

The term, non-certified personnel, is defined for the purposes of these policies as those employees of the school district whose position of employment does not require professional certification or license under the provision of Montana School Law.

All positions in the areas of transportation, office, custodial, kitchen, educational aide paraprofessional, and part-time or seasonal employment are considered non-certified

positions. The Board of Trustees shall set the salary and benefits for these positions, [see attached salary matrix A-1].

The Board of Trustees retains the right to adjust the wage of any person employed in any non-certified position after successful completion of the trial employment period; however, a significant determining factor regarding salary will be the non-certified salary matrix.

NON-CERTIFIED PERSONNEL PHILOSOPHY

The Board looks upon the support staff as a vital element in the overall function and purpose of the District, which is education. Further, the primary objective of the support staff is to assist in providing a quality educational program.

The following areas are recognized as non-certified support staff with regard to normal school operation.

- A. Maintenance Supervisors
- B. Custodial & Maintenance Staff
- C. Kitchen Staff
- D. Office Managers
- E. Educational Aides and Paraprofessionals
- F. Clerks and Bookkeepers
- G. Transportation Personnel
- H. Other

The Board recognizes that school buildings were built and are supported by tax dollars and therefore must reflect proper maintenance. The schools should be the showplace of the community. With this in mind, the Board expects all departments and staff to set and maintain the highest possible standards for this operation and to support the efforts of teachers to provide the best possible learning environment.

CONDITIONS OF EMPLOYMENT

- A. Definitions:
 - 1. Permanent Employee – any employee who regularly works for more than six months in a twelve-month period.
 - 2. Part-time Employee – any employee who works less than 40 hours a week.
 - 3. Full-time Employee – any employee who normally works 40 hours a week.
 - 4. Temporary Employee – any employee hired to fill a position created for a definite period of time, not to exceed ~~six~~ *twelve* months, not renewable.
 - 5. Seasonal Employee – any employee hired to fill a position, which, although temporary, regularly occurs from season to season or from year to year with no loss of benefits.

- B. Attendance:
 1. Working hours will depend on the position and will be assigned by the immediate supervisor in collaboration with the superintendent.
 2. If for any reason the employee will be late or unable to report to work, the employee should notify the building principal, supervisor or superintendent before the scheduled shift begins.

- C. Equipment - Tools and equipment are provided to make the job easier and are intended for business use only. All tools must remain on school property at all times. If the employee is assigned a task that requires using a specific tool or piece of equipment he/she is unfamiliar with, the employee should make a request, to obtain instruction in the proper and safe use of the tool(s) and/or equipment prior to any attempted use.

- D. Safety - Safety is everyone's responsibility. Report all unsafe conditions to the building principal, your supervisor or the superintendent immediately. Employees will receive safety training specific to their job.

- E. Accidents – make every effort to prevent all accidents but should you be injured:
 1. Notify your building principal, immediate supervisor or superintendent as soon as possible.
 2. Be sure to fill out all necessary injury report forms as soon as practically possible to do so in the District Business Office.

- F. Personal vehicle use and business travel - Employees are expected to use school vehicles if available. Pre-approval from the superintendent or his/her designee is required for reimbursement for use of a personal vehicle and any expenses related to business travel, in which case reimbursement will be made as per rates prescribed for in district policy.

PERSONNEL POLICIES

Personal Conduct – as an employee of the School District you represent this school in your relations with the public. It is expected for you be courteous, respectful, and cheerful whenever dealing with the public. Your coworkers deserve the same courtesy and respect bestowed on the general public.

SEXUAL HARASSMENT/INTIMIDATION

The Forsyth School District is committed to a positive and productive working and learning environment free of discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The District prohibits sexual harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer or student, and finds such behavior just cause for disciplinary action. Whereas sexual harassment substantially compromises the attainment of educational excellence, the District will not tolerate such behavior between members of the same or opposite sex.

Furthermore, the District prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment, or against any employee or student who testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender.

This policy applies to individuals attending any school-sponsored events, regardless of location.

DEFINITIONS:

Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal, physical and/or visual contact of a sexual nature when:

- Submission is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or of creating an intimidating, hostile or offensive employment or educational environment.

An "intimidating, hostile or offensive employment or educational environment" means an environment in which:

- Unwelcome sexually-oriented jokes, innuendoes, obscenities, pictures, posters or any action with sexual connotations makes a student or employee feel uncomfortable, or
- Any aggressive, harassing behavior in the workplace or school that affects working or learning, whether or not sexual in connotation, is directed toward an individual based on their sex.

Examples of sexual harassment or intimidation:

- Sexual advances which are unwanted (this may include situations which began as reciprocal attractions, but later ceased to be reciprocal).
- Sexual gestures, verbal abuse, sexually oriented jokes, innuendo or obscenities.
- Displaying of sexually suggestive objects, pictures, cartoons, or posters.
- Sexually suggestive letters, notes or invitations.
- Employment or educational benefits affected in exchange for sexual favors.
- Physical conduct such as assault, attempted rape, impeding or blocking movement, or unwelcome touching.
- Hazing, or daring to perform in unsafe work or learning practices, particularly directed toward students or employees in nontraditional settings.

[For a copy of the District's total policy on sexual harassment/intimidation, see the Board of Trustee Policy Manual.]

EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION POLICY

The District shall provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, sex, age, ancestry, marital status, military status, citizenship status, use of lawful products while not at work, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodations, and other legally protected categories.

The District will make reasonable accommodation for an individual with a disability known to the District, if the individual is otherwise qualified for the position, unless the accommodation would impose an undue hardship upon the District.

Inquiries regarding discrimination should be directed to the Title IX Coordinator. Specific written complaints should follow the Uniform Grievance Procedure.

Policy 5010

GRIEVANCE PROCEDURE

Grievance Procedures for filing complaints shall be made available to employees, [see attached grievance form A-2].

1. Level 1: Principal or Immediate Supervisor

An employee with a grievance should first discuss it with the immediate supervisor, or building administrator involved, with the objective of resolving the matter promptly and informally.

2. Level 2: Title IX and Section 504 Coordinator

If the grievance is not resolved at Level 1 and the Grievant wishes to pursue the grievance, they may formalize it by filing a grievance in writing. The grievance shall state (1) the nature of the grievance; (2) the remedy requested; and (3) be signed by the Grievant. The filing of the written grievance at Level 2 must be to the Coordinator within ten (10) days of the event-giving rise to the grievance or from the date the grievant reasonably becomes aware of such occurrence.

The Coordinator shall then investigate and attempt to resolve the grievance. A written report regarding the decision and/or action of the Coordinator will be sent to all concerned parties and Superintendent within fifteen (15) days after receipt of the written grievance.

3. Level 3: Superintendent

If the grievance is not resolved at Level 2, either party may process it to Level 3 by presenting a written appeal to the Superintendent within ten (10) days of receiving the report from the coordinator. The Superintendent will then conduct an investigation followed by hosting a meeting of the parties involved in the grievance. The meeting(s) shall be held within ten (10) days after receipt of the written appeal. A written report regarding the decision and/or action of the Superintendent will be sent to all parties within fifteen (15) days following receipt of the report.

4. Level 4: The Board of Trustees

Either party may process the grievance beyond the decision reached in Level 3 by filing a written grievance within ten (10) days with the chairperson of the board of trustees. Upon receiving the grievance, the matter shall be placed on the agenda of the board of trustees for consideration at the next regular meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of said meeting.

5. Level 4: Rules of Controversy

Either party may appeal the decision of the school board by filing a Notice of Appeal with the county superintendent within thirty (30) days following the final decision of the board pursuant to the Rules of School Controversy.

Inquiries or complaints regarding discrimination should be directed to Dinny Bennett, Forsyth Schools Superintendent, Title IX/Section, Forsyth Public Schools, PO Box 319, Forsyth Montana 59327, Phone 346-2796 ext. 1500.

PROMOTIONS & TRANSFER

Promotion/Transfer: Whenever possible, promotions and transfers will be made within the school district's non-certified personnel to fill vacancies in the non-certified staff. The following qualifications shall be considered for promotion/transfer to other classifications:

1. Needs of the District
2. Education and training
3. Skill in human relations
4. Experience
5. Ability to work with students, teachers, community and be socially effective
6. Leadership abilities.
7. Willingness to serve in the assigned capacity.

When a current employee is transferred to a different position within the District, the employee will retain previously earned "years of experience" to the new position,

however, the employee's salary will be adjusted to the appropriate position as listed on the salary matrix.

Applications for promotion/transfer shall be submitted to the Superintendent within the designated time of the posted opening.

REDUCTION IN FORCE

In situations where the Board finds it necessary to relieve non-certified personnel from duties because of lack of work or funds, or under conditions when continuation of such work is inefficient or nonproductive, the board will use the following criteria:

1. Staffing needs:
 - a. Qualifications and experience to perform the duties of the specific position that will be retained.
 - b. General qualifications and experience beneficial to future achievement of the district goals and objectives.
 - c. The performance of specific related tasks to those required by the position which will be retained
2. Evaluations
3. Seniority; date of hire
4. Recommendation of immediate supervisor.

RESIGNATION

When a non-certified employee terminates employment with the school district, he/she shall confer with their work supervisor and submit a written resignation to the superintendent a minimum of two (2) weeks prior to the separation date, from the District.

When an employee resigns from a position he/she will be paid in full for any salary owed, and accumulated sick and vacation leave. If the district dismisses an employee, they shall be paid as quickly as possible. In either case, pay cannot be forwarded until the employee has turned into the supervisor all school district equipment, keys, materials, and any other items or documents that are rightfully the property of the school district.

ALCOHOL AND ILLICIT DRUGS

All District workplaces are drug- and alcohol- free workplaces. All employees are prohibited from:

- Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District.
- Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy, a controlled substance is one that is:

- not legally obtainable;
- being used in a manner different than prescribed;
- legally obtainable, but has not been legally obtained; or
- referenced in federal or state controlled substance acts.

As a condition of employment, each employee shall:

- abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
- notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five (5) days after such a conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:

- provide each employee with a copy of the District Drug- and Alcohol-Free Workplace policy;
- post notice of the District Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;
- enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees; and
- inform employees of available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within (30) days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate state or federal agency from which the District receives contract or grant moneys of the employee's conviction, within ten (10) days after receiving notice of the conviction.

Violations of the drug-free workplace policy may result in termination.

TOBACCO PRODUCTS ON SCHOOL PROPERTY

The District maintains tobacco free building and property. Use of tobacco will not be allowed in any buildings or grounds nor will employees be allowed to use tobacco while on duty. New employees of the District will be hired with the understanding that they will be directed not to use tobacco in school buildings or grounds. Limitations or prohibitions on tobacco use are applicable to all hours.

The following are procedural consequences for employees when non-compliance with the Tobacco-Free School Policy occurs:

- | | |
|-------------------|--|
| First Violation: | Verbal request by administration/supervisor to comply with the policy. |
| Second Violation: | Written reprimand by administrator/supervisor to be placed in the employee's file. |
| Third Violation: | Immediate suspension and appearance before the Board for possible termination. |

CONDITIONS FOR TERMINATION OF EMPLOYMENT

The permanency of school district employment for non-certified personnel is discretionary with the Board of Trustees. Such discretion is delegated to the superintendent under the provisions of this policy.

The superintendent shall initiate disciplinary action, including recommendation for dismissal against any employee in non-certified service for the following or other pertinent causes (These listed causes are meant to be examples and are not inclusive):

1. Immoral or improper conduct with students, other employees or in general.
2. Physical or mental health conditions which result in an unfitness to associate with students.
3. Conviction of sex offenses or other criminal acts.
4. Theft or dishonesty.
5. Use or possession of drugs or alcohol or under the influence of such while on duty.
6. Insubordination: refusal to obey the policies of the Board of Trustees, work rules, or orders of the superintendent or other school officials.
7. Unsatisfactory or incompetent job performance.
8. Frequent and unauthorized absences or tardiness.
9. Illegal, improper, unauthorized, or personal use of school equipment, supplies or facilities without express permission of the superintendent.

The superintendent depending upon the seriousness of the offense may implement a policy of progressive discipline at any level.

SUSPENSION, DISMISSAL, AND NON-RENEWAL

The Superintendent may suspend any district employee(s). Any such suspension(s) must conform to standard due process rights of the employee(s) and said employee(s) may request, a hearing before the Board of Trustees. Dismissal and non-renewal of

non-certified employees of the district will be carried out in compliance with Federal and State statutes and any existing labor agreements. Any non-probationary employee is entitled to a hearing before the Board of Trustees if such hearing is requested with the timeliness established by statute.

ENFORCEMENT OF BOARD POLICY

In the event of willful disregard of Board policy and/or administrative directive the Superintendent, and/or his/her designee may place a written reprimand enumerating the events in the personnel file of the offender. A copy of such reprimand shall be provided to the employee.

PURCHASING PROCEDURES

Under law, the Board has sole authority and responsibility for all purchasing within the District, however, the mechanical functions of procurement will be delegated to the administration.

Any obligation of district funds without utilization of a purchase order shall become the financial responsibility of the person having obligated the monies.

Employees are to fill out requisitions, obtain building administrator/supervisor's approval and transmit to the Superintendent for final approval and signature in advance of purchase.

The Superintendent must sign and approve purchase orders prior to purchase.

USE OF SCHOOL PROPERTY

Employees should understand that public school property cannot be loaned for personal use without the approval of the superintendent.

GRIEVANCES

Non-certified employees are encouraged to discuss any problems or grievances with their immediate supervisor. If a satisfactory solution cannot be reached at this level, the grievance should be discussed with the superintendent. If a satisfactory solution is not reached at this level, the grievant, may bring the matter before the Board of Trustees. The decision of the Board of Trustees will be final.

WORK SCHEDULES

Work schedules will be determined by immediate supervisor/administrator in coordination with the superintendent.

SUPERVISION

General supervision of non-certified personnel shall be the duty of the immediate supervisor/administrator.

EVALUATION

APPRAISAL PROCEDURE OF NON-CERTIFIED PERSONNEL

The appraisal of non-certified personnel is intended to address strengths and weaknesses of the employee, whereby growth in the work-related skills and attributes of the employee can be enhanced.

1. All new employees will be evaluated at the end of the probationary period of sixty (60) days.
2. After the probationary period, all non-certified personnel will receive a summative evaluation a minimum of one (1) time each year.
3. The evaluation instrument adopted by the District, shall be used and completed in duplicate. The original is to be directed to the Superintendent and become part of the employee's permanent file. A copy is to be given to the employee.
4. The period covered by the appraisal will be the time from the previous summative appraisal to the most recent one.
5. The supervisor and employee will meet to review and discuss the contents of the evaluation and any suggestions for changes the employee might make for improvement of skills. Further, the employee will be provided an opportunity to write on all copies any comments he or she might want to make. The employee's signature on the appraisal sheets indicates that the employee has read the appraisal and discussed it with the supervisor, however, it does not necessarily mean he or she is in agreement with the contents therein.
6. In the event an employee refuses to sign the appraisal, the supervisor/administrator will so note such refusal and the document will stand as a completed evaluation.

CHILDREN

Children are not to be brought to work during scheduled work hours.

SALARY SCHEDULE

A salary matrix for non-certified personnel will be adopted by the Board of Trustees. [See attached].

Current employment on December 31, of each year will be the cut-off date for granting years of experience, [each January 01, current employees will be granted one (1) additional year on the salary matrix for the following contract year beginning July 01].

LEAVE REQUESTS

Non-certified employees will request approval of vacation leave at least one week prior to the intended dates the leave is to begin. The supervisor will consider approval on the basis of the current status of the employee's workload and the workload that will develop during the employee's absence. If the supervisor approves the leave request, it will be forwarded to the superintendent. The superintendent will consider the leave request for approval on the basis of workloads, accumulated vacation time, and the leave policy of the school district. If the leave request is denied, the employee will be so informed.

LEAVE WITHOUT PAY

Leave without pay is to be discouraged and can be denied by the Superintendent or designee. Leave without pay will not be granted when vacation leave is available.

VACATION LEAVE

Non-certified employees are entitled to vacation leave with pay after they have been continuously employed for six (6) months. Once the six months has expired, the employee is credited with vacation leave retroactive to the first day of regular employment.

Vacation leave will be earned as follows: one and one-quarter ($1\frac{1}{4}$) vacation days for each full month of service. After ten (10) years of continuous employment the vacation leave credits will be one and one half ($1\frac{1}{2}$) days leave for each full month of service. After fifteen (15) years of continuous service vacation credits will be earned at the rate of one and three-quarters ($1\frac{3}{4}$) days for each full month of service. After twenty (20) years of service vacation credits will be earned at the rate of two (2) working days for each full month of service.

Seasonal full-time and permanent part-time employees shall earn a pro-rated amount of vacation time, based on days and hours worked.

Annual vacation leave may be accumulated up to twice the annual earned vacation time.

The district prefers employees to take vacation leave at a time other than the 180 days when students are in school.

All vacation leave must be approved as per the leave request portion of these policies.

SICK LEAVE

Sick leave refers to leave with pay caused by a non-certified employee's illness or injury. Employees are not entitled to be paid sick leave until they have been continuously employed ninety (90) days. Once the 90 days has expired, the employee is credited with sick leave retroactive to the first day of regular employment.

Full-time, seasonal full-time and permanent part-time employees will earn sick leave credits at the rate of 8 hours (1 day) per month for full-time employees. Part-time employees' sick leave hours are figured according to the number of hours worked per day.

Sick days can only be taken for personal or family illness, doctor appointments, or funerals. The immediate supervisor/administrator/superintendent reserves the right to request written medical documentation, stating the reason for the leave, from any non-certified employee absent from work for more than three (3) consecutive days and/or ten (10) days in any twenty (20) day work period.

When an employee separates from the district's employment, he or she is paid for one fourth of sick leave remaining at the employee's current rate of pay.

BEREAVEMENT LEAVE

A maximum of five (5) days of accumulated sick leave may be used per year because of death in the immediate family, or at the discretion of the Superintendent. (Immediate family shall be defined as father, mother, father-in-law, mother-in-law, brother, sister, son, daughter, spouse, brother-in-law, sister-in-law, grandfather, grandmother, or as approved by the Superintendent.)

MATERNITY LEAVE

Maternity leave will be granted in accordance with applicable state and federal law.

JURY DUTY

Non-certified personnel may be paid for absence caused by appearance in court in response to a duly served subpoena or required jury duty, except in cases where the employee is a litigant in the case. Any payment from the court, other than mileage and/or expenses, will be submitted to the District unless the employee elects to take annual leave.

HOLIDAYS

Employees are paid for six (6) holidays (unless the holiday falls on a weekend):

1. Independence Day (260 day employees)
2. Labor Day

3. Thanksgiving
4. Christmas
5. New Year's Day
6. Memorial Day
7. State and national elections days when the school building is used as a polling place conduct of school would interfere with the election process.

Full-time classified employees will have the following leave with pay:

- *Good Friday*
- *Friday after Thanksgiving*
- *Christmas Day Eve*

When an employee, as defined above, is required to work any of these holidays, another day shall be granted in lieu of such holiday, unless the employee elects to be paid for the holiday in addition to the employee's regular pay for all time worked on a holiday.

In those cases where one of the above holidays falls on a Saturday or Sunday, the following Monday or preceding Friday shall be a leave day off with pay if it is not a pupil instruction day. This shall not be considered holiday pay.

PAYDAY

Payday shall be on the 20th of each month. Should the 20th fall on a weekend or holiday, payday shall be the last working day preceding the 20th.

OVERTIME

Forsyth Schools workweek is from noon Sunday to noon the following Sunday. Any time worked over 40 hours in a workweek is considered overtime. All overtime must be authorized by the immediate supervisor/administrator. Overtime is paid at the rate of 1½ times the regular pay rate. Legal holidays, sick days, and vacation days in the same workweek do not qualify for overtime hours.

TIME SHEETS

Time cards are to be filled in daily. If a sick day or vacation day is used, write sick or vacation in the space for that day and number of hours taken. Sick hours and vacation hours are added into the total daily and weekly hours just as if they were normal hours. Time cards are kept from the 11th of the month through the 10th of the following month. Cards are to be signed at the bottom and handed in to the immediate supervisor or building principal at the end of the day on the 10th, or the morning of the first working day after the 10th. It is the responsibility of the employee to have the time card in on time.

INSURANCE

The district offers health vision, dental and life insurance. The district pays full single coverage for all full-time employees if he/she chooses to join the plan. If the employee selects one of the alternate coverage options, the balance of the premium will be deducted from the employee's paycheck.

RETIREMENT PLANS

Non-certified employees are enrolled in the Montana State Public Employees' Retirement System or Teachers' Retirement System. As such, the employee's contribution to the retirement system is withheld from the employee's paycheck. State law establishes the percentage withheld, with a similar contribution made to PERS/TRS by the District.

The employee's portion of the contributions may be withdrawn from PERS/TRS if the employee ends employment under an agency covered by PERS/TRS.

An employee gains a vested interest in the PERS/TRS retirement system once he/she is employed and makes contributions to the system for five (5) years.

ADOPTED ON: January 13, 2004
EFFECTIVE: July 1, 2004
REVIEWED ON: April 11, 2019
REVISED ON: April 11, 2019; June 7, 2022

***This Handbook is received by the employee,
and on the date stated below:***

Employee

Date

