
Grant County ESD

Staff Handbook

2018-2019

Grant County ESD Handbook.....	1
Mandatory Reporting	2
Equal Employment Opportunity	3
Building Hours	3
Absences.....	4
Federal Family and Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA)	4
Complaints.....	5
Staff Complaints	6
Acceptable Use of Technology	6
District Phone Use/Personal Cell Phone Use	8
Professionalism	8
Confidential Information.....	8
Payroll/Draws	9
Layoff/Recall.....	9
Accident Reports	10
Care and Use of District Property	10
Closure for Inclement Weather/Emergency	10
Travel.....	11

Grant County ESD Handbook

This handbook is intended to provide important information relating to your employment with Grant ESD. Employees should review the entire handbook and become familiar with its contents. Additional information regarding ESD operations is included in our board policies and administrative regulations, available at the ESD office.

If you have any questions about information in this handbook or other employment-related questions, please contact the ESD office at 541-575-1349. Ideas and suggestions for improving our organization are always welcome and encouraged.

Grant County Education Service District mission is to assist school districts and the State of Oregon in providing excellent and equitable educational opportunities and successful learning environments of all Grant County students. Grant ESD is dedicated to providing leadership in helping to achieve Oregon's education goals and working in partnership with schools and our community to enhance the healthy development of children and their families for today and tomorrow.

*Thank you for your dedication to
the children of Grant County!*

Mandatory Reporting

All citizens have a responsibility to protect those who cannot protect themselves. Members of the general public may report suspected abuse and neglect if they choose.

Oregon state law, however, mandates that school employees must make reports if they have reasonable cause to suspect abuse or neglect. By law, mandatory reporters must report suspected abuse or neglect of a child regardless of whether or not the knowledge of the abuse was gained in the reporter's official capacity. In other words, the mandatory reporting of abuse or neglect of children is a 24-hour obligation. Grant ESD is mandated by law to provide training every year in the most current mandatory reporting laws for the State of Oregon.

HB2062 requires that all employees receive annual training in reporting of sexual conduct. "Sexual conduct" means any verbal or physical conduct by a school employee that:

- (A) Is sexual in nature;
- (B) Is directed toward a kindergarten through grade 12 student;
- (C) Has the effect of unreasonably interfering with a student's educational performance; and
- (D) Creates an intimidating, hostile or offensive educational environment.

Description of conduct that may constitute sexual conduct (please note that this is not an exhaustive list.)

1. A student older than grade 2 sitting on a staff member's lap
2. Holding hands with a student older than second grade
3. Staff performing back rubs on a student
4. Kissing students
5. Touching students frequently
6. Commenting on students' bodies or appearance in a sexual manner
7. Exchanging romantic gifts or communications with a student
8. Showing pornography and obscene or suggestive photos to the student
9. Videotaping or photographing a student in revealing or suggestive poses
10. Discussing/writing about sexual topics unrelated to curriculum with students, making sexual jokes, gestures, pictures and

innuendos or engaging in inappropriate banter with students (e.g. discussion of student's dating behavior)

11. Sharing your own sexual exploits or marital difficulties
12. Intentionally invading the student's privacy (e.g. walking in on him/her in the bathroom intentionally)
13. Going to the student's home without parent supervision
14. Using e-mail, text-messaging, or instant messaging to discuss sexual topics with individual students
15. Dating students

Equal Employment Opportunity

The ESD shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, national origin, disability, marital status or age of any other persons with whom the individual associates.

In keeping with requirements of federal and state law, the ESD strives to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

On issues concerning the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX and other civil rights or discrimination issues, please contact the Superintendent.

Building Hours

The ESD office is open from **8:00 a.m.** until **4:00 p.m.** Monday through Friday. All ESD employees housed at the main building (835A S. Canyon Blvd., John Day) are expected to be present during these hours, with the exception of lunch. The ESD observes New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day. The building is also closed the day following Thanksgiving Day.

Those employees who work within a specific building will follow the calendar for that building. For example, an employee assigned to Dayville School will follow the calendar for Dayville School when

reporting for the first day of work, the last day of work, inservice days as well as Christmas and Spring Breaks.

Absences

If a staff member is unable to report for work for any reason, he/she **must** notify his/her immediate supervisor as soon as possible to ensure that appropriate necessary arrangements are made and appropriate staff is notified. Absences must be reported on timesheets or a report of absence form must be completed and returned to the supervisor for all staff absences. Paid leaves of absence (sick days, vacation days, personal days) are provided in accordance with established Board policy and law. Unpaid days of leave are discouraged and will be accepted on a case-by-case basis which must be discussed with an employee's immediate supervisor. The final decision of approval or disapproval of an unpaid leave of absence will be made at the discretion of the Superintendent.

Sick leave may be taken for the employee and immediate family members only. Immediate family members include the employee's spouse, same-sex domestic partner, child, parent, and minors with whom the employee has a relationship of "in loco parentis."

Those employees wishing to participate in the sick leave pool must contribute one full day of sick leave to the bank. Employees who contribute are then eligible to withdraw from the bank in that year. Sick days contributed to the bank will not be returned to the employee. Employees may only draw from the bank after exhausting all leaves and after missing work for 10 consecutive days due to illness.

Federal Family and Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA)

In accordance with federal law, staff members employed by the district for the previous 12 months and who have worked at least 1,250 hours during the year preceding the start of the leave may be eligible for FMLA leave. Staff members employed by the district at 180 days prior to the first day of the family medical leave of absence and who have worked an average of 25 or more hours per week may be eligible for OFLA leave.

Employees eligible for FMLA leave under federal law and/or OFLA leave under state law are entitled to take 12 work weeks of leave within a 12-month period for the:

1. Birth of the employee's child (eligibility expires 12 months after the birth date);
2. Placement of a child for adoption or foster care when the child is under 18 or older than 18 if incapable of self-care;
3. Care of a family member with a serious health condition; or
4. The staff member's own serious health condition.

Please contact the payroll clerk for additional information regarding FMLA/OFLA leave.

Family leave under federal and state law is generally unpaid. The district requires the employee to use any accrued paid leave, including sick leave or accrued vacation leave before taking FMLA and/or OFLA leave-without-pay for the leave period. The employee may select the sequence in which the paid leave is used. The district will notify the employee that the requested leave has been designated as FMLA and/or OFLA leave and that accrued paid leave shall be used during the leave period. Such notification will be given to the employee prior to the commencement of the leave or within two working days of the employee's notice of an unanticipated or emergency leave.

When the district does not have sufficient information to make a determination of whether the leave qualifies as FMLA or OFLA leave, the district will provide the required notice promptly when the information is available, but no later than two working days after the district has received the information.

Complaints

When a complaint is received regarding staff performance and student issues, every effort will be made to investigate and alleviate the condition as soon as possible. If a complaint is received that is found to have no basis, then the matter will be dropped. If the complaint has merit, the matter will be resolved as informally as possible. Students, parents and others with complaints will be encouraged to discuss the issue directly with the involved staff member. All such meetings shall be held in confidentiality.

If the complaint cannot be resolved informally, the complainant shall submit the complaint in writing to the staff member's immediate

supervisor. The complainant will be provided with the board policy and procedures for filing a formal complaint.

When a complaint is made directly to the Board, or to individual Board members, the complainant shall be referred to the appropriate channels for complaints. The Board shall not be the first point of contact for complaints.

Staff Complaints

Staff member complaints contending a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations should be directed to the immediate supervisor for informal discussion and resolution. If informal resolution is not possible, the staff member will adhere to Board policy for initiating a formal complaint.

Acceptable Use of Technology

This acceptable use policy governs the use of computers and networks by all persons at Grant County ESD/JuniperNet. As a user of these resources, you are responsible for reading and understanding this document. If you have questions, please contact Information Technology Services at (541) 575-4000. Grant County ESD encourages the use and application of information technologies to support the research, instruction, and public service mission of the institution. Grant ESD computers and networks provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

Terms and conditions of use:

- The primary purpose of electronic systems and communications resources is for education-related activities.
- Users do not own accounts on ESD/school computers, but are granted the privilege of exclusive use. Users may not share their accounts with others, and must keep account passwords confidential.
- Each account granted on a JuniperNet system is the responsibility of the individual who applies for the account.

- Grant ESD cannot guarantee that messages or files are private or secure. Grant ESD may monitor and record usage to enforce its policies and may use information gained in this way in disciplinary and criminal proceedings.
- Users must adhere strictly to software licensing agreements and copyright laws.
- Any violation of this policy or local, state, or federal laws may be referred to appropriate Grant ESD/district officials and/or, as appropriate, law enforcement authorities.
- Misuses of JuniperNet computing, networking, or information resources may result in the immediate loss of computing and/or network access, and may lead to further disciplinary action as well.
- Employees should be aware that all personal files may be discoverable under ORS 192.410, the state public records laws.

Conduct which violates this policy includes, but is not limited to the following:

- Unauthorized attempts to view and/or use another person's accounts, computer files, programs, or data.
- Using JuniperNet computers, accounts, and/or networks to gain unauthorized access to district networks or other systems.
- Attempting to degrade performance of JuniperNet computers and/or networks.
- Attempting to deprive other users of JuniperNet technology resources or access to systems/networks.
- Using JuniperNet technology resources for commercial activity such as creating products or services for sale.
- Copying software protected by copyright, except as permitted by software licensing agreements.
- Using JuniperNet computers and/or networks to send fraudulent or harassing messages.
- Accessing, creating, or propagating lewd and/or inappropriate materials.
- Using JuniperNet computers and/or networks to create or access materials not related to the mission of Grant ESD.
- Initiating or propagating electronic chain letters.
- Inappropriate mass mailings to newsgroups, mailing lists, or individuals, i.e. "spamming" or "flooding".

Unauthorized "broadcasting" of unsolicited mail or information using JuniperNet computers and/or networks is prohibited. Please remember that staff members have no right to or expectation of

privacy when using network resources. All information displayed, received, scanned, or otherwise transmitted across the network is subject to public disclosure (except student and personnel issues) and as such can be viewed by any member of the public. This includes any and all electronic mail messages.

District Phone Use/Personal Cell Phone Use

Please do not use ESD phones for personal business. All long distance calls must concern official ESD business.

If you use your privately-owned cell phone for ESD business, you may be reimbursed in accordance with Board policy. Requests for reimbursement for authorized use of employee-owned cellular phones are to be submitted with a copy of the billing statement with the ESD business-related calls highlighted. A notation for each highlighted entry, indicating the nature of the call, is required.

Personal use of privately-owned cell phones by employees is restricted to lunch, breaks or other such times when the employee is not on duty.

Professionalism

Each staff member is a role model for the students as well as each other. Please act professionally in all interactions. Proper dress, behavior, communication between coworkers, and ethics are all expectations of Grant ESD employees.

Confidential Information

While Grant ESD is a public entity subject to public records requests, student records and medical information is not open to public viewing. Employee records, other than wage information, are also considered confidential information. Every employee of Grant ESD has the responsibility to protect student and employee confidentiality. Policy prohibits any unauthorized or indiscriminate access to, disclosure or transmission of student or employee information, except when used in the normal course of business. Discussions

regarding students or employees must be held in the strictest of confidence.

Violation of FERPA and/or HIPAA rules will result in disciplinary action. Student information is protected under The Family Educational Rights and Privacy Act (FERPA). Employee health records are protected under the Health Insurance Portability and Accountability Act (HIPAA).

Payroll/Draws

Payroll will be processed on the 15th of each month, or the Friday prior to the 15th if the 15th falls on a Saturday or Sunday. In cases where the ESD is on Christmas or Spring Break, payroll will be processed on the last working day prior to the break.

Occasional draws of up to \$500.00 will be allowed. No more than one draw per month will be allowed and must be approved by the superintendent.

Layoff/Recall

If a Reduction in Force (RIF) is required for whatever reason, policy and current Oregon Revised Statutes and Oregon Administrative Rule will be followed. The following procedures shall constitute the recall process:

- An employee who is laid off will remain on the laid off list and be eligible for recall for twenty-seven (27) months. No new employees shall be hired to any position until all laid off employees who are fully qualified for the position have been given an opportunity to accept the position.
- The District shall notify laid off employees of a position opening by letter at their address of record as maintained at Grant ESD. Laid off employees shall have four (4) calendar days from the date of receipt of such notification in which to indicate their acceptance or rejection of the position and an additional four (4) days in which to begin active employment.
- If the employee cannot be reached at his/her last known address, or if he/she rejects any position offered to him/her for which he/she is qualified, he/she shall forfeit all re-employment rights. Employees who wish to waive re-employment rights may do so by written notification to the District.

- Employees who worked one-half (1/2) or more of the school year in which the layoff occurred shall be advanced to the next step on the salary schedule. Employees who worked less than one-half (1/2) of the school year shall be placed on the same step they were on when the layoff occurred.

Accident Reports

Written reports must be submitted to the immediate supervisor when an accident occurs on ESD premises, in ESD vehicles, or at an ESD sponsored activity. Also, any ESD staff member who may be elsewhere on ESD business when an accident occurs must submit a report. The report will cover both property damage as well as personal injury. All accidents will be investigated by the immediate supervisor and any corrective measures will be implemented as soon as possible.

Care and Use of District Property

All staff members are encouraged to exercise continuous and diligent care of all district-owned property. Such items as computers, video equipment, tools, and vehicles are priority items for theft and damage. Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to a supervisor.

Closure for Inclement Weather/Emergency

The decision to close all or any part of the ESD may be made by the Superintendent or in his/her absence, his/her designee. School districts generally close due to student safety concerns. The safety of students will be the major factor in all closure decisions regarding those ESD classrooms, personnel and programs directly serving students in component districts. Those employees who normally work in component school districts shall follow the schedule of the component district to which they are assigned. For employees who work in multiple school districts, they will report to the district that is open. If all the school districts an employee works in are closed, then there is no need for the employee to report to work that day. If one or more of the sites an employee works at is open but an employee is unable to get to work during inclement weather, the

employee will count the time as non-contract, personal leave, vacation, or leave without pay. Leave without pay may only be used if all other paid leaves have been exhausted. The ESD office is considered open unless an ESD closure is announced on the radio.

Travel

Grant ESD will reimburse employees for travel required as part of the employee's duties. Mileage will be reimbursed at IRS rates.

Advance approval by the superintendent for all out-of-county travel is required. Grant ESD does provide a vehicle for employee use. The vehicle use is prioritized as follows:

- Out-of-county travel
- Monument travel
- Long Creek travel
- Dayville travel
- Local travel

If the vehicle is available, but the employee chooses to drive his/her own vehicle, mileage will not be reimbursed. All necessary forms will be filled out by the employee, including a vehicle pre-inspection and post-inspection.

When requesting meal reimbursement, the employee must submit receipts detailing the cost of the meal. If a receipt is not submitted, the employee will not receive reimbursement. Maximum meal reimbursement will be \$5.00 for breakfast, \$7.00 for lunch, and \$13.00 for dinner. If the meal costs more than the maximum reimbursement, the ESD may, at its discretion, reimburse actual costs when a receipt detailing those costs is submitted.

If the employee requires room accommodations, please coordinate reservations through the business office. Indicate if you have any special needs when requesting a room.