

Please complete this page, tear page off and return completed page to central office.

(Exhibit)

Receipt for the
ALVA INDEPENDENT SCHOOL DISTRICT #001
EMPLOYEE HANDBOOK

Date received _____

Employee _____

Please print name

Address _____

Job
Position _____

School _____

Social Security Number _____

I hereby acknowledge receipt of the Alva Independent School District #001 Non-certified Personnel Handbook.

I have read the handbook and understand the contents.

Signature of Employee

NON-CERTIFIED PERSONNEL HANDBOOK

Adopted: March 31, 1986

Revised: March 30, 1998 April 02, 2001 May 03, 2004
August 05, 2002 March 03, 2003
April 07, 2003 January 05, 2004

Legal Reference:

Cross Reference:

District #001, Woods County, Oklahoma

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Since the effectiveness of the educational program depends to a large degree upon the competence of all employees, the Board of Education desires to develop policies which will promote the growth and proficiency of all non-certified personnel.

1. Every effort is to be made to keep all employees fully informed of the school policies and programs to enable them to work more effectively.
2. The custodians are directly responsible to and supervised by their Building Principal and indirectly responsible to the Superintendent.
3. School secretaries are directly responsible to and supervised by their Building Principal and indirectly responsible to the Superintendent.
4. Bus drivers and mechanics are directly responsible to and supervised by the Director of Maintenance/Transportation and indirectly responsible to the Superintendent.
5. Maintenance personnel are directly responsible to and supervised by the Principal and indirectly responsible to the Supervisor of Buildings & Grounds and the Superintendent.
6. The Food Service Director is directly responsible to and supervised by the Superintendent.
7. Cooks are directly responsible to and supervised by the Food Service Director and indirectly responsible to the Building Principal and Superintendent.
8. The Superintendent's Secretary, the Encumbrance Clerk, the Payroll Clerk and the Activity Fund Custodian are directly responsible to and under the supervision of the Superintendent.
9. Employees are to inform their supervisor of any activities which affect the school program and/or its relations with the public.

In case of a difference of opinion, no employee may go over his/her supervisor's head. Procedure in such instances is to state in writing the details of the incident and send the communication to his/her supervisor. The supervisor in turn is obligated to turn this communication over to the superintendent promptly and, if necessary, the superintendent is obligated to turn this communication over to the Board of Education within 30 days with his/her comments.

General Guidelines

1. Teachers' Retirement System of Oklahoma requires non-certified personnel to be employed twenty hours per week or more to be eligible for membership.
2. The Oklahoma State Education and Employees Group Health Plan is available by payroll deduction for those employees who work twenty or more hours per week. Other insurance such as cancer, disability and life are available regardless of the number of hours worked. Information regarding these benefits will be given to the employee at the time of employment or may be obtained from the payroll clerk and insurance coordinator in the central office at any time.
3. If possible, two breaks of 15 minutes duration will be scheduled for employees working a full day. Breaks may be given to other employees although not mandated by law. These breaks are given only when they do not interfere with the completion of assigned duties.
4. Unpaid lunch breaks of from thirty (30) minutes to one (1) hour will be allowed depending on the type job performed as determined by the immediate supervisor. Lunch hours cannot conflict so as to interfere with the performance of the assigned duties.
5. Work rules and procedures may be developed by the immediate supervisor. These rules shall be followed according to the directions of the immediate supervisor.
6. Vacation days will follow the school calendar set forth by the Board of Education except when covered by other specific agreements.
7. Pay days shall be on the 20th day of each month. If a regular pay date falls on a holiday or weekend, employees will receive their checks on the last work day prior thereto.
8. Prior to the end of the school year, each supervisor will evaluate those non-certified employees for whom they are directly responsible. For this purpose, forms are available in the superintendent's office. Copies of those forms are attached as exhibits A, B, and C.

Wages and Hours

Non-certified personnel will be paid minimum wage or above in compliance with the Fair Labor Standard Act. All wages will be set by the administration with the approval of the Board of Education.

Non-certified employees are eligible for additional compensation and the flexible benefit allowance as per board policy. Non-certified personnel will not be required to work more than forty (40) hours per week. However, if deemed necessary by the immediate supervisor and/or superintendent, and agreeable with the employee, said employee may be asked to work more than 40 hours per week. Compensatory leave will be given or time will be compensated with pay at the rate of time and one-half of the employee's regular rate for each hour worked over 40 hours. Bus Drivers, Cooks, Secretaries and Teacher Assistants/Para Professionals work varying hours per day and varying months per year as the job requires. These hours and months are outlined in the job description for each job on file in the superintendent's office. The above personnel are not required to work when school is not in session but they are required to attend specified in-service days at the beginning of school. Exception: Central office personnel and secretaries are required to work on parent-teacher conference days (part of the 175 days in term).

All custodians are employed on a twelve (12) month basis and work a regular eight (8) hour day. The normal work week will run from 12:00 a.m. Sunday through 11:59 p.m. Saturday, consisting of forty (40) work hours. The normal workday will be determined by the building principal and the administration. During the normal workday, each custodian may have a one (1) hour unpaid lunch break and two fifteen (15) minute paid breaks. No extra pay will be allowed unless prior arrangements are made with the administration.

Custodians will not work during the following holidays: July 4th, Labor Day, days dismissed for Thanksgiving, Christmas Day, New Year's Day, days dismissed for Easter break and Memorial Day. Custodians may also choose five days of Christmas vacation or five days of spring break or a combination thereof. Custodians with fifteen (15) years of service will also have a paid fall break holiday.

When asked to work overtime for activities, the responsibility of the custodian will be as follows: opening used areas, maintaining those areas, performing other duties on an individual request from the concerned party and closing the areas after the event is over. When other non-certified personnel are asked to work extra hours, the duties will be outlined by their immediate supervisor.

Food Service Substitute Policy

The following rules shall apply for absences of employees in the food service department:

In the absence of the seven hour Head Cook, the position will be covered by a six hour cook, working only six hours. If for some reason, a food service employee cannot work the above extra hour(s) specified, the food service director must be notified.

Leaves

Non-certified personnel will have the following leaves as listed: Bereavement Leave, Compensatory Leave, Emergency Leave, Personal Leave, Sick Leave, Jury Duty Leave, Military Leave, Parental Leave of Absence, Professional Leave and Vacation Leave.

For determining leaves, the term "immediate family" is defined as spouse, father, mother, son, daughter, brother, sister, grandchild, grandparent and corresponding relatives by affinity.

Bereavement Leave

Ten work days of bereavement leave per school term will be granted for spouse or child without loss of pay. Five of these days may be used for bereavement of other members of the immediate family.

Compensatory Leave

Compensatory leave will be used as remuneration for extra hours worked when applicable. Compensatory leave is defined as release time (time not worked) during a normal work week. Unless impossible, compensatory leave time is to be taken in the same week as the time was earned.

If not possible, permission from the superintendent is necessary to schedule compensatory time for a later date. If allowed to be taken at a later date, (not in the week earned) hours earned must be computed at the rate of time and one-half.

When compensatory leave cannot be given for extra hours worked, personnel will be compensated monetarily at the rate of one and one-half times their hourly wage for each hour worked over a forty hour week. Prior arrangements must be made through the proper channels and cleared with the superintendent.

Emergency Leave

Emergency leave will be granted without loss of pay on the following basis:

12.0 month employees	5 emergency leave days
Under 12 month employees	4 emergency leave days

These days are not cumulative and will be used for sick leave when all accumulated sick leave has been exhausted. Emergency leave is to be used for the following purposes:

1. Death or illness of a friend or relative or unusual or unforeseen circumstances within an immediate family not covered by sick leave policy
2. Legal transactions involving a legal instrument (deed, mortgage, transferring title, etc.) or a court order
3. Other reasons which have the approval of the administration

Emergency leave is not granted by the Board of Education as personal leave. The Board of Education does recognize there are certain emergencies not covered by sick leave when the non-certified persons need to be absent from duty. The administration will make every effort to judge fairly each non-certified person's request individually in order to execute the Board's intent of its policy. Listed below are some items as examples that would not be approved as emergency leave.

1. To seek other employment
2. To participate in political or social activities
3. To perform services for compensation
4. To participate in professional activities
5. For entertainment, recreation, travel or vacation
6. For religious activities
7. For inclement weather

Jury Duty Leave

The administration will allow employees to serve on jury duty as required without loss of pay or leave. However, any fee received as remuneration for jury duty must be assigned to the district. If an employee elects to keep the jury duty remuneration, loss of pay will result. Mileage paid for jury duty, however, can be kept by the employee.

Leave of Absence

Any employee requesting a leave of absence must do so in writing. The Board of Education will review each request and act on each request accordingly.

Military Leave

All employees of the school district who are members, either officers or enlisted of the Reserve Components, to include the Army and Air National Guard and the Army, Navy, Air Force, Marine Corps and Coast Guard Reserves, or any other component of the Armed Forces of the United States, shall, when ordered by the proper authority to active or inactive duty or service, be entitled to a leave of absence from such civilian employment for the period of such service without loss of status or seniority. During the first twenty (20) regularly scheduled work days of such leave of absence in any federal fiscal year, the employee shall receive his/her full regular pay from the school district. During the remainder of such leave of absence in any federal fiscal year, the school district may elect to pay the employee an amount equal to the difference between his/her full regular pay from the school district and his/her military pay.

Parental Leave of Absence

The Board shall consider requests for parental leave of absence without pay. The beginning and termination dates of the leave shall be determined by the employee and the Board. An employee who returns from parental leave of absence shall be reinstated to the employee's former position or its equivalent.

Personal Business Leave

Personal business leave will be granted on the following basis:

10-12 month employees	4 personal leave days
9.0 month employees	3 personal leave days

Personal business leave will be subject to the following provisions:

1. The principal will be notified 48 hours in advance, if possible, but not later than 4:00 p.m. the day before the leave is requested.
2. The employee will have deducted from his/her paycheck the amount needed to pay a substitute.
3. The employee will not be required to give a reason for the day of personal business leave.
4. Personal business leave will not be cumulative, however, any unused personal leave not used during the school year will be added to sick leave on June 30 of that fiscal year.
5. Personal Business Leave shall not be used the day immediately preceding nor the day immediately following a scheduled holiday.
6. Support personnel with 0-2 years of service with the Alva School District will have the first day of personal business leave paid by the district.
7. Support personnel with 3-19 years of service with the Alva School District will have the first two days of personal business leave paid by the district.
8. Support personnel with 20 or more years of service with the Alva School District will have the first three days of personal business leave paid by the district.

Professional Leave

Professional leave will be granted as necessary by the administration. No loss of pay will result in this leave.

Sick Leave

Non-certified personnel will earn one day of sick leave for each month employed. Sick leave at full pay shall accrue at the beginning of each contract period. Unused sick leave shall accumulate to a maximum of 70 days. Administration of sick leave is as follows:

1. Accumulated paid sick leave shall be reduced by one day for each day the employee is absent for reason of accidental injury, illness, pregnancy, accidental injury in the immediate family and illness in the immediate family.
2. Not more than two days absence may be charged against accumulated sick leave for reasons of maternity cases in the immediate family unless the medical case is of an unusual circumstance as attested to by the attending physician.
3. Any employee may be required to submit appropriate evidence concerning the cause of his/her absence in order to qualify for sick leave benefits.
4. Sick leave records kept on file in the superintendent's office shall be final. Each employee will be given a record of his/her accumulated sick leave beginning with the September check.

Vacation

Alva Independent Schools offers vacation days to its twelve (12) month non-certified personnel. At the beginning of each year, each employee is granted his/her vacation time for the entire year.

Upon being employed by the district, twelve (12) month non-certified personnel are awarded ten (10) days of paid vacation per year. One additional vacation day may be earned for every three years of service in the district up to a maximum of fifteen (15) days paid vacation. Employees who are already receiving fifteen (15) days of paid vacation shall not have that time reduced. Paid vacation period begins on July 1 (the beginning of the fiscal year) and runs through June 30 (the end of the fiscal year). Employees need to take their earned vacation during this time or the unused vacation will be lost. Exception: Custodians vacation will be taken sometime during the summer subject to the administration's approval. (Summer hours are defined as those hours that follow Memorial Day and one week prior to the start of school.)

With the approval of the superintendent of schools, employees may carry over five (5) days of vacation from one year to the next. Any carried over vacation time must be taken within a year of it being granted or the time will be forfeited.

Employees who have accrued vacation days prior to the adoption of this policy (12/01/03), will have two additional years to use the accumulated vacation before it will be forfeited.

Any twelve (12) month employee hired after the beginning of the fiscal year will have the first year's vacation days pro-rated.

If you retire, you must take all of your accumulated vacation prior to the retirement date set forth in the letter of resignation and retirement.

Sick Leave Sharing Program

- A. A full-time employee may donate sick leave to another employee according to Oklahoma Statutes 70-6-104.6 for the following reasons:
 - 1. The donee has exhausted or will exhaust all earned sick leave due to an extraordinary or severe injury, illness, impairment, pregnancy, miscarriage, childbirth and recovery therefrom, or physical or mental condition of the donee; or
 - 2. The donee has exhausted or will exhaust all earned sick leave due to an extraordinary or severe injury, illness, impairment or physical or mental condition of a relative (spouse, child, stepchild, grandchild, grandparent, stepparent or parent) or household member (one who resides in the same home as the donee and who shares a duty to provide financial support with the employee) of the donee; and
 - 3. The condition has caused or is likely to cause the donee to take leave without pay or to terminate employment.
- B. The employee may donate any of amount of sick leave which does not cause that employee's sick leave balance to fall below twenty (20) days.
- C. An employee may receive up to thirty (30) donated days. If that leave is exhausted, the employee may apply for an additional thirty (30) days.
- D. An employee requesting donated days must first provide the Board with a medical certificate from a licensed physician or health care provider verifying the severe or extraordinary nature and expected duration of the condition.
- E. The employee receiving donated days is to receive his or her normal rate of pay.
- F. All sick leave available for use by the donee must be used prior to using shared sick leave.
- G. Shared sick leave usage records shall be maintained separately from regular sick leave records.
- H. Any donated leave which is not used shall be returned to the donating employee on a pro-rata basis.
- I. The Board is the determining body as to whether the donee meets the criteria above and has previously abided by District leave policy.

Payment for Unused Sick Leave at Retirement

Any full-time employee with a minimum of twenty (20) years experience in the Alva School District, including districts annexed and/or consolidated with Alva, who submits to the superintendent of schools before May 1 of any school year a written statement of retirement under the Oklahoma Teachers' Retirement System to take effect at the end of that school year shall be eligible for payment of his/her unused sick leave. Other employees, less than full-time, will be eligible according to the rules above at a pro-rated amount based on hours worked per day. This shall be issued in separate payment prior to June 15. For employees who retire other than at the end of the year, three months written notice in advance is required. The accumulated sick leave payment shall be computed at the rate of forty (\$40) dollars per day.

An employee who retires with 15-19 years experience in the Alva School District shall be eligible for payment prorated at 75%. An employee who retires with 10-14 years experience in the Alva School District shall be eligible for payment prorated at 50%.

Suspension, Demotion or Termination

In order to comply with Title 70 of the Oklahoma Statutes, Sections 24-132 through 24-136, the Alva Board of Education hereby adopts the following procedure for the suspension, demotion or termination of non-certified employees.

For the purposes of this policy a "non-certified employee" is defined as a full-time employee of a school district who provides those services, not performed by professional educators or licensed teachers, that are necessary for the efficient and satisfactory functioning of a school district.

No non-certified employees who have been employed in the Alva school district for one year or more may be suspended, demoted or terminated except for the causes set out in this policy by the:

1. Superintendent of Schools
2. The employee's immediate supervisor subject to approval by the administration

Nothing contained in this policy shall prevent the board of education from acting on its own volition in matters pertaining to suspension, demotion or termination of non-certified employees.

Whenever the administrators are of the opinion that the immediate suspension of a non-certified employee is necessary and in the best interest of a school district, the administrators may suspend the employee without notice or hearing. If an employee is suspended for a period exceeding ten days, the superintendent of the district shall initiate proceedings for termination and shall follow the procedures set forth in this policy. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceeding against the employee during or after the suspension for termination as provided in this policy. Prior to any demotion or termination, the non-certified employee shall receive notice of his/her right to a hearing, which if requested, will be conducted by the Alva Board of Education. All notices shall be certified mail, with the postmark used to determine the timeliness of such notice. The non-certified employee must request a hearing within ten working days of said notice or be deemed to have waived his/her right to a hearing. If the non-certified employee requests a hearing, the hearing shall be conducted at the next or next succeeding regularly scheduled meeting of the Alva Board of Education if the request is received by the clerk of the board at least ten days prior to aforesaid meeting. A special meeting may be conducted if requested by the employee or at the discretion of the Alva Board of Education.

The special meeting shall be conducted no sooner than ten days nor later than 30 days after receipt of the employee's request.

The decision of the Alva Board of Education shall be final.

Nothing in the stated policy shall be construed to prevent layoffs for lack of funds or lack of work.

In order to comply with Title 70 of the Oklahoma Statutes Sections 24-132 through 24-136, the Alva Board of Education hereby adopts the following causes for suspension, demotion or termination.

1. Failure to be at work station at starting time
2. Leaving work station without authorization prior to lunch periods or end of work day
3. Excessive un-excused absenteeism
4. Chronic absenteeism for any reason
5. Excessive tardiness
6. Wasting time or loitering during working hours
7. Leaving work area during working hours without permission
8. Falsification of personnel or other records
9. Possession of weapons on the premises at any time
10. Removing district property, records or confidential information from premises without proper authority
11. Willful abuse, misuse, defacing or destruction of district property, including tools, equipment or other property of other employees
12. Theft or misappropriation of property of employees, students or of the district
13. Sabotage
14. Distracting the attention of others
15. Refusal to follow instruction of supervisor
16. Refusal or failure to do work assignment
17. Unauthorized operation of machines, tools or equipment
18. Threatening, intimidating, coercing or interfering with employees at any time
19. The making or publishing of false, vicious or malicious statements concerning any employee, supervisor or the district
20. Creating disturbances on the premises at any time
21. Creating or contributing to unsanitary conditions
22. Practical jokes injurious to employee's or district property
23. Possession, consumption or reporting to work under the influence of alcohol, non-prescribed drugs or controlled substances
24. Disregard of known safety rules or common safety practices
25. Unsafe operation of motor driven vehicles
26. Operating machines or equipment without safety devices provided
27. Gambling, lottery or any other game of chance on district property
28. Unauthorized distribution of literature, written or printed matter of any description on district property
29. Posting or removing notices, signs or writing in any form on bulletin boards of district property at any time without specific authority of the administration
30. Poor workmanship
31. Immoral conduct or indecency including abusive and/or foul language
32. No personal calls during working hours, except for emergencies, including in-coming and out-going calls
33. Walking off job
34. Smoking or using tobacco products as outlined in board policy GBED:

The Alva Independent School District #001 Board of Education, in order to comply with amended Oklahoma State Law (63-1-1521) and Title 63, Section 1-1522 Smoking in Public Places, has established the following policy:

“An educational facility which offers an early childhood education program or in which children in grades kindergarten through twelve are educated shall prohibit smoking, the use of snuff, chewing tobacco or any other form of tobacco product in the buildings and on the grounds of the facility by all persons including, but not limited to, full-time, part-time, and contract employees, during the hours of 7:00 a.m. to 4:00 p.m. during the school session, or when class or any program established for students is in session. An educational facility may designate smoking areas outside the buildings for the use of adults during certain activities or functions, including but not limited to, athletic contests.”

35. Refusal of job transfer within the district, if transfer does not result in a demotion
36. Insubordination of any kind
37. Abuse of "breaks" (rest periods) or meal period policies
38. Violation of any district rule or policy
39. Violation of any administrative rule or order
40. When it is in the best interest of the school district, any non-certified personnel may be suspended, demoted or terminated

Violations of any of the above shall be sufficient grounds for the suspension, demotion or termination of the non-certified employee.

Reduction in Force Policy

Non-certified employees operate under a different dismissal statute than teachers. Regardless, the same theory that supports the authority for Reduction in Force (RIF) with teachers applies to non-certified employees. That theory, again, is that Oklahoma Statutes invest the local Board of Education with the responsibility and authority "to maintain and operate a complete public school system" and to "contract with and fix the duties and compensation of ...teachers...and other necessary employees of the district." The decision to implement the RIF will be made in good faith pursuant to this policy. This policy applies to a reduction during the contractual period of employment.

The applicable dismissal statute states that non-certified employees employed for more than one year may be suspended, demoted, terminated or non re-employed only for cause, as designated by local Board policy. The employee has the right to a hearing before the Board concerning the job action taken.

The dismissal statute does go further than the teacher statute in recognizing a statutory right of the Board to implement a RIF. "This section shall not be construed to prevent layoffs for lack of funds or work."

Non-certified employees do not attain tenure status like teachers do. Also, non-certified employee positions are quite different from one another (clerical, custodian, food service, transportation, etc.), so it is unlikely that an employee in one group would be qualified to displace an employee in another group. Teachers, on the other hand, can be treated as one group and can displace one another in various areas of their certification.

Reduction in Force Policy Regulations

Determination of Need to Reduce Staff

- A. When the Board determines the need to reduce the number of non-certified employees in the school district, the student and program needs of the district will be the primary criteria considered in deciding upon positions to be eliminated and employees to be released as result thereof. When implementing a reduction in staff, the Board will first determine the position(s) to be eliminated and then utilize the following procedure to select the employee(s) to be released.

2. Procedure for Reduction

- A. Employees will be considered for reduction in the following order:
 - 1. Part-time employees
 - 2. Full-time employees with less than one (1) year of service
 - 3. Full-time employees with one (1) year or more of service.
- B. When selecting employees for reduction, as provided in item A, above, the administration shall consider the following criteria as each relates to the employees being considered within each job category.
 - 1. Training
 - 2. Experience
 - 3. Length of Continuous and Uninterrupted Service
 - 4. Licenses Held
 - 5. Special Skills
 - 6. Administrative Evaluation
- C. Full-time employees with more than one (1) year of service selected for reduction shall be afforded the notification and hearing procedures provided for by law.

3. Procedure for Recall

- A. An employee reduced as a result of this policy shall be placed on a recall list for the remainder of the school year, (or for one school year). The employee shall remain on the recall list until and unless the employee:
 - 1. Waives recall in writing
 - 2. Resigns
 - 3. Accepts a position of re-employment
 - 4. Fails to accept a position of re-employment within (10) days after it has been offered.

(Exhibit)

Shared Sick Leave Requesting or Donating Form

Requesting Leave Days

Date_____

Name_____

I hereby request _____ days of sick leave be donated to me through the District=s Sick Leave Sharing Program. Attached to this form is a medical certificate from a licensed physician or health care provider verifying the severe or extraordinary nature and expected duration of the condition.

I hereby certify, that to the best of my knowledge, I have previously abided by the District=s leave policies, that the nature of the condition is such that I have used or will use all other leave available to me, and that the condition has caused or is likely to cause me to take leave without pay or to terminate employment.

Signature of Employee

Date_____

Donating Leave Days

Date_____

Name_____

I hereby donate _____ days of my accumulated sick leave to _____

for that person's immediate use. I realize that any days not used will be returned to me.

Signature of Employee

Date_____

Return to building principal/supervisor.

(Exhibit)

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Please print name

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Social Security Number_____

I hereby acknowledge receipt of the Alva Independent School District #001 Non-certified Personnel Handbook.

I have read the handbook and understand the contents.

Signature of Employee