

North Clackamas School District
Schedule of Pay Dates
For 2023-2024 Fiscal Year

July 24, 2023

August 24, 2023

September 25, 2023

October 24, 2023

November 22, 2023

December 22, 2023

January 24, 2024

February 23, 2024

March 25, 2024

April 24, 2024

May 24, 2024

June 24, 2024

Reminders:

- All paychecks and direct deposit stubs will be emailed or mailed to your home address.
- Time cards are due by the 10th of each month. If the 10th falls on a weekend, time cards will be due the Friday before.
- If the 24th falls on a Saturday, payday will be Friday.
- If the 24th falls on a Sunday, payday will be Monday.

The district recommends that you change the date of any automatic payments to the 27th or later. In the event, of a significant natural disaster in this area, the disaster recovery plan calls for a minimum one day delay in our ability to get access to the system to produce payroll. This would impact our ability to produce a payroll check for any employee.

All employees are strongly encouraged to use Direct Deposit

To: All Employees

Re: Upcoming Safety Training

North Clackamas School District is fully committed to the health and safety of all faculty, staff, students, and visitors. The district believes that occupant safety and a healthy environment are important factors in the total educational program. Those factors help to make the district a better place to learn and work, creates positive relationships with district customers and stakeholders, and prepares students to be responsible citizens for a safe community.

As part of the district's ongoing program to meet this safety commitment, to comply with regulatory requirements, and to contain health care costs, all employees must complete certain safety training when they begin working for the district and periodically thereafter. The courses are available through the PublicSchoolWORKS online training system and may be completed at the convenience of employees.

All employees must complete annual online courses each school year. The PublicSchoolWORKS system will track employee training and automatically notify those who haven't completed the courses. Also, school principals will receive a report listing those employees who have not completed the training.

For new staff, all required trainings must be completed within the first 30 days of employment.

The following are your training assignments:

<u>No.</u>	<u>Course Title</u>	<u>Reason</u>
M-017	Sexual Harassment for School Employees	Required
M-163	Homeless Education – An Introduction	Required
M-234	Child Abuse Identification & Prevention (Oregon)	Required
M-236	Bullying Prevention in Oregon Schools	Required
M-258	Sexual Misconduct - Staff to Student (HB 2062)	Required
M-026	Bloodborne Pathogens for School Employees (Full / Refresher)	Required
	Employee Handbook	Required

ONLINE TRAINING PROCEDURES

1. Go to the district website at www.nclack.k12.or.us
2. Click on "Departments"
3. Next click on "Human Resources"
4. Select Training (required annually for all employees), then click on the link in the website.
<https://www.publicschoolworks.com/Pages/login.asp?di=366&dia=en1td>
5. You will be brought to a screen titled "Your Login Info." If you do not see the "Account Login" screen, follow the directions on the "Login Help" screen. If you have any problems or need further help, call 1-866-724-6650, option 4. **It is very important that the information shown on the "Your Login Info" screen is accurate.** Make any changes needed and then click on the button "Click here when correct."
6. You will be brought to a screen titled "Your Course List." This screen shows you all the courses in which you have been enrolled. If there are no courses shown, then you are not currently required to complete any training. For further information about this screen, click on the "Help" button.
7. For each course shown, click on "Enter Class."

After you successfully complete each course (and test where applicable), the course will be removed from your course list. If you do not pass a test, you may retake the test until you obtain a passing grade.

Failed test scores will not show on your transcript.



ON THE JOB INJURY, WORKERS COMP PROCEDURES

If an employee is injured on the job, they must:

1. Report it **IMMEDIATELY** to their supervisor, not a co-worker.
2. Complete an Accident Analysis form. (This includes ANY injuries)

If they leave work because of the injury or to go to the doctor, they must also:

3. Bring back a medical authorization (including a doctor's diagnosis) that same day or the very next work day to allow them to return to work or to authorize them to be off work.
4. Immediately complete an 801 form (Workers' Compensation form).

This form is available with the head secretary. It is also on the Risk Management website.

5. They will need to provide the following information to the medical facility:

TRISTAR RISK MANAGEMENT

PO BOX 2805, CLINTON, IA 52733-2805.

Phone: (503) 245-7592 #1917

Risk Management needs to be called on **ALL** injuries where there is medical treatment required.

Contact: Risk Management Office (503) 353-6069 or (503) 353-1909

Workplace Accommodations Notice

North Clackamas School District is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, veteran status, sexual orientation, gender identity, gender expression or any other classification protected by law.

North Clackamas School District will make reasonable accommodations for known physical or mental disabilities of an applicant or employee as well as known limitations related to pregnancy, childbirth or a related medical condition, such as lactation, unless the accommodation would cause an undue hardship. Among other possibilities, reasonable accommodations could include:

- Acquisition or modification of equipment or devices;
- More frequent or longer break periods or periodic rest;
- Assistance with manual labor; or
- Modification of work schedules or job assignments.

Employees and job applicants have a right to be free from unlawful discrimination and retaliation

For this reason, North Clackamas School District **will not**:

- Deny employment opportunities on the basis of a need for reasonable accommodation
- Deny reasonable accommodation for known limitations, unless the accommodation would cause an undue hardship.
- Take an adverse employment action, discriminate or retaliate because the applicant or employee has inquired about, requested or used a reasonable accommodation.
- Require an applicant or an employee to accept an accommodation that is unnecessary.
- Require an employee to take family leave or any other leave, if the employer can make reasonable accommodation instead.

To request an accommodation or to discuss concerns or questions about this notice, please contact your supervisor or Mark Moser, Director, HR or Chelsi Reno, Associate Director, HR in the human resources department.



District Equity Policy

As each student enters a North Clackamas school, dreams are nurtured, history and cultural heritage are celebrated, love of learning is fostered, educational, physical, emotional and social needs are supported.

The North Clackamas School District is a community of learners committed to equity and the success of each student. This commitment means that student success will not be predicted nor predetermined by race, ethnicity, family economics, mobility, language, marital status, gender, sexual orientation, gender identity, disability, initial proficiencies or religion.

The principle of equity goes beyond formal equality where all persons are treated the same. Instead, equity fosters an inclusive and barrier-free environment in which everyone will fully benefit. The district will apply this principle of equity to all policies, programs, operations, practices and resource allocations. All students will have access and opportunity to a high-quality education.

The North Clackamas School District is committed to the following foundational beliefs:

1. Each student can learn with adequate support at the highest levels when all staff provide equitable access and opportunity for learning, and hold each student to high expectations;
2. Maximizing the academic achievement of every child requires allocating resources equitably, not necessarily equally;
3. Everyone in the district will act to eliminate disparities to prepare all students for college and career and;
4. An inclusive and welcoming environment plays a critical role in supporting a child's educational goals.

To realize our beliefs the North Clackamas School District will:

1. Systematically use districtwide and individual school level data, disaggregated by race, ethnicity, language, special education, gender, sexual orientation, socioeconomic background and mobility to inform district decision-making;
2. Provide students with equitable access to high quality curriculum, programs, teachers and administrators, extracurricular activities and support services, even when this means differentiating resource allocation;
3. Affirm the identity of each student, acknowledge and celebrate differences to create a sense of belonging for each student;

4. Incorporate the voice, culture and perspectives of students, staff, families and communities that reflect student demographics to support and enhance student success;
5. Identify and counteract biased practices that perpetuate achievement disparities and lead to disproportionate levels of student success;
6. Provide multiple and varied opportunities in order to meet the needs of the diverse student body;
7. Actively recruit, hire, and retain staff that reflect student demographics at all organizational levels and support employees to engage in culturally responsive practices and delivery of quality instruction and service; and
8. Ensure that the North Clackamas District Strategic Plan embraces the principle of equity as a key feature and presents measurable outcomes to prepare all students for college, career and life.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)



**North
Clackamas
Schools**

www.nclack.k12.or.us



Our Mission

Inspiring graduates who are empowered to act with courage in life and to strengthen local and global communities



Our Vision

We build relationships with students to honor their cultural heritage, foster their physical, social, and emotional well-being, cultivate joy in learning, and engage each student to reach their full potential. We create environments where students are inspired to be creative and critical thinkers as they prepare for success in life, college, and career.

Strategic Plan

2022-2027



Equity • Relationships • Integrity • Empowerment • Care

NCS D Strategic Points

DRAFT
Not for circulation 6/13/22



Equity Focus

North Clackamas School District is committed to examining and improving our system by affirming students' many identities while building inclusive, barrier free schools and workplaces.



Student Experience & Success

Strengthen and improve instructional and assessment practices that lead to meaningful academic and experiential learning for each student.

Ensure that modes and delivery of teaching and learning are varied and responsive to students' learning needs.

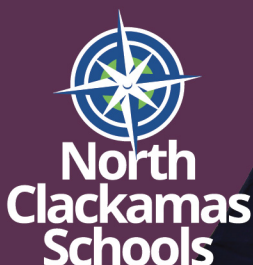
Provide frequent actionable feedback to students that leads to growth and proficiency.

Strengthen and continue to provide opportunities for student learning through academics, arts, and extracurricular activities.

Support the mental health and well-being of each student.

Develop a district-wide system in which all students graduate with a post-secondary plan and pathway for success.

Provide safe and flexible learning environments to encourage collaboration and innovation.



People & Culture

Recruit, hire, and retain exceptional employees with a strong sense of commitment to the school district's mission, vision, and core values.

Strengthen practices that lead to a workforce that reflects the diversity of the North Clackamas community.

Foster professional growth and leadership across all levels of the organization.

Cultivate a collaborative environment that empowers employees and provides job satisfaction.

Embrace technology and effectively use emerging tools in curriculum, programs, and department functions.

Strengthen relationships and interdependence among schools and departments.



Family & Community Collaboration

Build trusting relationships with students, families, and community.

Ensure that schools and district provide accessible two-way communication avenues.

Improve family engagement through a variety of relevant, accessible and meaningful opportunities.

Foster inclusive spaces that build community with families and students through culturally relevant practices.

Create new and nurture existing community partnerships that advance the school district mission and vision.

Build a reputation for NCSD as an award-winning, premier school district in the state of Oregon.



Resources & Service

Strengthen and develop partnerships that remove barriers to learning and advance the school district's vision and goals.

Build clear systems and methods of communication among schools, departments, and families.

Create impactful and sustainable systems that are adaptable to changing needs.

Improve processes and systems to enhance accessibility while using culturally responsive practices.

Invest in long term facilities planning, maintenance, and capital construction that provide safe, healthy, and flexible learning and work environments.

Continue effective decision-making that ensures financial stewardship and transparency.

Scan to learn more



To learn more about NCSD's Strategic Plan visit www.nclack.k12.or.us

IT'S MANDATORY

REPORT SEXUAL CONDUCT & CHILD ABUSE

District employees are required to report sexual conduct by a district employee, contractor, agent or volunteer toward any student when they have reasonable cause to believe that it has occurred. Sexual conduct is defined as “verbal or physical conduct or verbal, written or electronic communications by a school employee, contractor, an agent or a volunteer that involve a student and that are:

- Sexual advances or requests for sexual favors directed toward the student; or
- Of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with the student’s educational performance, or of creating an intimidating, hostile or offensive educational environment.”

Sexual conduct may include a wide list of physical and non-physical behaviors and actions:

- Performing back rubs on students
- Touching students frequently
- Exchanging romantic gifts or communications
- Discussing/writing about sexual topics unrelated to curriculum
- Kissing students
- Commenting on students’ bodies or appearance in a sexual manner
- Videotaping or photographing a student in revealing poses
- Sharing one’s own sexual experiences

When the designated licensed administrator (or alternate) receives a report of sexual conduct and has reasonable cause to believe that it has occurred, the designated licensed administrator will report the suspected conduct to TSPC if the alleged perpetrator is a licensed individual, and to ODE if the suspected perpetrator is not licensed (effective July 1, 2020). TSPC or ODE will conduct an investigation and report back to the district. The district may also conduct an investigation into the alleged sexual conduct. If there is reasonable cause to believe that an employee has committed child abuse, that employee will be placed on paid administrative leave pending the investigation. An employee may be subject to discipline, up to and including termination, based on the results of the investigation. A contractor, agent or volunteer may be removed from their position based on information of sexual conduct.

DESIGNATED LICENSED ADMINISTRATOR

Name: Michelle Riddell

Position: Exec. Director, Human Resources

Phone: (503) 353-6000

Email: riddellm@nclack.k12.or.us

Location: Administration Building

District employees are required to report suspected instances of child abuse when the employee has reasonable cause to believe that a child with whom the employee has come in contact has suffered child abuse or that a person with whom the employee has come in contact has committed child abuse. This report must be made to law enforcement or the DHS **and** to the designated licensed administrator identified below. The duty to report to DHS or law enforcement is in addition to the requirement to report to the designated licensed administrator. Child abuse may include, but is not limited to:

- Assault
- Mental injury which impairs child’s function
- Rape
- Sexual abuse
- Sexual exploitation
- Negligent treatment or maltreatment
- Threatened harm
- Buying or selling a minor
- Permitting presence where methamphetamines are manufactured
- Unlawful exposure to controlled substances

If the designated licensed administrator (or alternate) receives a report of child abuse and has reasonable cause to believe that it has occurred, the designated licensed administrator will ensure that the report has been made to DHS and/or law enforcement for investigation. If there is reasonable cause to believe that an employee has committed child abuse, that employee will be placed on paid administrative leave pending the investigation. The district may conduct an investigation into the suspected abuse. The designated licensed administrator will also report to TSPC if required by OAR 584-020-0041. An employee may be subject to discipline, up to and including termination, based on the results of the investigation. A contractor, agent or volunteer may be removed from their position based on information of child abuse.

For volunteers and contractors, on-line training is available upon request. Please contact Human Resources.

LOCAL LAW ENFORCEMENT

Milwaukie Police Dept: (503) 786-7400

Clackamas County Sheriff: (503)655-8211

DHS

(971) 673-7112

ALTERNATE DESIGNATED LICENSED ADMINISTRATORS

Name: Alma Morales Galicia, Will Ruehle

Positions: Assoc. Directors, Human Resources

Phone: (503) 353-6000

Email: moralesgaliciaa@nclack.k12.or.us,
ruehlew@nclack.k12.or.us

Location: Administration Building



HUMAN RESOURCES
12400 SE Freeman Way, Milwaukie, Oregon 97222
Phone: 503-353-6000
Fax: 503-353-7378

Mark Moser, Executive Director
Will Ruehle, Associate Director
Chelsi Reno, Associate Director

Abuse and Sexual Conduct Information and Reporting Requirements for Employees

NORTH CLACKAMAS SCHOOL DISTRICT

DOES NOT TOLERATE CHILD ABUSE OR SEXUAL CONDUCT IN ANY FORM.

PREVENTION

The North Clackamas School District seeks to prevent child abuse and sexual harassment by committing to:

- Teaching students about appropriate boundaries and relationships (in coordination with curriculum);
- Training all employees regarding child abuse and sexual conduct, and clearly communicating responsibilities and procedures;
- Making this training available to parents, community members, contractors and volunteers; and
- Promptly and thoroughly investigating any reports or complaints of abuse or sexual conduct.

ABUSE DEFINED

- Any assault of a child and any physical injury to a child which has been caused by other than accidental means, including any injury which appears to be at variance with the explanation given of the injury.
- Any mental injury to a child, which shall include only observable and substantial impairment of the child's mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child.
- Rape of a child.
- Sexual abuse.
- Sexual exploitation, including but not limited to: Contributing to the sexual delinquency of a minor, and any other conduct which allows, employs, authorizes, permits, induces or encourages a child to engage in the performing for people to observe or the photographing, filming, tape recording or other exhibition which, in whole or in part, depicts sexual conduct or contact, sexual abuse involving a child or rape of a child, and Allowing, permitting, encouraging or hiring a child to engage in prostitution or a commercial sex act, to purchase sex with a minor or to engage in commercial sexual solicitation.
- Negligent treatment or maltreatment of a child, including but not limited to the failure to provide adequate food, clothing, shelter or medical care that is likely to endanger the health or welfare of the child.
- Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child's health or welfare.
- Buying or selling a person under 18 years of age.
- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured.
- Unlawful exposure to a controlled substance, or to the unlawful manufacturing of a cannabinoid extract, that subjects a child to a substantial risk of harm to the child's health or safety. ORS 419B.005(1).

SEXUAL CONDUCT DEFINED

Verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or volunteer that involve a student and that are: sexual advances or requests for sexual favors directed toward the student or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering

with the student's educational performance or of creating an intimidating, hostile or offensive educational environment. Sexual conduct does not include touching that is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent or volunteer and for which there is no sexual intent. ORS 339.370(11)(a).

STUDENT DEFINED: Any person who is in any grade from prekindergarten through grade 12 or twenty-one years of age or younger and receiving educational or related services from an education provider that is not a post-secondary institution or education or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct. ORS 339.370(12).

GROOMING AND EXAMPLES OF SEXUAL CONDUCT

Sexual Conduct may include grooming behavior. This is behavior in which adults develop trust to break down a child's defenses so that the adult may engage the child in sexual conduct or sexual abuse.

Sexual Conduct includes but is not limited to the following examples:

- Performing back rubs on students
- Touching students frequently
- Exchanging romantic gifts or communications with a student
- Discussing/writing about sexual topics unrelated to curriculum with students, making sexual jokes, gestures and innuendos or engaging in inappropriate banter with students (e.g., discussion of student's dating behavior)
- Intentionally invading the student's privacy
- Kissing students
- Commenting on students' bodies or appearance in a sexual manner
- Videotaping or photographing a student in revealing poses
- Sharing one's own sexual exploits or marital difficulties
- Using email, text messaging or instant messaging to discuss sexual topics with individual students

OBLIGATIONS OF SCHOOL EMPLOYEES TO REPORT ABUSE AND SEXUAL CONDUCT

ALL EMPLOYEES are required to follow Policy JHFE "Reporting of Suspected Abuse of a Child" and policy JHFF/GBNAA "Reporting Requirements Regarding Sexual Conduct with Students." These policies help ensure employees are properly reporting incidents of abuse and sexual conduct.

Policy JHFE requires employees who have a reasonable cause to believe **any child** with whom the employee has come into contact has suffered abuse, to report this to DHS or the law enforcement agency within the county where the person making the report is located at the time of the contact. It also requires employees who have a reasonable cause to believe that **any adult or student** with whom the employee is in contact has abused a child to report this to DHS or to the law enforcement agency within the county where the person making the report is located at the time of the contact. See attached district policy JHFE "Reporting of Suspected Abuse of a Child" for more detail regarding these reporting obligations.

Policy JHFF requires employees who have reasonable cause to believe that another employee, contractor, agent or volunteer has engaged in sexual conduct with a student, to immediately notify the designated licensed administrator of the conduct. The designated licensed administrator who receives the report is required to report to the Oregon Department of Education (ODE or Teacher Standards and Practices Commission (TSPC) as appropriate. See attached district policy "Reporting Requirements Regarding Sexual Conduct with Students" for more detail regarding these reporting obligations.

LOCAL LAW ENFORCEMENT

Milwaukie Police Department: (503) 786-7400
Clackamas County Sheriff: (503) 655-8211

DHS: (503) 673-7112

DESIGNATED LICENSED ADMINISTRATOR

Name: Michelle Riddell
Position: Executive Director, Human Resources
Phone: (503) 353-6000
Email: riddellm@nclack.k12.or.us
Location: Administration Building

ALTERNATE DESIGNATED LICENSED ADMINISTRATORS Name:

Alma Morales Galicia, Will Ruehle
Position: Associate Directors, Human Resources
Phone: (503) 353-6000
Email: moralesgaliciaa@nclack.k12.or.us;
ruehlew@nclack.k12.or.us
Location: Administration Building

INVESTIGATORY PROCESS

When the designated licensed administrator (or alternate) receives a report of sexual conduct and has reasonable cause to believe that it has occurred, the designated licensed administrator will report the alleged conduct to TSPC if the alleged perpetrator is a licensed individual, and to ODE if the alleged perpetrator is not licensed (effective July 1, 2020). TSPC or ODE will conduct an investigation and report back to the district. The district may also conduct an investigation into the alleged sexual conduct. If the designated licensed administrator (or alternate) receives a report of child abuse and has reasonable cause to believe that it has occurred, the designated licensed administrator will ensure that the report has been made to DHS and/or law enforcement for investigation. The district may also conduct an investigation into the alleged abuse. The designated licensed administrator will also report to TSPC if required by OAR 584-020-0041. If there is reasonable cause to believe that an employee has committed child abuse or sexual conduct, that employee will be placed on paid administrative leave. An employee may be subject to discipline, up to and including termination, based on the results of the investigation.

APPROPRIATE ELECTRONIC COMMUNICATIONS WITH STUDENTS

Policy JHFF/GBNAA requires that any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is prohibited.

ADDITIONAL PROHIBITIONS

If a school employee, contractor or agent knows or has reason to know that another school employee, contractor or agent has engaged in sexual conduct or abuse, the school employee, contractor or agent may not assist the other in obtaining a new job. This prohibition does not apply if the employee, contractor or agent knows or has reasonable cause to believe that the conduct was reported to the appropriate agency and was resolved, or the investigation remains ongoing after four years.

LEGALIZATION OF MARIJUANA AND WORKING IN NORTH CLACKAMAS SCHOOLS

FAQ

QUESTION: Does the legalization of recreational marijuana in Oregon change expectations regarding being at work impaired by, or in possession of, marijuana?

ANSWER: No. Similar to the restrictions regarding the use and possession of alcohol, an NCSD employee cannot report to work impaired by, or in possession of, marijuana. The district's Drug-Free Workplace policy (GBEC) is unchanged by the legalization of recreational marijuana in Oregon. North Clackamas School District prohibits the unlawful manufacture, distribution, dispensation, possession or use of controlled substances or alcohol in the workplace, including marijuana.

QUESTION: Does the new law allow employees to consume marijuana on breaks or lunch periods?

ANSWER: No. The legalization of recreational marijuana does not allow employees to report for work impaired by, in possession of, or to use controlled substances in the workplace.

QUESTION: Regarding marijuana use or possession, what is considered the "workplace?"

ANSWER: The workplace is all property and facilities owned, leased or rented by the school district, including grounds, buildings, vehicles, any other equipment, and any site where an employee performs work.

QUESTION: If parked at her/his workplace, may an employee have marijuana in an employee's personal vehicle?

ANSWER: No. An employee cannot have marijuana in the workplace (defined above). If the employee's personal vehicle is parked within an area defined as the workplace, the rules governing a drug free workplace apply. In addition, under OAR 584-020-0040/ORS 475.864, possession of less than an ounce of marijuana within 1000 feet of a school may be grounds for disciplinary action related to licensure under Oregon Ethical Educator guidelines.

QUESTION: May employees have marijuana-related paraphernalia in the workplace?

ANSWER: No. An employee cannot have marijuana paraphernalia in the workplace (defined above).

QUESTION: What support does the district provide an employee with a drug or alcohol problem?

ANSWER: Employee Assistance Program (E.A.P) through Cascade Counseling is available by calling (503) 639-3009. The information an employee shares with the E.A.P. is confidential and is not shared with district administration. An employee having a drug or alcohol problem is encouraged to seek assistance.

North Clackamas School District's **Drug-Free Workplace** policy (GBEC) can be found at <http://policy.osba.org/nclack/G/GBEC%20G2.PDF> . Please review and if you have any questions, please contact your supervising administrator, Human Resources or your association (NCEA or OSEA).

Executive Director, Human Resources
President, NCEA
President, OSEA Chapter 71



Bureau of Labor and Industries



Brad Avakian, Commissioner

REQUIREMENTS OF OREGON'S SICK TIME LAW

Effective January 1, 2016, employers that employ employees in the state of Oregon are required to implement sick time policies and provide sick time to employees. Employers are also required to provide employees with a notice of the law's provisions. This notice is intended to summarize the major provisions of the law, but should not be relied upon as a full and complete summary of the law. The full text of the law and administrative rules adopted by the bureau are available at www.oregon.gov/boli.

How much sick time does the law require? Employees begin accruing sick time on the first day of employment and earn one (1) hour of sick time for every 30 hours worked or 1 1/3 hours for every 40 hours worked. Employees may use accrued sick time on the 91st calendar day of employment and may use sick time as it is accrued.

Employers may choose to simply give employees ("front load") 40 hours of sick time at the beginning of the year rather than track the number of sick time hours accrued. Employers may also select the 12-month period to be used as the designated "year", e.g., calendar year, fiscal year, employee anniversary date, etc.

Employees may carry over up to 40 hours of unused sick time from one year to the next; however, employers may adopt policies that limit employees to accruing no more than 80 hours of sick time or using no more than 40 hours of sick time in a year.

Paid time off (PTO) policies that include time off for other purposes (such as vacation and other personal time off) comply with the sick time law as long as the policy is substantially equivalent to or more generous than the requirements of the law. "Substantially equivalent" means that employees are allowed to use at least the same number of hours for the same purposes under the same or more generous rules as outlined in this notice.

Employees must use accrued sick time in hourly increments unless to do so would pose an undue hardship to the employer, in which case the employer may require sick time to be taken in minimum increments of four hours if the employer allows employees to use at least 56 hours of paid leave per year for absences covered by this law.

When must sick time be paid? Employers with 10 or more employees in the state (6 or more if the employer maintains a location in Portland) must pay employees for sick time taken at the employee's regular rate of pay. All other employers must provide unpaid sick time.

The number of all employees employed by the employer in Oregon must be counted – including full-time, part-time and temporary employees.

Notices and Verification: In addition to providing a notice to employees of the requirements of the law, employers are required to provide **quarterly notifications** to employees of the amounts of accrued and unused sick time.

Employers may require employees to provide notices, verifications and certifications for using sick time under certain circumstances. For example, if the need for sick time is foreseeable, employers may require employees to provide up to 10 days' notice of the need to use sick time. Refer to the law and rules for more information.

Discrimination/Retaliation Prohibited: It is unlawful for an employer to deny, interfere with, restrain or fail to pay for sick time to which an employee is entitled; or retaliate or in any way discriminate against an employee because the employee has inquired about the provisions of the law, submitted a request for or taken sick time. Complaints may be filed with the Bureau of Labor and Industries.

Collective Bargaining Agreement Exception: The sick time law does not apply to certain employees who are covered by a collective bargaining agreement, employed through a hiring hall and whose benefits are provided by a joint multi-employer-employee trust or benefit plan.

For what purposes may sick time be used?

Employees are entitled to use sick time for the following purposes:

- For an employee's or family member's mental or physical illness, injury or health condition or need for medical diagnosis of these conditions or need for preventive medical care.
- To care for an infant or newly adopted child under 18, or for a newly placed foster child under 18, or for a child over 18 if the child is incapable of self-care because of mental or physical disability.
- To care for a family member with a serious health condition.
- To recover from or seek treatment for a serious health condition that renders the employee unable to perform at least one of the essential functions of the employee's job.
- To care for a child of the employee who is suffering from a non-serious illness, injury or condition.
- To deal with the death of a family member by attending the funeral or alternative, making arrangements necessitated by the death of a family member, or grieving the death of a family member.
- To seek medical treatment, legal or law enforcement assistance, remedies to ensure health and safety, or to obtain other services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or employee's minor child or dependent.
- To donate sick time to another employee for qualifying purposes if the employer has a policy allowing such donations.
- For certain public health emergencies including closure by a public official of the employee's place of business, school or place of care of the employee's child, or a determination by a public health authority or health care provider that the presence of the employee or a family member presents a health risk to others.

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1420 · Revised February 2013



OREGON SICK TIME RULE GUIDANCE IN NORTH CLACKAMAS SCHOOL DISTRICT

North Clackamas School District offers sick time in accordance with OL Ch. 537. Sec. 9 and described in Oregon Administrative Rules Chapter 839, Division 7.

Who is Eligible?

Employees as defined in this rule are entitled to sick time as described in the table below. Employees are eligible on the 91st calendar day after the enactment of the law or employee hire date, whichever is later. Employees that report hours of work via timesheet are eligible for benefits such as:

- o Temporary Classified Staff (if not already eligible)
- o Extra Duty-type Workers (not already covered under another agreement)
- o Non-funded (fund-raised positions that submit time sheets)
- o Substitute Teachers
- o Classified Substitutes - Instructional Assistant, Custodian, Bus Driver, Nutrition Services, Extended Day
- o Coaches
- o Student Workers

	LICENSED SUBSTITUTES	COACHES	ALL OTHERS
Method of Earning Sick Time	Accrual	Front-loaded	Accrual
Earning Rate	1 hour for every 30 worked	40 hours per school year	1 hour for every 30 worked
Minimum Usage Increments	4 hours	1 hour	1 hour
Maximum Accrual/Usage Per Year and Maximum Carryover	56 hours	n/a	40 hours
How to claim Sick Time	Must be previously scheduled to work and cancel substitute teaching job; complete and submit Sick Time Request form	Report hours missed due to sick time; no additional payment to be granted	Complete and submit Sick Time Request form

Claiming Sick Time

Casual employee sick time should be requested on the Sick Time Request form. For licensed substitute employees, the date must be one for which you have cancelled work in Aesop or declined work (if not using Aesop). The substitute tracking system will be used to verify applicability of leave.

Reporting

Available sick time will be listed in iVisions portal, on employee paychecks and on direct deposit notices.

Sick Time Expiration

Sick time for employees covered under this arrangement is granted per the table above. If an employee separates from North Clackamas School District, the employee is not entitled to a payout nor transfer of sick time balances. Sick time as listed above is not reported to the Oregon Public Employee Retirement System (PERS).

Abuse

If NCSd reasonably suspects that an employee is abusing sick time, including engaging in a pattern of abuse, the employer may require verification from a health care provider of the need to use sick time, regardless of whether the employee has used sick time for more than three consecutive days.

Please direct any questions to Carey Pinto, pintoc@nclack.k12.or.us or call 503-353-6030.

2022 403(b) and 457(b) Announcement for North Clackamas

Supplemental Retirement Saving Opportunities

North Clackamas offers two excellent voluntary programs through which you may elect to contribute a portion of income into supplemental retirement savings accounts: the 403(b) and 457(b) Plans. North Clackamas has contracted with Carruth Compliance Consulting (“CCC”), a Third Party Administrator (TPA), to provide information and support for the 403(b) and 457(b) Plans.

All part-time and full-time employees are eligible to contribute.

You may begin, change, and/or cancel contributions in the 403(b) Plan and/or the 457(b) Plan at any time, subject to payroll deadlines and 457(b) requirements that deferral agreements must be submitted before the month deferrals are to begin. You may begin contributions in the 403(b) Plan by following the ‘403(b) Enrollment Procedures’ on the CCC website.

In addition to traditional pre-tax 403(b) and 457(b) supplemental retirement savings opportunities, North Clackamas offers after-tax Roth 403(b) and 457(b) contributions.

403(b) Contribution Limits for 2022

- Elective Deferral Limit: **\$20,500.00***
- Age 50 Catch-up: An additional **\$6,500.00**, for a total of **\$27,000.00*** (*Applies to Employees Age 50 or over by 12/31/2022*)
- 403(b) Special 15 Years of Service Catch-up: Up to an additional **\$3,000****

457(b) Contribution Limits for 2022

- Elective Deferral Limit: **\$20,500.00***
- Age 50 Catch-up: An additional **\$6,500.00**, for a total of **\$27,000.00*** (*Applies to Employees Age 50 or over by 12/31/2022*)
- 457(b) Special 3 Year Catch-up: If 2022 is one of the last three years preceding the calendar year of your normal retirement age, you may be eligible** to contribute up to **\$41,000.00*** (twice the basic limit)

**Note: Contributions to the plans above cannot exceed employees’ total compensation.*

***Please contact CCC to verify eligibility and limits available under Special Catch-ups.*

Participant Responsibilities

- Participants are responsible for monitoring account activity regularly for accuracy (e.g., deposits of your contributions), updating contact and beneficiary information.
- Contribution limits are specific to you, the taxpayer. If you participate in another organization’s retirement plan in addition to participating in the North Clackamas Plan, please note:
 - 403(b) Elective Deferral Limits described above apply to your total deferrals to all 403(b), 401(k), and SARSEP plans in which you participate.
 - If you control an organization sponsoring a qualified defined contribution plan, all contributions made to that plan on your behalf must be aggregated with any 403(b) contributions at North Clackamas for the IRC 415(c) limit (this applies to the aggregate of elective deferrals and employer contributions, the limit is \$61,000.00 in 2022, those Age 50 may defer an additional \$6,500.00).
 - Note: 457(b) contributions do not need to be aggregated with 403(b) contributions for limit consideration.
- If a problem exists or if you have questions, you should contact CCC or your employer as soon as possible.

Comprehensive information is available online via CCC’s website, www.ncompliance.com.

Please contact CCC with any questions at 503-968-8961 or Toll-Free at 877-222-3090 or via the “Contact Us” page.



New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved
OMB No. 1210-0149
(expires 6-30-2023)

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage- is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name		4. Employer Identification Number (EIN)	
5. Employer address		6. Employer phone number	
7. City	8. State	9. ZIP code	
10. Who can we contact at this job?			
11. Phone number (if different from above)	12. Email address		

You are not eligible for health insurance coverage through this employer. You and your family may be able to obtain health coverage through the Marketplace, with a new kind of tax credit that lowers your monthly premiums and with assistance for out-of-pocket costs.

District ID Badge Requirements

Nothing is as important as the safety and security of our students, staff and guests. The use of District issued identification badges and keycards is an important part of our safety and security program that helps to identify you as an NCSD employee. Please take a moment to re-familiarize yourself with the expectations surrounding use and display of District Identification Badges & Key Cards ([Policy ECAAA-AR](#)).

Why do we wear ID badges?

- When everyone wears their ID badges, we create a consistent, reliable system of identifying who has authorization to be on a District campus, or in a District building, and who does not.
- Police, fire, staff, visitors, students, and new / substitute staff need to be able to quickly identify who is authorized to be on the property.
- District issued ID badges are a way for students, and others, to identify us as trusted individuals that they can reach out to in various situations.

What are ID badge expectations?

- ID badges must be displayed in a visible manner with the front facing out, on the outside of clothing (not under a coat, sweater, etc.).
- Remember to secure your ID badge/key card (and district keys) in the same manner you would the keys to your own home/vehicle (i.e., do not leave them sitting out in the open or leave in your vehicle at the end of the day).
- Lost ID badges must be reported immediately to your supervisor and the facilities department to deactivate the lost key card and prevent misuse.
- Employees are expected to direct, and escort when practicable, substitutes, volunteers, visitors and others to the main office if they do not display proper ID badge/identification. Should anyone refuse to comply with this request, an administrator should be contacted immediately.
- Badges issued by other entities, including Clackamas ESD or other District partners, do not fulfill the district badge requirement.

Thank you for taking the time to re-acquaint yourself with the above expectations and making the effort to ensure we provide a safe and secure environment to every one of our students, staff and guests!