



Ellensburg School District #401  
Employee Handbook

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## About this Handbook

The information presented in this handbook is intended only to inform and explain, and the information applies to all employees working for the Ellensburg School District (ESD). The Ellensburg School District currently has collective bargaining agreements (CBA's) with several bargaining units. Consequently, some terms and conditions of employment vary. Ellensburg School District, by its Board of Directors, has adopted various policies and procedures, including the 5000 series, which is devoted to human resources issues. The formal Board Policies do uniformly apply to all employees. This manual is an effort to summarize State and Federal legal requirements and School Board Policy. **However, if you are covered by a Collective Bargaining Agreement (CBA), you should also refer to your CBA.**

This handbook is also intended to be a guide and summary of the policies of the Ellensburg School District. It is not intended to be comprehensive or to address all the possible applications or exceptions to the general policies described. Updates to District policies are posted on the District website once the changes have been approved by the school board.

### [ESD Board Policy and Procedures](#)

This handbook does not create any contractual rights; either expressly or implied, to remain employed at the ESD. It does not guarantee any fixed terms and conditions of your employment. Please note that the policies within these pages are subject to change at any time.

If at any time you have any questions, please do not hesitate to direct your questions to a member of the Human Resources office located in the District Office:

1300 E 3rd Ave  
Ellensburg, WA 98926  
Phone: 509-925-8000, Fax: 509-925-8025

**We Value:**

- Compassion and kindness towards all members of our community
- Collaboration and welcoming the contributions of others for a common purpose
- Honesty, integrity and transparency in words and actions
- Fair, equitable and inclusive treatment of everyone
- Treating others, ourselves and our environment with high regard and value
- Being accountable and reliable in actions and commitments
- A civil and respectful work environment
- Fiscal stewardship



**The Board of Directors**

The Board of Directors of the district is composed of five district citizens elected by district voters for 4-year terms.

One of the board’s duties is to approve all new permanent employees before their employment is considered official.

School Board regular meetings are generally held at 6:00pm and are available via Zoom and are open to the public. All meetings take place at: Ida Nason Elementary School, 2100 North Cora Street, Ellensburg, WA 98926.

By state law, only meetings posted as an Executive Session are closed to the public. Additional information regarding School Board meetings can be obtained by calling the Superintendent’s Office at 509-925-8010 or visiting the district website under the School Board.

**Our current School Board members are:**

Mike Rowley, Board President, [Board@esd401.org](mailto:Board@esd401.org)

Tosha Woods, Board Member, [Board@esd401.org](mailto:Board@esd401.org)

Jonathon Henderson , Board Member, [Board@esd401.org](mailto:Board@esd401.org)

Cindy Coe, Board Member, [Board@esd401.org](mailto:Board@esd401.org)

Madeline deMaintenon , Board Member, [Board@esd401.org](mailto:Board@esd401.org)

**Current Interim Superintendent**



Troy Turnow  
[Troy.Turnow@esd401.org](mailto:Troy.Turnow@esd401.org)

**Non-Discrimination Statement:**

The Ellensburg School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator and and Section 504 Coordinator: Rhonda Schmidt, 509-925-8011, [Rhonda.Schmidt@esd401.org](mailto:Rhonda.Schmidt@esd401.org)

Civil Rights Coordinator: 509-925-8007, [Alexis.Haberman@esd401.org](mailto:Alexis.Haberman@esd401.org) 1300 East Third Avenue, Ellensburg, WA 98926.

**Important Phone Numbers**

<b>Superintendent 1300 East 3rd Ave</b>			<b>Ext.</b>	<b>Phone Number</b>
Tornow	Troy	Superintendent		
Kuntz	Jennifer	Executive Director of Teaching and Learning	20017	925-8008
Caul	Leslee	Admin. Assistant to the Superintendent	20015	925-8010
Wolfenbarger	Gemma	Admin. Assistant of Teaching and Learning	20016	925-8447
Schmidt	Rhonda	Director of Student Supports	20017	925-8011
Cziske	Matt	Admin. Secretary of Student Records	20080	925-8021
<b>Human Resources 1300 East 3rd Ave</b>			<b>Ext.</b>	<b>Phone Number</b>
Haberman	Alexis	Director of Human Resources	20020	925-8007
Rosenberg	Jody	Human Resources Specialist - Certified	20021	925-8002
Cagle	Sara	Human Resources Specialist - Classified & Benefits	20022	925-8448
Lym	Cheryl	Sub Coordinator	20024	925-8009
<b>Business &amp; Fiscal 1300 East 3rd Ave</b>			<b>Ext.</b>	<b>Phone Number</b>
Snider	Kim	Executive Director of Operations	20030	925-8014
Timme	Patrick	Fiscal Specialist	20031	925-8107
Gonzalez-Sanchez	Erick	Payroll Officer	20033	925-8004
Snow	Ashley	Fiscal Specialist	20034	925-8149
Garrett-Gordon	Angela	Project Coordinator/Accounts Payable Officer	20035	925-8005

<b>Special Programs 1300 East 3rd Ave</b>			<b>Ext.</b>	<b>Phone Number</b>
Gylling	Lori	Special Programs Director	21010	925-8115
Stebok	Monica	Special Programs Secretary	21015	925-8117
Ciraulo	Nicole	Special Programs Secretary - Records	21016	925-8119
<b>Bilingual Services &amp; Family Liaison</b>			<b>Ext.</b>	<b>Phone Number</b>
Melchor	Cindy	Translator District Office	20051	925-8042
Wilson	Diana	Family Liaison	20052	925-8146
<b>Print Shop</b>			<b>Ext.</b>	<b>Phone Number</b>
Hancock	Lyle	Print Technician	23010	925-8110
<b>Food Services</b>			<b>Ext.</b>	<b>Phone Number</b>
Epstein-Solfield	Alexandra	Director of Food Services	22010	925-8217
<b>Maintenance</b>			<b>Ext.</b>	<b>Phone Number</b>
Acker	Randy	Director of Maintenance	24010	925-8108
<b>Information Technology</b>			<b>Ext.</b>	<b>Phone Number</b>
Welch	Mike	Director of Information Technology	25010	925-8151
Currier	Matt	Network Administrator	25011	925-8152
Sosa-Dagdagan	Diego	System Administrator	25012	925-8153
Cross	June	IT Specialist	25015	925-8154
		IT Specialist	25016	925-8155
<b>Transportation Center</b>			<b>Ext.</b>	<b>Phone Number</b>
Chrisman	Carol	Director of Transportation	26010	925-8100
Russell	Traci	Assistant Director	26011	925-8100
Beekley	Doyle	Transportation Coordinator	26012	925-8100

<b>Ida Nason-Aronica Elementary</b>			<b>Ext.</b>	<b>Phone Number</b>
Duncan	Joanne	Principal	51010	925-8163
Hilburn	Cynthia	Dean of Students	51011	925-8164
Beekley	Gina	Secretary	51015	925-8162
Hanson	Sue	Office Assistant	51016	
<b>Lincoln Elementary</b>			<b>Ext.</b>	<b>Phone Number</b>
Heistand	Del	Principal	52010	925-8055
Bronkema	Jared	Dean of Students	52011	925-8086
Reyna	Sarah	Secretary	52015	925-8052
Schoos	Bonnie	Office Assistant	52016	
<b>Mt. Stuart Elementary</b>			<b>Ext.</b>	<b>Phone Number</b>
Singleary	Melissa	Principal	53010	925-8404
Nebeker	McKenna	Dean of Students	53011	925-8438
St.John	Lori	Secretary	53015	925-8400
Coley	Nina	Office Assistant	53016	
<b>Valley View Elementary</b>			<b>Ext.</b>	<b>Phone Number</b>
Moffat	Rob	Principal Office	54010	925-8170
Rotter	Kelly	Assistant Principal	54011	925-8171
Hatfield	Sarah	Secretary	54015	925-8172
Haberman	Katie	Office Assistant	54016	
<b>Early Learning Center (ELC)</b>			<b>Ext.</b>	<b>Phone Number</b>
Hamilton	Juli	Director of Early Learning	53560	925-8090
<b>Morgan Middle School</b>			<b>Ext.</b>	<b>Phone Number</b>
Bibich	Michelle	Principal	41010	925-8211
Kjorsvik	Kevin	Assistant Principal	41011	925-8216
Cameron	Briley	Dean of Students	41012	925-8210

Berry	Shelley	Registrar	41016	925-8206
Foster	Jenieve	Attendance	41019	925-8204
Pennington	Jill	Lead Secretary	41015	925-8205
<b>Ellensburg High School</b>			<b>Ext.</b>	<b>Phone Number</b>
Snow	Beau	Principal	31010	925-8304
Ole	Hall	Assistant Principal	31011	925-8306
Musser	Neil	Assistant Principal / Security & Safety	31012	925-8308
Kanyer	Cole	Assistant Principal / Athletic Director	31013	925-8315
		ASB / Activities Coordinator	31014	925-8314
Panattoni	Shannon	CTE Director	31081	925-8322
Weyand	Shirley	Principal's Secretary	31015	925-8302
Seamons	Kari	Attendance Assistant / CTE Secretary	31016	933-7609
Eslinger	Sarah	Attendance Secretary	31017	925-8303
McCracken	Melissa	Athletic Department Secretary	31018	925-8361
Mattson	Alison	Counseling Office Secretary	31020	925-8301
Zacharias	Berna	Counseling Office Secretary	31024	925-8301
<b>Ellensburg Choice Schools (Alternative Learning)</b>			<b>Ext.</b>	<b>Phone Number</b>
Naboychik	Haley	Principal	31410	925-8181
Szombathy	Cee	Secretary	31415	925-8182
<b>District School Nurse</b>			<b>Ext.</b>	<b>Phone Number</b>
		District Nurse	31029	925-8316





## **Collective Bargaining Groups**

The majority of employees of the Ellensburg School District fall within 2 collective bargaining groups:

### Ellensburg Education Association, (EEA, part of Washington Education Association)

This association represents all non-supervisory certificated employees such as teachers, counselors, psychologists, and other certificated specialists. The EEA Representatives bargain with respect to wages, hours and terms and conditions of employment with the District Superintendent and the School Board.

All new non-supervisory certificated employees will be contacted for membership.

There will be a monthly payroll deduction for union dues if you are a member.

\_\_\_\_\_ TBD \_\_\_\_\_, President, Ellensburg Education Association

Phone:

Email:

### Public School Employees of Ellensburg School District. (PSE, Public School Employees of Washington State)

This bargaining unit consists of all classified employees in the general job classifications: office personnel, instructional assistants, custodial, maintenance, non-certificated school nurses, technical employees, and transportation. The PSE Representatives bargain with respect to wages, hours and terms and conditions of employment with the District Superintendent and the School Board. All new classified employees will be contacted for membership.

There will be a monthly payroll deduction for local membership dues as well as state membership dues.

Laine Sharon, Local President Public School Employees of Washington

Phone :

Email:

### Other Non-Union Employees of the Ellensburg School District

Ellensburg, Administrators Association, EAA

Professional Technicians, ProTech

## **Fingerprint Requirements**

In June of 1992 a Washington State law was passed that requires any person hired by a school district who has regularly scheduled unsupervised access to children to be fingerprinted for a State and National background check. Since all school district employees have the potential to have access to children, all new employees must be fingerprinted. An employee may be exempt from this requirement only if they have been fingerprinted for a school district within the last two years.

The background check requires fingerprints to be submitted to the Washington State Patrol Identification and Criminal History Section. The card will be used by the WSP and will be forwarded on to the Federal Bureau of Investigation.

Instructions for the process will be made available along with fingerprint cards at the time an employee is hired. Failure to be fingerprinted will result in dismissal. Results from background checks will be kept confidential. Any action taken against the employment who has had a background check which shows reason for dismissal will be kept within the guidelines of the law. Policy 5005

## **Form 1588 Sexual Misconduct Disclosure**

The Legislature has determined that additional safeguards are necessary in the hiring of school district employees to ensure the safety of Washington's school children. All new employees are required to sign a release authorizing former employers to disclose all information related to any acts of sexual misconduct committed by the employee as defined by the state board of education. Sexual misconduct definitions are found in WAC 180-87-080.

## **Mandatory Trainings**

The Ellensburg School District has several mandatory trainings such as Health Emergencies Overview, Bullying Recognition & Response, HIB, Sexual Harassment, and General Safety.

The district utilizes the Vector Solutions on-line program as a tool for many mandatory training sessions. Training may be covered in your building/site staff meeting and/or through SafeSchools. All new-hires are given mandatory training on district policies.

During your initial meeting with Human Resource Services, you'll be informed of which training will be required of you.

## **Harassment, Intimidation, Bullying (HIB)**

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3) (race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability) or other distinguishing characteristics such as but not limited to physical appearance, clothing or other apparel, socioeconomic status or weight.

### **Staff Intervention**

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member. If the allegations in a written report of harassment, intimidation or bullying indicate a potential violation of this procedure, the district employee who receives the report must promptly notify the HIB compliance officer.

All staff members will intervene when witnessing or receiving reports of harassment, intimidation or bullying. This should then be reported to the building administration. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation or bullying, may require no further action under this procedure.

Obtain a copy of the district's anti-bullying policy (3207) and procedure (3207P) located on the district's website.

<a href="#">Harassment, Intimidation, and Bullying Officer</a>
Director of Human Resources
1300 East Third Avenue
Ellensburg, WA 98926
(509) 925-8007
Alexis.Haberman@esd401.org

## Discrimination

The Ellensburg School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

Civil Rights Coordinator	<a href="#">Title IX and Section 504/ADA Coordinator</a>
Director of Human Resources	Director of Student Supports
1300 East Third Avenue	1300 East Third Avenue
Ellensburg, WA 98926	Ellensburg, WA 98926
(509) 925-8007	(509) 925-8011
<a href="mailto:Alexis.Haberman@esd401.org">Alexis.Haberman@esd401.org</a>	<a href="mailto:Rhonda.Schmidt@esd401.org">Rhonda.Schmidt@esd401.org</a>

You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online at [Policy 3210- Nondiscrimination](#) and [Procedure 3210- Nondiscrimination](#)

## Sexual Harassment

Staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

### Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

Before filing a complaint, you can discuss your concerns with your supervisor or with the school district's Title IX Officer or Civil Rights Coordinator. This is often the fastest way to resolve your

concerns. For a copy of your district's sexual harassment policy and procedure, contact your school or district office, posted in your staff room, or view it online at:

[Board Policy and Procedures](#)

If you believe that you have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at work, you can report sexual harassment to your supervisor or to the district's Title IX Officer, Rhonda Schmidt, (509) 925-8011, Rhonda.Schmidt@esd401.org. You also have the right to file a complaint (see Policy 5011 and Procedure 5011P).

### **Complaint Options**

If you believe that you have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

### **Complaint:**

Any staff member may file an informal or formal complaint. Reports may be made to any staff member, although a staff member other than the building principal or compliance officer will immediately report the complaint to the building principal or any individual designated above.

### **Filing of Complaint:**

When filing a formal complaint, all formal complaints will be in writing and set forth the specific acts, conditions or circumstances alleged to have occurred to constitute sexual harassment.

The compliance officer will receive and investigate all formal, written complaints of sexual harassment and/or other information in the compliance officer's possession that the officer believes requires further investigation. When the investigation is completed, the compliance officer will compile a full written report of the complaint and the results of the investigation and respond in writing to the complainant and the accused within thirty (30) calendar days. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the written response.

### **Appeal Process:**

If a complainant disagrees with the superintendent or designee's written decision, the complainant may appeal the decision to the district board of directors, by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response. The board will schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material.

## Civility

The Ellensburg School District board believes that a safe, civil environment of mutual respect and orderly conduct contributes to a quality educational environment. Conversely, uncivil conduct, similar to other forms of disruptive behavior, may interfere with an employee's ability to accomplish their work and a school's ability to educate its students.

ESD commits the district in its entirety to the core value of mutual respect for each person regardless of individual differences or characteristics. The district expects this value to be manifested in the daily behavior of all constituents. When differences exist, employees will use clear, concise, and courteous communication with the goal of arriving at a goodwill solution. Uncivil conduct on district property or at district-sponsored activities by school staff is prohibited.

 Board Policy- 5161 Civility In The Workplace

### Expectations of Employees

In support of this policy, the District expects its members to:

- Treat each other and students with dignity and respect;
- Exercise reasonable, good judgment in handling interpersonal disputes;
- Exercise respect, courtesy, and concern for the dignity and cultural background of others;
- Refrain from use of abusive language;
- Model respectful problem-solving;
- Reduce actions or behaviors that might provoke fear, anger, frustration, or alienation;
- Use clear, concise, and courteous oral and written communication to arrive at goodwill solutions;
- Extend common courtesy to others such as saying please and thank you;
- Practice civility in all conversations and behavior;
- Be respectful of others even when in a disagreement;
- Address incivility when it is observed; and
- Seek to understand others' points of view and cultural perceptions.

### Definition of Uncivil Conduct

For the purposes of this policy, "uncivil conduct" includes but is not limited to, the following:

- Using vulgar, obscene or profane gestures or words;
- Using insulting or disrespectful nonverbal behaviors toward or in connection with another;
- Taunting, jeering, or inciting others to taunt or jeer an individual;
- Raising one's voice at another individual, and/or repeatedly interrupting another individual who is speaking;
- Using personal epithets or slurs,

- Gesturing or behaving in a manner that puts another in fear for his/her personal safety, including invading the personal space of an individual after being directed to move away, physically blocking an individual's exit from a room or location, or remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave, or other similar disruptive conduct.

“Uncivil conduct” does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as (1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and (2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process. Nor does “uncivil conduct” include regular supervisory-subordinate interactions, including but not limited to, corrective action, discipline, unsatisfactory evaluations, plans for improvement, or probation.

### Addressing Uncivil Conduct

Employees are expected to:

- Calmly and politely caution or warn any speaker who is engaged in uncivil conduct. If the conduct does not cease, politely end the conversation;
- Attempt to resolve differences with another employee first in a private conversation. If that is not feasible or successful, request an appropriate administrator to conduct a private conference with all parties of concern;
- Resolve personal complaints or grievances with a supervisor's decision or action by requesting a problem-solving conference with the supervisor or with the administrator's supervisor.
- Persons who observe or experience uncivil behavior have an obligation to intervene, share their reflection with the offender about the impact of that behavior, or report the uncivil behavior to a supervisor.
- Supervisors have an obligation to address reports of uncivil behavior.

Employees who engage in uncivil behavior may be subject to corrective action or discipline. Retaliation for reporting allegations will result in discipline

### **Employee Safety**

The district is dedicated to providing a safe and healthful work environment for all district personnel. It is our goal to reduce the frequency and severity of accidental injuries by providing our employees with safety information and appropriate safety training as a means of protecting employee welfare. All employees will be provided training during the employees' safety orientation or transfer to a new site.

On-going safety and health education programs will be provided for all employees in an effort to increase awareness of accident causation factors and to promote acceptance of safety and

health regulations by presenting accident prevention as a positive, desirable, and integral part of all activities.

The employer is responsible to provide a safe and healthy workplace free from recognized hazards. Establish, supervise, and enforce safety rules. Provide the required safety training to all employees. Ensure that personal protective equipment is worn when tasks dictate.

The employee is required to know and comply with all safety rules and procedures. Immediately report all accidents to your supervisor. Identify and report all potential hazards and play an active role in creating a safe and healthy workplace. Take personal responsibility for working safely and use common sense while performing your job.

The Safety Bulletin Board is used to communicate safety-related information to employees. Find out where the Safety Bulletin Board is located at your site. Nothing we do is worth getting injured!

The Ellensburg School district is Self Insured for the purposes of work-related injury claims and uses ESD 105 for all claims management. This means that you will need to report all injuries or accidents to your direct supervisor and claim paperwork will need to be completed with Human Resources located at the District office.

### **Tobacco & Drug Free Schools & Workplace**

The Ellensburg School District has an obligation to staff, students and citizens to take reasonable steps to provide a safe workplace and to provide safety and high-quality performance for the students who the staff serve.

In accordance with district policies and RCW 28A.210.310, smoking or any other use of tobacco products are prohibited on school district property. This includes all tobacco/nicotine products and nicotine delivery devices. Ellensburg School District is a tobacco free workplace.

"Workplace" is defined as any district building or property, any district-owned vehicle, and locations off district property when an employee is performing duties. This may be during a school sponsored or district-approved activities, events, or functions such as field trips and athletic events.

Reporting to work or a workplace when an employee's performance appears to be adversely affected by, or an employee appears to be under the influence of any of the following: alcohol, prescription drugs, illegal and/or controlled substances including marijuana (cannabis) or anabolic steroids. [Board Policy- 5201 Drug-Free Schools, Community and Workplace](#)



## **Child Abuse, Neglect and Prevention**

Because child abuse, neglect, and exploitation are violations of children's human rights and an obstacle to their educational development, the District requests that staff be alert for any evidence of such abuse, neglect, or exploitation.

Staff are legally required to report all suspected cases of child abuse and neglect. A staff member who has knowledge of or reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct should report such abuse or misconduct to their school administrator.

District administration and legal authorities have the responsibility for investigating each case and taking the appropriate action. [Board Policy 3421- Child Abuse and Neglect](#)

## **Confidentiality**

Ellensburg School District employees are required to maintain the highest degree of professionalism and discretion when faced with confidential information obtained in the workplace. This confidentiality also enables there to be a high level of trust for fellow employees and for Ellensburg School District in the community. This confidential information is generally conveyed in two ways, spoken and written information. Both forms of communication must be appreciated and given its proper discretion.

Confidential information may be overheard or observed in the workplace and yet still is confidential. This is the most common way that confidential information is passed to others. Though this information may be necessary at the time or readily observed at the moment, it must not be re-communicated to others outside of the workplace or to those who do not need the information to effectively perform their job duties.

The second way that confidential information can be conveyed is in written form. Often an employee might be required to work around offices where a letter or other correspondence stamped "confidential" is open to your inspection. Unless you are provided with the copy for your assigned duties, you must not look at this kind of correspondence. The stamp is applied so as to provide employees with notice that they are not to review this document.

If you have any questions about this issue, please contact a member of the Ellensburg School District Human Resources Department.

## **Student Privacy/Confidentiality**

Family Education Rights Privacy Act (FERPA) provides three fundamental rights to students who attend an educational institution:

1. the right to inspect and review educational records,
2. the right to request to amend educational records, and
3. the right to limit disclosure of "personally identifiable information" contained in educational records. "Personally identifiable information" is defined as a student's name, address, social

security number, etc. This includes health or personal information. Exceptions to the release of this information are:

- a) written consent,
- b) release to school officials with “legitimate educational interest”; this is defined as those school officials who must review the student’s information in order to fulfill his/her professional responsibilities, and/or
- c) judicial orders or subpoenas.

All school staff members in all disciplines, including health professionals and para educators, must and will be held accountable to the standard that protects students’ confidentiality.

Breach of confidentiality without written informed consent is inappropriate, unethical, and may subject the violator to corrective action by the District and civil penalties in court.

Therefore, it is illegal and against School District policy to provide a third party with personally identifiable information about a student that the third party does not have a legitimate educational interest in having that knowledge.

### **Weather Related Late Start/School Closure Days**

In the case of school late start, each employee needs to assess safety related issues such as road conditions, traffic, and weather then plan their travel accordingly. Given the weather related challenges, some/occasional late arrivals are inevitable. Staff may be asked to cover duties of staff arriving late if necessary.

In the case of school closure, employees whose work days are tied to student days are not expected to report. This work day will become a “make up day” built into the schedule in May or at the end of the school year in June. Employees in this category include teachers, certificated specialists, and 181-Day classified staff (i.e. paraeducators, food service, bus drivers, main office secretaries).

All 207-Day and 260-Day employees whose work days are not tied to student days are expected to report to work on school closure days. Every effort should be made to report to work as close to your normally scheduled work time as safety permits. Employees in this category include cabinet, all certificated administrators, classified supervisors, non-represented classified staff, all building and administrative assistants, technicians, maintenance, mechanics, and custodians.

### **Electronic Resources and Internet Safety**

Expectations for student and staff behavior online are no different from face-to-face interactions. Individuals with District network user accounts are responsible for all activity conducted on or through the District network via their user account. The District restricts the use of District network resources to authorized users, and equipment.

Users of the District network must first agree to the Agreement for Network and Email Access. The User's acceptance of the Agreement signifies acknowledgement and agreement to abide by the District Board Policy. . [Board Policy 2022- Electronic Resources and Internet Safety](#)

Each district staff member is provided with an email account for communication related to school business. It is every staff member's responsibility to check their email account at least daily to ensure you are receiving relevant communication.

## **Employee Absences**

It is fundamental that regular attendance is recognized as an important factor in employment with the District. In order to produce high achieving students, promote student and staff accountability, provide consistent academic and activity programs, and continue to be fiscally sound, the District must have trained staff who maintain regular attendance in order to perform their duties in their respective support areas.

It should be understood that all staff members are expected to be at their assigned school or place of work during specified work hours unless excused by the supervisor. This includes early release Wednesday's. If an employee is absent, the following leave provisions will apply:

### Teachers/Counselors/Paraeducators/ Nurses/Psychologist/Secretaries/Office Assistants:

For preplanned absences, the employee must have prior approval from their supervisor. Sick leave and pre planned absences (with approval) must be posted by the staff member through Readysub. <https://app.readysub.com/>

### Transportation, Food Service, Maintenance, Custodial, Protech, Administrators, IT, Miscellaneous office staff and all others employees:

For preplanned absences, the employee must have prior approval from their supervisor. Absences must be entered into Skyward via Employee Access [Skyward](#)

Bereavement: The Director of Human Resource Services approval is required for any Bereavement leave that exceeds collective bargaining language. A detailed explanation must accompany any request that exceeds bargaining language.

### Unpaid Leave:

Please see your CBA for additional information regarding unpaid leave.

Absences will be monitored to ensure that employees are following these guidelines but also any applicable Collective Bargaining Agreement language.

### **Substitutes for Certificated and Classified Building Staff**

The Readysub system allows our district and staff to report absences, notify and dispatch substitutes, and monitor information from any location at any time through the internet. Substitute teachers and classified substitutes are able to view open assignments and be more prepared for those they do accept.

All certificated and classified building staff will be provided with their Readysub login information as well as instructions on how to use the system. Staff members are required to enter their own absences into Readysub and must make every effort to enter sick leave absences in a timely manner and prior to one hour before their building's report time.

### **General Reminders**

- Substitute Coordinator, Cherly Lym, (509)-925-8009
- For any same-day illness,
  - You must enter your absence into Readysub no later than 6:50 am for secondary and 7:45 am for elementary.
  - If reporting of an absence after the above time, you must also report the absence to the building/departement Secretary/administrative assistant.

\*\* If you work with a specific student and you input your absence into Readysub, do not enter your student's name in the comment/lesson plan area.

With a verbal confirmation from your sub, you may pre-arrange your absence with them and automatically assign them to your absence by selecting their name in the requested drop down list.

## Holidays

The district will observe the following school holidays and will not operate on these days:

1. Sunday;
2. New Years' Day (January 1);
3. Martin Luther King, Jr. Day (third Monday in January);
4. President's Day (third Monday in February);
5. Memorial Day (last Monday in May);
6. Juneteenth (June 19);
7. Independence Day (July 4);
8. Labor Day (first Monday in September);
9. Veteran's Day (November 11);
10. Thanksgiving Day (fourth Thursday in November);
11. The day after Thanksgiving; and
12. Christmas Day (December 25).

Refer to your CBA for further information regarding holidays.

## Vacation

Regular full-time employees (12 months/year) will accrue vacation leave according to the following guidelines (unless an applicable collective bargaining agreement or individual employment contract provides otherwise) Vacation leave for regular part-time employees will be computed on a prorated basis. Employees that follow the school year calendar with winter, spring and summer breaks off will not receive vacation days.

- A. [SECTION 2.1 - ALLOCATION](#)
- B. [At beginning of 1st year of service – 10 days vacation allocated monthly in 1/12th installment](#)
- C. [At beginning of 2nd year of service – 11 days vacation allocated monthly in 1/12th installment](#)
- D. [At beginning of 3rd year of service – 12 days vacation allocated monthly in 1/12th installment](#)
- E. [At beginning of 4th year of service – 13 days vacation allocated monthly in 1/12th installment](#)
- F. [At beginning of 5th year of service – 15 days vacation allocated monthly in 1/12th installment](#)
- G. [At beginning of 6th year of service – 16 days vacation allocated monthly in 1/12th installment](#)
- H. [At beginning of 7th year of service – 17 days vacation allocated monthly in 1/12th installment](#)
- I. [At beginning of 8th year of service – 18 days vacation allocated monthly in 1/12th installment](#)
- J. [At beginning of 9th year of service – 19 days vacation allocated monthly in 1/12th installment](#)
- K. [At beginning of 10th year of service – 20 days vacation allocated monthly in 1/12th installment](#)
- L. [At the beginning of the 11th year of service, and each subsequent year, each employee shall receive twenty \(20\) days paid vacation plus one \(1\) additional day of paid vacation per year of service beyond ten \(10\) to a maximum of twenty-five \(25\) days paid vacation](#)

Employees shall obtain prior approval by their immediate supervisor before using accrued vacation

Time.

### **Sick Leave & Personal Leave**

Employees are front-loaded 12 days of sick leave per fiscal year. Sick and personal leave will be prorated if the employee starts after the beginning of the school year. Each employee's sick leave shall accumulate to the legal limit and may be cashed out upon leaving the district in accordance with state guidelines.

Accrued sick leave can transfer at resignation to any Washington State Public School within the state guidelines. A sick leave sharing program is available in accordance with law. Personal leave is governed by collective bargaining agreements or individual employment contracts.

Please see your applicable CBA for more information.

### **FMLA- Family Medical Leave Act**

The Family & Medical Leave Act (FMLA) provides eligible employees up to 60 workdays of unpaid leave each calendar year, and requires district health benefits to be maintained.

For more information on FMLA, please click [here](#).

### **Your Pay While on FMLA**

You are able to apply your accrued leave hours such as sick and personal hours to remain in a paid status while using the FMLA entitlement. If your leave hours run out you will become unpaid at that point for the duration of your leave.

If this entitlement is unpaid due to insufficient sick or personal leave, you will be responsible for paying your portion of your benefit premiums.

### **Washington Paid Family & Medical Leave-PFML**

In order to be eligible to take leave under PFML, an employee must have worked a minimum of 820 hours in Washington over the last year. This is not a job protected entitlement.

For more information on PFML, please click [here](#)

Please see your applicable CBA for more information.

## Payroll Information

### Cut-Off dates:

In order to ensure proper payment, all payroll items must be completed with required signatures and turned into the district office, payroll department by the **10th of the month**.

Pay Dates: Pay dates fall on the last business day of the month.

### Direct Deposit:

Direct deposit is available to all employees of Ellensburg School District. Take advantage of direct deposit by completing the form provided by payroll. This can be started at any time and is a two-month process.

### Questions/Concerns:

The Payroll Department is available M-F, 7:30am to 4:30pm

1300 E 3rd Ave  
Ellensburg, WA 98926

## District Office Contacts

QUESTIONS REGARDING	CONTACT NAME	PHONE	EMAIL
<ul style="list-style-type: none"><li>• Retirement</li><li>• Direct Deposit changes</li><li>• W 4 changes</li><li>• Payroll questions</li><li>• Timesheets</li><li>• Retirement</li><li>• 403(b)</li><li>• EEA Dues info</li><li>• Skyward login</li></ul>	<b>Ashley Snow</b> Fiscal Specialist	509-925-8149	Ashley.Snow@esd401.org
	<b>Patrick Timme</b> Fiscal Specialist	509-925-8107	Patrick.Timme@esd401.org
	<b>Erick Gonzalez</b> Payroll Officer	509-925-8004	Erick.GonzalezSanchez@esd401.org

<ul style="list-style-type: none"> <li>• Expense reimbursements</li> <li>• Purchasing</li> <li>• Surplus</li> <li>• Travel</li> </ul>	<p><b>Angela Garrett-Gordon</b></p> <p>A/P Purchasing Officer</p>	509-925-8005	Angela.GarrettGordon@esd401.org
<ul style="list-style-type: none"> <li>• Substitutes</li> <li>• ReadySub</li> <li>• Emergency/Intern Substitutes</li> </ul>	<p><b>Cheryl Lym</b></p> <p>Substitute Coordinator</p>	509-925-8009	Cheryl.Lym@esd401.org
<ul style="list-style-type: none"> <li>• Certificated staff contact</li> <li>• Certification</li> <li>• Clock hours</li> <li>• Clock hour session set up</li> <li>• Contracts</li> <li>• Supplemental Contracts</li> <li>• Certificated staff email</li> </ul>	<p><b>Jody Rosenberg</b></p> <p>HR Specialist - Certificated Staff</p>	509-925-8002	Jody.Rosenberg@esd401.org
<ul style="list-style-type: none"> <li>• SEBB Benefits</li> <li>• VEBA</li> <li>• FMLA / PFML</li> <li>• Work Injuries / Worker's Comp Claims</li> <li>• SafeSchools</li> <li>• Classified staff contact</li> <li>• Coaching Staff contact</li> <li>• Badges</li> </ul>	<p><b>Alexis Haberman</b></p> <p>Direct of Human Resources</p> <p><b>Sara Cagle</b></p> <p>HR Specialist II- Classified and Co-Curricular Staff &amp; Benefits</p>	<p>509-925-8007</p> <p>509-925-8448</p>	<p>Alexis.Haberman@esd401.org</p> <p>Sara.Cagle@esd401.org</p>



## **Board Policies**

You may access board policies on the district website under Our District / Policies & Procedures.  
[Ellensburg School District Policy and Procedures](#)