

Parma School District #137

EMPLOYEE HANDBOOK
(NON-CERTIFICATED)

Issued: 2023

Parma School District #137

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This employee handbook describes important information about the Parma School District (PSD). Employees should understand the rules and policies contained herein and consult their supervisor or the PSD office regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are subject to change, revisions to the handbook may occur, except the PSD's policy of employment-at-will. All such changes will be communicated through official notices and revised information may supersede, modify, or eliminate existing policies. Only the Superintendent or designee of the PSD has the ability to adopt any revisions to the policies in this handbook.

Signing a "Letter of Appointment" with the Parma School District binds employee to the policies and procedures defined in this handbook.

As an employee, it is your responsibility to understand and comply with the rules and policies of PSD and any revisions made to them. Failure to comply with the provisions of this handbook could result in disciplinary action, up to and including termination.

All employees of the Parma School District will be required to submit to a fingerprint and criminal background check.

Welcome to the Parma School District!

On behalf of your colleagues, I welcome you to the Parma School District (PSD) and wish you success here.

We believe that each employee contributes directly to the PSD's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with the PSD.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Go Panthers!

*Stoney Winston
Superintendent*

SECTION A INTRODUCTION

A-1 INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with the Parma School District #137 (PSD) and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You must read, understand, and comply with all provisions of this handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the PSD to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As the PSD continues to grow, the need may arise and the PSD reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, at its sole and absolute discretion. Employees will be notified of such changes to the handbook as they occur.

A-2 CONFIDENTIALITY AGREEMENT

Each employee of the PSD is responsible for safeguarding confidential information obtained in connection with his or her employment. In the course of your work, you may have access to confidential information regarding the PSD, its students or employees. Such confidential information includes, but is not limited to the following:

- Student educational records
- Employee personnel records
- Payroll (salary records)
- Identity records (phone numbers/address of students or staff)
- Conferences (parent/teacher, administrator/employee, teacher/student, etc.)
- Grievances, complaints, and resulting investigations
- Disciplinary actions
- Workman's Compensation
- Evaluations
- Budget Constraints
- User ID, Login or Password for PSD computers
- Marketing plans
- Research data

Except as stated under the terms of the Family Educational Rights and Privacy Act (FERPA) of 1974, educational records disclosed to or observed by an educator may not be released to any other party. Observations within the school are for the educator's professional development and not for personal conversation.

As an employee you are acting as an agent of the school district. You may be given the ability to see, hear or read information about other employees or students that is confidential. Sharing private information with others is strictly prohibited.

Employees are prohibited from attempting to obtain confidential information for which they have not received access authorization. Any employee who discloses confidential information other than as necessary in the performance of his or her job duties will be subject to disciplinary action, up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

SECTION B EMPLOYMENT

B-1 NATURE OF EMPLOYMENT

(Refer to Policy 471 At-Will Employment)

Employment with the PSD is voluntarily entered into, and the employee is free to resign at-will at any time, with or without cause. Similarly, the PSD may terminate the employment relationship at-will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state laws.

The board will annually review and determine its staffing needs for non-certificated employees. The board authorizes the superintendent or designee to hire employees to fill open, non-certificated positions in the district, as needed, and create new positions when an emergency arises. The superintendent is authorized to have candidates for hire begin working prior to formal board approval, as needed on a temporary basis.

Non-certificated personnel will be hired based upon their qualifications for the position and are at-will employees with no property rights in their employment. Non-certificated personnel are not entitled to any expectations of future employment with the district.

At the time of initial employment, and annually thereafter, all non-certificated employees will receive a letter of appointment. The letter of appointment does not alter the employee's at-will employment status. The letter of appointment is intended to set forth relevant information, including, but not limited to, the number of hours the non-certificated employee is to work each day/week, rate of pay, and other benefits; notify the non-certificated employee of the district's requirement that he/she comply with district policy; and notify the employee that the employment is at-will.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the PSD and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at the PSD's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Superintendent of the PSD or designee.

B-2 EMPLOYEE RELATIONS

The PSD believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisor.

Experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive.

B-3 EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the PSD will be based on merit, qualifications, and abilities. The PSD

does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristics protected by law.

The PSD will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship for PSD. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring the issues to the attention of their immediate supervisor or the District Office. Employees can raise concern and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

B-4 NEPOTISM

The PSD does not discriminate in its employment and personnel actions with respect to its employees and applicants on the basis of marital or familial status. Notwithstanding, the PSD retains the right to refuse to appoint a person to a position in the same department, division or facility, wherein his/her relationship to another employee has the potential for creating an adverse impact on supervision, safety, security or morale, or involves a potential conflict of interest. The Supervisor or Administrator shall have the authority and responsibility for determining if such a potential for adverse impact exists or does not exist.

For purposes of this policy, "supervisory employee" or "supervisor" means any employee, regardless of job description or title, having authority in the interest of the employer to hire, transfer, suspend, promote, discharge, assign, reward, or discipline other employees using independent judgment.

If it is determined that an adverse impact exists, appropriate action will be taken, including but not limited to: reassignment of duties, relocation, or transfer. Such a determination will be made by the Supervisor or Administrator and the Superintendent.

B-5 IMMIGRATION LAW COMPLIANCE

The PSD is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with PSD within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the District Office. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

B-6 DISABILITY ACCOMMODATION

(Refer to Policy 401 Employees with Disabilities)

The PSD is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation), as well as in job assignments, classifications, organizational structures, and position descriptions, and line of seniority. Leave of all types will be available to all employees on an equal basis.

The PSD is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The PSD will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The PSD is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

B-7 JOB POSTING

The PSD provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although the PSD reserves its discretionary right to post a particular opening.

Job openings will be posted on the PSD website and Education Employment Website. Each job posting notice will include the date of the posting, job title, department, location, grade level (if applicable), job summary, essential duties, and qualifications (required skills and abilities).

To apply for an open position, employees must submit an application online (www.parmaschools.org) listing job-related skills and accomplishments along with a cover letter describing how their current work or prior work experience, education, and assets would qualify them for the position.

SECTION C EMPLOYMENT STATUS & RECORDS

C-1 EMPLOYMENT CATEGORIES

It is the intent of the PSD to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship of “**at will** at any time” is retained by both the employee and the PSD.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of

federal and state wage and hour laws. An employee’s EXEMPT or NONEXEMPT classification may be changed only upon written notification by the PSD.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary status and who are regularly scheduled to work at the PSD full-time schedule of 30 or more hours per week. Generally, they are eligible for the PSD benefit package, subject to the terms, conditions, and limitations of each benefit.

REGULAR PART-TIME employees are those who are not assigned to a temporary status and who are regularly scheduled to work less than the full-time work schedule, but 20 to 29.5 hours per week. Regular part-time employees are eligible for some benefits sponsored by the PSD, subject to the terms, conditions, and limitations of each benefit.

PART-TIME employees are those who are not assigned to a temporary status and who are regularly scheduled to work less than 20 hours per week. While they do receive all legally mandated benefits (such as Social Security/Medicare and Workers’ Compensation Insurance), they are ineligible for all other PSD benefits.

C-2 ACCESS TO PERSONNEL FILES

(Refer to Policy 411 Personnel Files)

This district will maintain a personnel file for each employee. Each file will contain any and all material relevant to the evaluation of the employee. Timely notice will be given to the employee of all materials placed in the personnel file. The employee will have the right to attach a rebuttal to any materials that are objected to by the employee.

Personnel files are confidential with the exception of information contained in the file pertaining to public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace, and employing agency.

An employee has the right to access his or her own personnel file upon request and will be provided copies of materials contained in the file. However, an employee is not entitled to access letters of recommendation or material used to screen and test for employment.

All non-certificated employees of this district will be required to review and sign any entries made to his or her personnel file. The employee may inspect documents contained in his or her official personnel file at reasonable times and places, in the presence of appropriate district officials.

C-3 EMPLOYMENT REFERENCE CHECKS

To ensure that individuals who join the PSD are well qualified and have a strong potential to be productive and successful, it is the policy of the PSD to check the employment references of all applicants.

C-4 PERSONAL DATA CHANGES

It is the responsibility of each employee to promptly notify the PSD of any changes in the following:

- Personal mailing addresses
- Telephone number(s)
- Names of dependents
- Individuals to be contacted in the event of an emergency
- Additional educational accomplishments

All such status reports should be accurate and current at all times. If any personal data has changed, contact the District Office.

C-5 FINGERPRINTING / CRIMINAL BACKGROUND CHECK

(Refer to Policy 402 Criminal History)

All certificated and non-certificated employees, including substitute staff and individuals involved in student training such as practicums and internships shall undergo a criminal history check as required by Idaho Code Section 33-130. A record of all background checks will be maintained by the Idaho State Department of Education.

This process includes:

- Being fingerprinted on an Idaho fingerprint card no later than 5 days after the first day of employment with the school district or unsupervised contact with students in a K-12 setting, whichever is sooner (fingerprinting can be completed at the Parma or Caldwell Police Departments).
- Background checks are conducted through:
 1. Statewide criminal identification bureau
 2. Federal Bureau of Investigation (FBI) criminal history check
 3. National crime information center
 4. Statewide sex offender registry
- Clearing the criminal background check with no felonies

Employment with the PSD is contingent upon a clear criminal background report. If an adverse criminal report is received, the PSD may initiate personnel action up to and including termination.

C-6 EMPLOYMENT APPLICATIONS

The PSD relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment, or, if the person has been hired, termination of employment.

C-7 PERFORMANCE EVALUATIONS

(Refer to Policy 474 Eval Non-Cert Employees)

The Superintendent will be responsible for the continuous evaluation of the district's non-certificated employees. In no event will an evaluation change the at-will status of non-certificated employees, nor will an evaluation be required prior to discharge.

Non-certificated employees will be evaluated not less than one (1) time per year by the employee's direct supervisor. Supervisors will review the evaluation with the employee, discuss issues of unsatisfactory performance, and allow the employee to file a rebuttal to the evaluation. The supervisors will submit written evaluations of each employee to the superintendent in such manner and at such times as may be determined by the board of trustees and/or the superintendent.

In the event the evaluation demonstrates that the employee's performance is unsatisfactory, the superintendent may take disciplinary action, including, but not limited to, dismissal, probation, reassignment, or reprimand. The district is not required to provide a non-certificated employee a probationary period for unsatisfactory performance; the superintendent has the discretion to utilize probation on a case-by-case basis. Any non-certificated employee receiving a less than satisfactory evaluation has no right to a probationary period if it is determined that the employment should be terminated.

The district will establish personnel files for each district employee and any and all materials related to the evaluation of that employee will be placed in the personnel file within a timely manner. Employees will be provided timely notice that evaluation material has been placed in the file and afforded the opportunity to attach a rebuttal to such material.

C-8 JOB DESCRIPTIONS

The PSD makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required), a physical demands section, and a work environment section.

The PSD maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The District Office and the hiring supervisor prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done. Contact the District Office if you have any questions or concerns about your job description.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary.

C-9 SALARY ADMINISTRATION

(Refer to Policy 472 Salary Sched-Non Cert Employees)

The board of trustees will establish salary schedules for non-certificated positions in the school system. Following the adoption of any schedule, the administration will use that schedule as a guide in employing and compensating non-certificated employees.

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. The PSD periodically reviews its salary administration program and restructures it as necessary.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisor, who is responsible for the fair administration of departmental pay practices. The District Office is also available to answer specific questions about the salary administration program.

C-10 PARAPROFESSIONAL QUALIFICATIONS (NCLB) (Refer to Policy 430 Paraprofessionals)

All instructional paraprofessionals hired by the district must be “highly qualified,” meeting the qualifications set forth below.

Qualifications of Instructional Paraprofessionals

Every instructional paraprofessional hired by the district must possess the following qualifications:

1. High school diploma or a recognized equivalent; and
2. Associate’s or higher post-secondary degree, or
3. Completed two (2) years of study at an institution of higher education; or
4. Receive a passing score of 460 or higher on the ETS Parapro Assessment.

Exception for Non-Instructional Paraprofessionals

The requirements set forth in this policy do not apply to non-instructional paraprofessionals, including, but not limited to, providing technical support for computers, providing personal care services or clerical duties.

SECTION D EMPLOYEE BENEFIT PROGRAMS

D-1 VACATION BENEFITS

(Refer to Policy 480 Vacation Leave for Non-Cert Employees)

Classified personnel who are employed for twelve (12) months per year are eligible for paid annual leave. Annual leave includes legal holidays (see Section D-2) and leave based on longevity of service within the district.

During the first twelve (12) months of employment, no annual leave, except holidays will be granted.

Annual leave for longevity of service will be granted as follows:

1. Vacation pay shall be based on a maximum eight (8) hour day.

2. 2nd and 3rd years of service: 10 days paid vacation per year.
3. 4th – 10th years of service: 12 days paid vacation per year.
4. Over 10 years of service: 15 days paid vacation each year.
5. Personnel employed twelve months but less than full time will earn annual leave as follows:
Less than full time employee: works more than four (4) hours but less than eight (8) hours per day.
 - a. Legal holidays will be observed as described in Section D-2.
 - b. 1st and 2nd year of service: No annual leave will be granted.
 - c. 3 – 10 years of service: 5 days (1 work week) paid vacation per year.
 - d. Over 10 years of service: 10 days (2 work weeks) paid vacation per year.

Annual leave is non-accumulative from year to year and must be taken during the fiscal year (July 1 – June 30) in which it is earned.

Annual leave must be requested by the employee and approved by the employee's supervisor no less than two weeks prior to the time the leave is to begin. *(Employee must fill out a request for leave form, which must be signed by the supervisor prior to leave. Form is to be submitted with timesheet at end of pay period.)*

Non-Certificated personnel who are not on a twelve-month Letter of Appointment, shall be paid for those legal holidays specified below which fall within the term of their Letter of Appointment.

D-2 HOLIDAYS

The PSD will grant paid holiday time off to all eligible employees on the holidays listed below:

- New Year's Day (January 1)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas (December 25)

The PSD will grant paid holiday time off to all eligible employees immediately upon hire. Holiday pay will be calculated on the employee's base pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their base rate for the hours worked on the holiday.

D-3 SICK LEAVE BENEFITS

(Refer to Policy 407.50 Sick Leave and 410.50 Misuse of Leave)

At the beginning of the employment year, all non-certificated employees of this district, who regularly work twenty (20) hours or more per week will be entitled to sick leave with full pay of one (1) day for each month of service in which they work a majority portion of that month, as projected for the employment year. Employees who work more than 20 hours per week, but less than full-time, will have the sick leave prorated by the full-time equivalent (FTE) worked.

“Employment year” is defined as beginning July 1 and continuing through June 30 of the following year.

“Month of service” is the individual employee’s monthly work schedule for which they are hired to work.

Use of Sick Leave

Paid sick leave, per Policy 407.50, may be used for absences due to illness, family illness, or accidents of employee, spouse, parents, grandparents, children, grandchildren, and siblings of the employee and/or their spouse.

Calculation of Sick Leave

Sick leave will be calculated pursuant to the employee’s “month of service,” as projected at the beginning of the employment year. If it is projected that the employee will work a majority portion of the hours for which he/she is normally scheduled during any given month, he/she will be entitled to sick leave for that month. Sick leave benefits will not be credited for those months in which the employee is not projected to work a majority portion of his/her month of service.

Non-Certificated, Full-Time Employees: Non-certificated, full-time employees who are scheduled to work 40 hours per week, 12 months per year, will be credited sick leave at the rate of one (1) eight-hour day per month of service. Non-certificated, 12-month employees who work less than full-time, but more than 20 hours per week, will be credited sick leave at a rate calculated proportionate to the average hours worked per day.

Non-Certificated, School-Year Employees: Non-certificated employees who work less than full-time, but more than 20 hours per week, will be credited sick leave at a rate calculated proportionate to the average hours worked per school day for the months of September through May.

Notice of Credited Sick Leave

Each employee will be credited sick leave for the employment year, and notified of the sick leave benefits to which he/she is entitled, at the beginning of the employment year, or first day of employment if employment commences during the employment year.

Medical Documentation

To protect the district against malingering and false claim of illness, an employee may be required to provide proof of illness, at the discretion of the superintendent or designee. The superintendent or designee may require proof of the employee’s ability to return to work following an illness.

Accumulation of Sick Leave

If a new employee has been employed by another district or state educational agency during the year immediately preceding employment with PSD, that individual’s accumulated sick leave will be secured for and credited to that new employee.

In no event will the board compensate an employee for unused sick leave.

Misuse of Leave

All employees are expected to comply with board policies addressing employee leave. Any employee who violates or misuses any leave provided under board policy, or who misrepresents any statement or condition with respect to the use of leave, is subject to discipline, up to and including termination.

D-4 PERSONAL LEAVE, PROFESSIONAL LEAVE, DISTRICT ASSIGNMENT

PERSONAL LEAVE: Employees working 20 or more hours per week are eligible for three (3) work days of personal leave with pay. Unused personal leave may not be carried over to the next succeeding year and will not be paid to employee while they are employed or upon termination of employment.

If you would like to attend a fieldtrip or school function that is not directly related to your position, you must take personal leave.

PROFESSIONAL LEAVE: All employees may attend trainings and/or classes to improve their job performance with the approval of their immediate supervisor.

DISTRICT ASSIGNMENT: Non-certificated employees that also serve as extracurricular activity help (coach, gate, clock, scorebook keeper, etc..) may be excused for games and/or tournaments on an as needed basis.

D-5 HEALTH INSURANCE

(Refer to Policy 473 Group Health Ins Non-Cert Employees)

Parma School District will provide an insurance benefit package for each eligible employee (as defined by district policy). The package includes health and dental insurance.

Also provided is a \$20,000 group life insurance policy for each eligible employee only. We offer vision insurance with the employee paying the cost of the premium.

A non-certificated employee may elect to have his/her salary reduced by an amount per month as designated by the employee which may be used to purchase additional insurance benefits. Some reductions will be made prior to taxes according to current tax law.

No individual changes in allocation of benefits or deductions may be made after September 1 of each year except for new eligible employees or family status changes.

A change of employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy (D6) for more information.

*(** The amount of money provided by the PSD toward the cost of insurance premiums is subject to change each year – see the District Office for more information.)*

D-6 BENEFITS CONTINUATION (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the PSD

health plan when a “qualifying event” would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee’s hours or a leave of absence; an employee’s divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at PSD group rates plus an administration fee. The PSD provides each eligible employee written notice describing rights granted under COBRA when the employee becomes eligible for coverage or loses coverage under the PSD health insurance plan. The notice contains important information about the employee’s rights and obligations.

D-7 LIFE INSURANCE

(Refer to Policy 473 Group Health Ins-Non Cert Employees)

Life insurance offers you and your family important financial protection. The PSD provides a basic life insurance plan for employees working over 20 hours per week..

Eligible employees will receive a life insurance plan of \$20,000 (premiums paid by the PSD) subject to all terms and conditions of the agreement between PSD and the insurance carrier. Optional dependent coverage is available at employee expense.

D-8 EMPLOYEE ASSISTANCE PROGRAM

The PSD cares about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. While many employees solve their problems either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.

Through the Employee Assistance Program (EAP), the PSD provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP is available to all benefited employees and their eligible dependents offering problem assessment, short-term counseling, and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard your privacy and rights. Information given to the EAP counselor may be released only if requested by you in writing. All counselors are guided by a Professional Code of Ethics.

Personal information concerning employee participation in the EAP is maintained in a confidential manner. No information related to an employee’s participation in the program is entered into the personnel file.

Employees may consult an approved EAP counselor for as many as 4** sessions per incident at no cost. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

Minor concerns can become major problems if you ignore them. No issue is too small or too large, and a professional counselor is available to help you when you need it. Call the District Office for current EAP information.

(** The number of sessions per incident that an employee may utilize at no cost is subject to change each year – see the District Office for more information.)

D-9 WORKERS COMPENSATION

Worker Compensation coverage for all PSD employees is provided by The Idaho State Insurance Fund. Any employee who experiences an accident or “near-miss” accident during their time at work must follow these instructions.

1. All work-related accidents or injuries that may or do result in physical harm **must be reported immediately** to your **supervisor, not a co-worker**. Reporting a claim to your co-worker is not considered reporting a claim to your employer.
2. With your help, your supervisor or another designated individual **must complete a SUPERVISOR’S ACCIDENT REPORT**, including corrective action to prevent similar accidents.
3. If the accident doesn’t require medical treatment, only the **SUPERVISOR’S ACCIDENT REPORT** is completed, the white copy is sent to the District Office and the yellow copy remains in the booklet.
4. If the accident results in an injury that requires medical treatment by a physician or the possibility for future treatment exists, you need to report to the District Office and **complete the WORKERS COMPENSATION – FIRST REPORT OF INJURY OR ILLNESS (FROI) in addition to the SUPERVISOR’S ACCIDENT FORM.**
5. The District Office will submit the completed form to Idaho State Insurance Fund.
6. When you seek medical treatment, you are to tell the treating physician the injury is work related and that all information needs to be sent to Idaho State Insurance Fund, PO Box 83720, Boise, ID 83720-0044.
7. Additional information is available on the ISIF website: www.idahosif.org.
8. All employees are urged to cooperate fully with the above procedures for their own protection and welfare.

D-10 COMPUTER PURCHASE PROGRAM

The School Board of Trustees has implemented a program whereby all full-time regular employees may purchase a computer, laptop, iPad, tablet, and/or printer and have the purchase price deducted from their paycheck over a period of months. The amount of the purchase will be prorated by the remaining months of their letter of appointment for that school year and deducted from their paycheck accordingly.

ALL EMPLOYEES TAKING ADVANTAGE OF THIS PROGRAM MUST SIGN A PROMISSORY NOTE AGREEING TO REIMBURSE THE DISTRICT FOR ENTIRE AMOUNT OF THE PURCHASE.

There are three (3) ways in which to purchase a computer and/or printer:

1. Make the purchase and bring the receipt to the district office, we will reimburse you.
2. Use a credit card checked out from the District Office, i.e., Walmart or Staples.

3. Call Tom Horrace, IT Director, give him the specifics of what you would like, he will place the order, when the technology equipment and invoice arrives, he will give the invoice to the district office. The district office will let you know when your technology equipment/printer arrives and your promissory note is ready for signature.

If the employee should terminate employment before the promissory note is paid in full, the amount remaining on the promissory note will be deducted from the employee's final paycheck.

SECTION E TIMEKEEPING & PAYROLL

E-1 PAYDAYS

All employees are paid monthly on the 25th day of the month. In the event that a regularly scheduled payday falls on a day off, such as a weekend, holiday, or break, employees will receive pay on the last day of work before the regularly scheduled payday. Full-time twelve-month employees are paid on the 25th for work performed during the current month. All 9-month employees have their pay prorated over 12 months to insure that their benefits are paid through the summer. All leaves are calculated from the 16th of each month through the 15th of the following month for all employees.

The deadline for submitting changes affecting payroll (i.e. W4, direct deposit, etc.) is the 15th of each month. Payroll changes such as W4's and direct deposit forms will not be accepted electronically. Only original forms will be accepted.

If a regular payday falls during an employee's vacation, the employee's paycheck will be mailed at the end of the payday unless other arrangements have been made.

Employees may have their pay directly deposited into their bank account(s) by filling out the Direct Deposit Form provided by PSD. Employees will receive a direct deposit notice via email of their wages when PSD makes direct deposits.

E-2 OVERTIME COMPENSATION

This district will follow all requirements set forth in the Fair Labor Standards Act (FLSA).

DEFINITIONS

"Compensatory (comp) time" means time off in lieu of monetary overtime compensation, calculated at one and one-half (1½) hours for each hour worked over forty (40) hours in any one (1) workweek.

"Non-exempt employees" means those employees included in the overtime provisions of FLSA. Additional compensation or compensatory time off will be provided for hours over forty (40) worked during the workweek. Most non-certificated employees are non-exempt employees.

"Overtime hours" means hours worked in excess of forty (40) hours in any workweek, midnight Saturday to midnight the following Saturday.

"Workweek" means five (5) consecutive days during a seven (7) day period. In this district, the regular workweek begins at midnight Saturday and ends at midnight the following Saturday, although a regular work schedule is generally based on a Monday through Friday week.

WORK HOURS

All non-exempt employees shall be scheduled to work forty (40) hours or less per week within the established workweek of midnight Saturday to midnight the following Saturday.

The district is not required by law to provide paid rest breaks. However, regular full-time employees will generally be given the opportunity to take a fifteen (15) minute paid rest break during the middle of the workday, if desired. The supervisor will schedule such breaks so as to not disrupt the workflow. If an employee does not take a rest break during the scheduled time, he or she is not allowed to use this as "make-up time." An employee may not use the rest break to adjust his or her work hours and come in late or leave early on either a daily or weekly basis.

Non-exempt employees are given a minimum thirty (30) minute unpaid lunch break, which the supervisor will schedule so as to not disrupt the workflow. If required to work during the lunch break, employees will be paid or will receive comp time. Employees must receive supervisor approval before working through a lunch break.

OVERTIME

Non-exempt employees who work in excess of forty (40) hours in any workweek shall be paid one and one-half (1½) times the regular hourly wage or given compensatory time equal to one and one-half (1½) times the overtime hours actually worked, as defined in this policy. Overtime payments or comp time accrual shall be computed on the basis of hours actually worked during a single workweek, as recorded on the employee's timecard. Holidays, vacation, sick leave, emergency leave, and other hours paid but not worked are not hours worked for the purpose of overtime calculation.

Overtime hours shall not be used routinely to complete regular job responsibilities. A non-exempt employee will be allowed to work hours in excess of the employee's scheduled hours only upon the written prior approval of his or her immediate supervisor, except in the case of a documented emergency. In the event of an emergency, the employee must make a reasonable attempt to obtain prior approval from his or her supervisor for the overtime. If prior approval cannot be obtained, the employee must notify the supervisor that excess hours were worked and the nature of the emergency during the employee's next regularly scheduled shift.

Any employee who works unauthorized overtime will be subject to disciplinary action, which may include suspension without pay and/or termination, as determined appropriate.

The supervisor may adjust an employee's work schedule for the remainder of the workweek to prevent the total number of hours for that workweek exceeding the number of hours regularly worked.

The employee must submit verification of the additional hours worked to the supervisor and payroll clerk at the end of each payroll period in which the additional hours were worked.

OVERTIME COMPENSATION

A non-exempt employee who has worked more than forty (40) hours in a workweek will have the choice of receiving:

1. "Comp time" accruing at the rate of one and one-half (1½) hours for each hour worked over forty (40) hours in a workweek; or
2. Overtime payment at the rate of one and one-half (1½) hours for each hour worked over forty (40) hours in a workweek.

All comp time must be used by the end of the fiscal quarter. Comp time not used within this time period shall be submitted for payment. Any comp time not used by June 30 of each year shall be submitted for payment.

RECORDS

Employees will be compensated for overtime or will accrue comp time based on a completed “compensatory time log” provided by the supervisor. Failure to maintain accurate logs, or falsification of such logs will be grounds for disciplinary action. No supervisor shall knowingly allow an employee to work unreported overtime to avoid overtime payments.

The district will maintain all payroll records for at least three (3) years. Such payroll records include any documentation (electronic or hard copy) on which wage computations are based, including, but not limited to, timesheets, work schedules, and records of additions to or deductions from wages.

E-3 PAYROLL DEDUCTIONS

Non exempt employees will be paid only for actual hours worked unless they receive “paid time off” benefits such as vacation, sick time, personal or professional leave time.

All employees may have their pay reduced in some circumstances, including but not limited to the following:

1. Employees who are absent because of sickness or disability will not be paid for that time unless they have accrued and utilize benefits under the PSD paid time off – vacation, sickness, or personal, leave policies.
2. Employees who take leave under the Family Medical Leave Act will not be paid for that time unless they have accrued and utilized leave under the PSD paid time off - vacation, sick, or personal leave policies or they may take leave without pay. Note: FMLA runs concurrently with paid leave or leave without pay via payroll deduction.
3. Employees who are absent from work for jury duty, attendance as a witness at a trial, or temporary military leave may have their pay reduced by the amount of payment they receive in the form of jury fees, witness fees, or military pay.
4. Employees using vacation, personal, or sick days in excess of their available balance will have their pay reduced in an amount that is proportionate to the number of days or hours that have been used in excess.
5. Employees may be suspended without pay for workplace misconduct or willful disregard for policy and procedures. Their pay will be reduced in an amount that is proportionate to the number of days suspended.
6. Employees who terminate employment either voluntarily or involuntarily prior to the end of their assignment may have their pay reduced proportionate to the amount of pre-payment received via level pay and the number of actual days worked.

E-4 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by an employee.
- Discharge – involuntary employment termination initiated by the PSD.
- Reduction in Force (RIF) – a temporary or permanent layoff due to lack of work or reduction in salary apportionment.
- Retirement – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from PSD.

All non-certificated employees with the PSD are “**at will**,” meaning that both the employee and PSD remain free to terminate the employment relationship at any time, or for any reason, with or without cause or notice. Employee benefits will be affected by employment termination in the following manner:

- Some benefits may be continued at the employee’s expense if the employee so chooses (COBRA).
- The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance (COBRA).

SECTION F LEAVES OF ABSENCE

F-1 MEDICAL LEAVE

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, the PSD will continue to provide health insurance benefits for the full period of the approved medical leave.

Benefit accruals, such as vacation, sick leave, and holiday benefits, will continue during the approved medical leave period.

So that the employee’s return to work can be properly scheduled, an employee on medical leave is requested to provide the PSD with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If the employee fails to return to work on the agreed upon return date, PSD will assume that the employee has resigned.

(See D-9 for information on Workman’s Comp)

F-2 FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA)

(Refer to Policy 407 FMLA)

The Family and Medical Leave Act of 1993 (FMLA) requires covered employers to provide up to 12-weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for the PSD for at least one year, working at

least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

Reasons for Taking Leave: Unpaid leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son, or 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.

At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.

Advance Notice and Medical Certification: The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

Job Benefits and Protection:

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefits that accrued prior to the start of an employee's leave.

Unlawful Acts by Employers: FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under the FMLA.
- 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:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

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.

For Additional Information: Contact the nearest office of the Wage and Hour Division, found at, <https://www.dol.gov/agencies/whd/fmla>, under the U.S. Department of Labor.

F-3 MILITARY LEAVE

(Refer to Policy 409 Military Leave)

Any employee who begins military duty pursuant to valid military orders will be placed on leave without pay, except to the extent an employee elects to use accrued vacation or personal leave.

An employee called to military duty may elect to continue group health care coverage for the employee and dependents for the lesser of:

- The eighteen (18) month period beginning on the date the leave begins;
- A period of twenty-four (24) months beginning on the date the leave begins, for those employees called to military duty who make such election to continue coverage on or after December 10, 2004; or
- The day after the date on which the person fails to apply for or return to a position of employment with the district.

The employee may be required to pay not more than one hundred two percent (102%) of the full premium of the plan, except in the case the military duty was less than thirty-one (31) days, in which case the employee shall only be responsible for the employee's share of the coverage.

Any employee called to military duty and reemployed by the district after the military duty ceased may elect to make contributions to any employer pension benefit plan, not to exceed the amount the employee would have been permitted or required to contribute had the employee remained continuously employed by this district throughout the period of military duty. Military duty will not be counted as time away from the district for retirement purposes.

REEMPLOYMENT RIGHTS

Reemployment rights occur whenever an employee:

1. Leaves his or her position, whether voluntarily or involuntarily, to perform military duty;
2. Has given the district prior notice of the military duty, unless prior notice is precluded by military necessity or is otherwise impossible or unreasonable;
3. Is relieved or discharged from such duty under honorable conditions; and
4. The employee makes application for reemployment as follows:
 - a. For military duty which lasted no more than thirty (30) days, the employee must be available to begin work at the first regularly scheduled work day or eight (8) hours after the end of the military duty, plus reasonable commuting time from the military duty state to home.
 - b. For military duty that lasted between thirty-one (31) and one hundred eighty (180) days, the employee's application for reinstatement must be submitted to the district not later than fourteen (14) days after completion of military duty.
 - c. For military duty that lasted between one hundred eighty-one (181) days and up to five (5) years, the employee's application for reinstatement must be submitted not later than ninety (90) days after he or she is relieved from military duty.
 - (1) The timelines set forth above may be extended for up to two (2) years in the event the employee is convalescing due to a disability incurred or aggravated during military service.
 - (2) The two-year period shall be extended by the minimum time required to accommodate circumstances beyond the employee's control that make reporting within the ninety (90) days impossible or unreasonable.

An employee who fails to report or apply for employment or reemployment within the appropriate time period specified above shall not automatically forfeit the employee's entitlement to the rights and benefits but shall be subject to the conduct rules, established policy, and general practices of the district pertaining to explanations and discipline with respect to absence from scheduled work.

The cumulative length of the current absence and of all previous absences from employment with the district for military duty may not exceed five (5) years, unless an exception applies.

Employees who meet the above criteria for reemployment will be given the reemployment positions as required by the Uniformed Services Employment and Reemployment Rights Act.

Any employee who is restored to a former position will be considered to have been on leave of absence during his or her period of military duty and will not be discharged from that position without cause as follows:

- Within one (1) year after the date of such reemployment, if the person's period of military duty before the reemployment was more than one hundred eighty (180) days; or
- Within one hundred eighty (180) days after the date of reemployment, if the person's period of military duty before the reemployment was more than thirty (30) days but less than one hundred eighty-one (181) days.

An employee will not be reinstated if the district is able to show that:

- The district's circumstances have so changed as to make reemployment impossible or unreasonable;
- Reemployment would impose an undue hardship (as defined by federal law) on the district;
- The prior employment with the district was for a brief, non-recurrent period and there is no reasonable expectation that such employment will continue indefinitely or for a significant period;
- Any reemployment is impossible or unreasonable because of a change in the district's circumstances; or
- Any accommodation, training, or effort would impose an undue hardship on the district.

F-4 BEREAVEMENT LEAVE

(Refer to Policy 478 Illness or Death-Non Cert Employees)

Full-time employees shall be allowed up to five (5) days of paid bereavement leave for the death of any relative residing in the employee's household and/or the following family members:

Up to five (5) days: spouse, mother, father, son, daughter, brother, sister, grandchild, father-in-law, mother-in-law, step son and step daughter, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandparent; **Up to three days (3):** aunt, uncle, cousin of either the employee or the employee's spouse.

F-5 JURY DUTY / COURT RELATED LEAVE

(Refer to Policy 408 Jury Duty)

The PSD encourages employees to fulfill their civic responsibilities by reporting for jury duty when required.

Any employee called to report for jury duty or serve on a jury must submit a copy of the notification letter to his or her supervisor. All employees serving on jury duty will receive paid leave from the district

Special court situations will be considered by the District Office.

Vacation, sick leave, and holiday benefits will continue to accrue during court-related leave.

SECTION G EMPLOYEE CONDUCT AND WORK RULES

G-1 EMPLOYEE CONDUCT AND WORK RULES

(refer to Policy 423 Harassment)

To ensure orderly operations and provide the best possible work environment, PSD expects employees to follow rules of conduct that will protect the interests and safety of all employees and students.

The following offenses, which are not exhaustive, are examples of misconduct which result in disciplinary action, up to and including, termination of employment.

- Loaning keys or fobs or sharing alarm codes.
- Possession or use of alcoholic beverages or controlled substances on the job or reporting for work under the influence of either. This may include the use of drugs or alcoholic beverages during off work hours which affect the employee's efficiency and/or safety on the job (see Alcohol and Drug Use Policy).
- Sexual or other unlawful harassment
- Damage to school district property due to negligence
- Falsification of employment applications, records, time cards, or completion of time card for another employee
- Theft of property belonging to the PSD, another employee, parent, or student
- Acts resulting in injury, fighting, or horseplay while on the PSD premises
- Immoral conduct that may affect PSD goodwill
- Insubordination, carelessness or inefficiency
- Failure to return from a leave of absence or vacation when scheduled – without notification
- Gambling of any kind on school district premises
- Carrying firearms or other dangerous weapons on school district premises
- Absence from work without permission
- Walking off the job without permission during working hours
- Smoking/Vaping within any PSD building
- A violation of the standards of behavior which the employer has a right to expect
- Discourtesy or rudeness to any staff member, parent or student
- Operating on equipment not assigned to you by a manager, supervisor or administrator
- Using school district equipment for personal reasons without management approval
- Sleeping or deliberately loafing during working hours
- Violation of established safety rules
- Abusive language
- Unsatisfactory work performance

- Failure to report work related injuries and illnesses, regardless of the severity
- Failure to report unsafe working conditions or the need for maintenance or repair of vehicles or equipment
- Habitual tardiness or excessive absenteeism
- Inability to work in harmony with staff, parents and students
- Any other reason which may be deemed by the PSD to make discipline, including termination, necessary

Employment with the PSD is at the mutual consent of the district and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

All classified employees with PSD are “**at will**”, meaning that both you and the PSD remain free to terminate the employment relationship, at any time, for any reason, with or without cause or notice.

G-2 DRUG AND ALCOHOL USE

This district recognizes the federal requirements to establish a “drug free workplace” and it does not tolerate drug or alcohol abuse by its employees. Employees are prohibited from manufacturing, dispensing, using, possessing, or distributing illegal drugs or alcohol on any school premises, while conducting business-related activities off the PSD premises or at any school activity. Employees are further prohibited from being under the influence of illegal drugs or alcohol on any school premises, while conducting business-related activities off the PSD premises or at any school activity.

The drug free workplace requirements extend to all property owned by the district, all activities sponsored by the district, and include any vehicle owned by this district.

Definitions:

Illegal Drug Use: The use, possession, and/or distribution of illegal drugs, and/or the abusive use of other drugs, and/or the use of alcohol on any school premises and/or at any school activity.

Illegal Drugs: Any controlled substances defined by Idaho Code Section 37-2701, or any other substance which is used to alter or change the mood of an individual, or anabolic steroids. The term “illegal drugs” does not include over the counter drugs or prescriptions prescribed by a doctor or dentist specifically for the person in possession of those drugs.

Under the Influence: This definition covers not only all well-known and easily recognized conditions and degrees of intoxication but any abnormal mental or physical condition which is the result of indulging to any degree in unlawful alcohol or illegal drugs, and which tends to deprive one of that clearness of intellect and control of himself or herself which he or she would otherwise possess.

Unlawful Alcohol: Any alcoholic beverage as defined by Idaho Code Sections 23-105 and 23-1001.

Unlawful Alcohol Use: The use, possession, and/or distribution of alcohol on any school premises or at any school activity.

Violations: The commission of an act of illegal drug use or unlawful alcohol use by a district employee.

Disciplinary Action

1. Any employee who violates the terms of the district's drug and alcohol policy may be subject to disciplinary action, including, but not limited to, discharge, suspension, and/or referral for drug and alcohol abuse evaluation and rehabilitation, at the discretion of the board.

Notwithstanding the above paragraph, a district bus driver will be suspended from all duties pending investigation when reasonable suspicion exists that the driver may be under the influence of illegal drugs or alcohol. If a bus driver is found to have violated this policy, he or she will be immediately terminated from district employment and the incident will be reported to the State Department of Education. The board or designee will recommend license revocation to the Idaho Department of Transportation.

2. If reasonable suspicion exists that federal, state, or local laws have been violated, the district will notify the appropriate law enforcement agencies.

G-3 SEXUAL HARASSMENT

(Refer to Policy 414 Sexual Harassment)

The PSD is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, impeding, and/or blocking movements. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and/or other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the District Office. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the District Office or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual harassment will be subject to disciplinary action, up to and including termination of employment.

G-4 FRAUD PREVENTION AND INVESTIGATION

The PSD is a public school district funded by our local community taxpayers. Therefore, the PSD is committed to being good stewards of the funds entrusted to us. This includes being accountable to the community for properly using and accounting for expenditures that contribute toward the education of the children of the PSD.

The PSD fraud prevention guidelines are established to facilitate the development of controls that will aid in the detection and prevention of fraud against the PSD.

These guidelines apply to any irregularity or wrongdoing, or suspected irregularity or wrongdoing, involving employees, consultants, vendors, contractors, and/or any other parties with a business relationship to PSD. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the PSD.

A partial listing of actions constituting fraud includes but is not limited to:

- Any dishonest or fraudulent act
- Misappropriation of funds, supplies, or other PSD assets
- Impropriety in the handling or reporting of money or financial transactions
- Profiteering as a result of insider knowledge of PSD activities
- Using PSD accounts for personal purchases
- Disclosing confidential and proprietary information to outside parties
- Accepting or seeking anything of value from contractors, vendors, or persons providing services/materials to PSD
- Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment; and/or any similar or related irregularity

The Superintendent or designee has the primary responsibility for the investigation of all suspected fraudulent acts as defined in these guidelines. If the investigation substantiates that fraudulent activities have occurred, the Superintendent or designee will issue reports to appropriate designated personnel and to the PSD Board of Trustees.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with PSD legal counsel and senior management, as will final decisions on disposition of the case.

The Superintendent or designee treats all information received confidentially. **Any employee who suspects dishonest or fraudulent activity has a duty to notify the Superintendent or designee immediately, and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected-fraudulent act.** Any raised concerns or reports can be made without fear of reprisal or retaliation.

Investigation results *will not be disclosed or discussed* with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the PSD from potential civil liability.

The Superintendent or designee will have free and unrestricted access to all PSD records and premises, whether owned or rented; and the authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without the prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of their investigation.

G-5 ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, the PSD expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the PSD. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they are to contact their immediate supervisor at least two (2) hours prior to the start of their scheduled workday. A failure to do so may result in an unexcused absence or tardy.

Poor attendance and excessive tardiness are disruptive. Any absence in excess of three (3) days without a call to your supervisor or the District Office will be considered job abandonment. These instances may lead to disciplinary action, up to and including termination of employment.

G-6 DRESS CODE POLICY

All employees are expected to maintain appropriate standards of grooming, personal hygiene and dress during working hours. No clothing, personal grooming, and/or hygiene practices should distract others or create a safety hazard to you or your co-workers.

Various positions require different standards of dress. We expect all employees to use good judgment in deciding what appropriate work attire is. If you have any questions on the dress required for your position, please see your supervisor.

Professional attire is required except on days that are determined as casual or dress down days. Even though the standard of dress may be relaxed on these days, employees must keep to a quality standard of dress.

G-7 DISCIPLINE

The purpose of this policy is to state the position of the PSD on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The best interest of the PSD lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with the PSD is based on mutual consent and both the employee and the PSD have the right to terminate employment **at will**, with or without cause or advance notice, the PSD may use discipline at its discretion.

Disciplinary action may call for any of four steps:

- Step 1) Verbal warning – The employee and immediate supervisor will meet to discuss the infraction and potential repercussions resulting there of.
- Step 2) Written warning – The infraction will be formally documented and placed in the employee’s personnel file.
- Step 3) Suspension with or without pay – When the situation warrants, an employee will be placed on leave for an amount of time designated by the appropriate administrator.
- Step 4) Termination of employment: immediate dismissal of the employee.

Discipline means that, with respect to most disciplinary problems, these steps listed above will normally be followed. Depending on the severity of the problem and the number of occurrences; there may be circumstances when one or more steps are bypassed.

The PSD recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or in extreme situations, termination of employment, without going through the usual discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using discipline, we hope that most employee problems can be corrected at an early state, benefiting both the employee and the PSD.

G-8 RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with the PSD. Although advance notice is not required, the PSD requests that a signed, written letter of resignation be given with at least two weeks notice from all employees.

SECTION H STAFF PROCEDURES

H-1 DISTRICT GAS CARD RULES

These guidelines represent the PSD Employee Gas Card Appropriate Use rules.

Scope

These guidelines apply to all departments using a gas card issued for fuel purchasing.

Rules

- The PSD gas card program provides a convenient and efficient means of purchasing fuel used for School District business.
- This card is to be used solely for official business and it may not be used for any personal charges.

- Non-adherence to any of the policies or procedures may result in revocation of individual cardholder privileges, financial reimbursement to the PSD, and possible disciplinary action.

Card Security

- All gas cards for school buses are to be kept in a secure location with the bus drivers at all times. All gas cards for the white vans are to be kept in a secure location in the white vans.
- Unauthorized use of gas cards is strictly prohibited.

Compensation for Losses and Costs

Employee shall be responsible for compensating PSD for any losses or costs incurred by the School District related to violation of policy and/or these rules, including investigation of violations.

H-2 DISTRICT AUTHORIZED VEHICLE USE RULES

(Refer to Policy 808 Conditions for Use-District Vehicles)

PURPOSE

As a driver of a district-owned or leased motor vehicle, the authorized driver has been given certain privileges. Operators of district-owned or leased motor vehicles shall always drive safely, legally, and courteously, remembering that they are directly responsible for maintaining both district property and public trust. Employees are expected to operate vehicles safely and assume the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times, and, otherwise, following the policies and procedures outlined below.

This policy applies to all employees and volunteers who operate vehicles on district business. These drivers will be referred to as “employee drivers” and will be reviewed by administrators and supervisors to ensure full implementation and compliance. Volunteers are those that volunteer on a regular basis, not one-time volunteers.

USE OF DISTRICT VEHICLES

Vehicles owned or leased by the district are provided to support business activities and are to be used only by qualified and authorized employees. Use of a district vehicle is not to be considered a part of an employee’s compensation. In all cases, district vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost-efficient use. District vehicles may be used only as authorized by the district and for its business activities. Personal use or any other type of use must be authorized by the board of trustees.

Some employees may be assigned a vehicle that is driven home. Such personal use, if allowed, may be a taxable benefit.

Employees must be authorized by their immediate supervisor to operate a district vehicle. Only employees who possess a current, valid commercial driver’s license (CDL) will be allowed to operate district vehicles over 26,000 gross vehicle weight, buses, and vans over fifteen (15) passengers.

Employees who drive their personal vehicles on district business are subject to the requirements of this policy, including:

- Maintaining auto liability insurance with minimum state limits;

- Providing proof of liability insurance to the District Office on an annual basis; and
- Maintaining the vehicle in a safe operating condition when driven on district business.

DRIVER LICENSING

Persons authorized to drive district vehicles must have a valid driver's license issued by the State of Idaho or in the state of a driver's current residence for the class of vehicle being operated. Obtaining a driver's license is a personal expense. Should an employee's driver's license expire, be revoked, or suspended, the employee shall immediately notify his/her immediate supervisor. At the time of such expiration, revocation, or suspension, the employee's district vehicle use privileges will be suspended until the employee's driver's license has been fully restored and validated.

DRIVER QUALIFICATIONS AND EVALUATION

Employees will be evaluated and authorized to drive district vehicles based upon their driving ability. To evaluate employees as drivers, the district may:

1. Review past driving performance and work experience through reference checks with previous employers.
2. Review the employee driver's license record (DLR). DLRs may be obtained and reviewed at least annually. Employees will not qualify to drive a district vehicle if, they have been (i) convicted of any felony, the sale, possession and/or use of drugs, or any alcohol or drug related offense while driving; (ii) had their driver's license suspended or revoked; (iii) been convicted of three (3) or more speeding violations or one (1) or more major violations, as defined herein; or (iv) been involved in two (2) or more accidents where the employee driver was ticketed or charged with a violation of traffic laws.
3. Ensure the employee has a valid driver's license.
4. Ensure the employee is qualified to operate the type of vehicle he/she will drive. Minimum driver qualifications for district employees are as follows:
 - Authorized employee of the district.
 - Must be at least eighteen (18) years of age.
 - Have at least one (1) year of experience in the class of vehicle operated.
 - Must possess a current valid license for operation of the vehicle.

DEFINITIONS

"Major violations" are defined as:

1. Driving under the influence of alcohol/drugs;
2. Failure to stop/report an accident;
3. Reckless driving;
4. Making a false accident report;
5. Attempting to elude law enforcement;
6. Homicide, manslaughter, or assault arising out of the use of a vehicle; or
7. Driving while license is suspended/revoked.

TRAFFIC VIOLATIONS

Fines for parking or moving violations are the personal responsibility of the assigned operator. The district will not condone nor excuse ignorance of traffic citations that result in court summons being directed to itself as owner of the vehicle, and will hold the employee responsible for payment of such fines.

Each driver is required to report all moving violations to his/her direct supervisor within 24 hours. This requirement applies to violations involving the use of any vehicle (district, personal, or other) while on district business. Failure to report violations may result in disciplinary action, up to and including termination.

Traffic violations incurred during non-business (personal use) hours by an employee in his/her own vehicle may affect the employee's ability to drive district vehicles and are subject to review.

EMPLOYEE RESPONSIBILITIES

Drivers of district vehicles have responsibilities in operating the vehicle in a safe manner and responding appropriately in the event of an accident or other circumstance. All drivers will be informed of the contents of this policy and have a signed acknowledgement placed in his/her personnel file, along with a copy of his/her valid driver's license, prior to operating a district vehicle and annually thereafter. Drivers of district vehicles assume the following responsibilities:

1. Accidents Involving District Vehicles:

- a. In the event of an accident, the driver shall, when possible, first check on the safety and welfare of all persons involved and seek immediate medical attention should it be required for themselves or others. If possible, move the vehicle to a safe location out of the way of traffic. Employee drivers shall always have a police officer investigate any accident that involves a district vehicle. This will help ensure that the district is protected from unwarranted claims. Driver's should not discuss fault with, or sign anything from anyone except for a police officer, a representative from the district's insurance carrier, or an authorized representative.
- b. The name, address, and phone number of any injured person and witnesses should be obtained, if possible. In addition, vehicle identification, insurance, district name, and policy numbers should be exchanged with the other driver. Employee drivers should take a photograph of the scene of the accident, if possible.
- c. Drivers shall notify their supervisor as soon as possible of the accident, report any injuries and property damage involved, and turn all information relative to the accident over to the driver's immediate supervisor within twenty-four (24) hours of the accident.

2. **Theft or Damage:** Each driver is responsible for immediately reporting theft or damage of the district vehicle to local police immediately. Additionally, all information relative to theft or damage must be provided to the driver's immediate supervisor within twenty-four (24) hours.

VEHICLE OPERATION

Each driver is responsible for the actual possession, care, and use of the district vehicle in their possession. Therefore, driver's responsibilities include, but are not limited to, the following:

1. Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect, or disrespect of the equipment. Smoking, including vaping, is expressly prohibited in all district vehicles. Employee drivers must make sure that the current insurance card is kept in the vehicle at all times.
2. Obey all traffic laws.
3. The use of seatbelts and shoulder harnesses is mandatory for the driver and all passengers.
4. Adhering to manufacturer's recommendations regarding service, maintenance, and inspection. Vehicles should not be operated with any defect that would prevent safe operation.
5. Attention to and practice of safe driving techniques and adherence to current safety requirements.
6. Restricting the use of vehicles to authorized driver only.
7. The employee driver must not operate a vehicle when his/her ability to do so is impaired or influenced by: alcohol, illegal drugs, or other illegal substances, prescribed or over-the-counter medication, or illness, fatigue, or injury. The employee driver is obligated to report to his/her supervisor any reason that may affect his/her ability to drive safely.
8. Accurate, comprehensive, and timely reporting of all accidents by an authorized driver and thefts of a district vehicle to the district.
9. The driver of a district vehicle, or any other vehicle being used for district business, is prohibited from using a mobile communication device, cell phone, or computer of any type while the vehicle is in motion. Drivers must be safely parked before using phone or mobile computer equipment. A mobile communication device is defined as a "text messaging device or a wireless, two-way communication device designed to receive and transmit voice or text communication." This does not apply to district work-related two-way radios.

Failure to comply with any of these responsibilities may result in disciplinary action up to and including termination.

PERSONAL CARS USED FOR DISTRICT BUSINESS

The district does not assume any liability for bodily injuries or property damage. The employee may become personally obligated to pay all costs arising out of an accident occurring in connection with operation of his/her own car. The reimbursement to the employee for the operation of his/her own car on district business includes the allowance for mileage only. An employee's personal car insurance will be treated as the primary insurance carrier and he/she is required to have minimum liability coverage of \$300,000. The district does not specify and assumes no responsibility for any other coverage employees carry on their own cars since this is a matter of individual status and preference.

H-3 COMPUTER AND INTERNET APPROPRIATE USE (Refer to Policy 490 Employee Use-Electronic Comm)

These rules represent Parma School District's (PSD) Staff Computer and Internet Appropriate Use policy. They are intended to provide general examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with these rules may result in loss of computer and Internet access privileges, disciplinary action, and/or legal action.

Computer Use Is a Privilege, Not a Right

Staff use of PSD computers, networks, and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action or discharge.

Acceptable Use

Staff access to PSD computers, networks, and Internet services are provided for work related purposes consistent with the district's educational mission, curriculum, and instructional goals. The same rules and expectations govern staff use of computers as apply to other staff conduct and communications. Staff members are further expected to comply with these rules and all specific instructions from supervising staff members accessing the district's computers, networks, and Internet services.

Prohibited Use

The user is responsible for his or her actions and activities involving PSD computers, networks, and Internet services and for his or her computer files, passwords, and accounts. Some examples of unacceptable uses that are expressly prohibited include the following:

- **Accessing inappropriate materials**—accessing, submitting, posting, publishing, forwarding, downloading, scanning, and/or displaying materials that are obscene, threatening, discriminatory, harassing, illegal, and/or similar materials except if it has legitimate educational use.
- **Illegal activities**—using the school's computers, networks, and internet services for any illegal activity or activity that violates other board policies, procedures, and/or school rules.
- **Violating copyrights**—copying or downloading copyrighted materials will not be permitted for personal use: i.e., copies made for distribution to either the classroom or other people, except as provided by law.
- **Plagiarism**—representing any materials obtained on the internet as a person's own work (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher, and website must be identified.
- **Copying software/music**—copying or downloading software/music without the express authorization of the system administrator.
- **Non-school related uses**—using the PSD computers, networks, and internet services for non-school related uses such as private financial gain, commercial, advertising, or solicitation purposes, or for any other personal gain.
- **Misuse of passwords/unauthorized access**—sharing passwords, using other users' passwords without permission, and/or accessing other users' accounts.
- **Malicious use/vandalism**—any malicious use, disruption, or harm to the school's computers, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
- **Unauthorized access to chat rooms/news groups** —accessing inappropriate chat rooms

or news groups without specific authorization from building or district administration.

No Expectation of Privacy

PSD retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by the school district. The district reserves the right to audit all computers and will be done in a random manner.

Compensation for Losses, Costs, and/or Damages

Staff members shall be responsible for compensating PSD for any reasonable losses, costs, or damages incurred by the school district related to proven violations of policy and/or these rules, including investigation of violations.

PSD Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use

The Parma School District assumes no responsibility for any unauthorized charges made by staff members including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

System Security

The security of the school's computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify the Technology Director. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

H-4 CODE OF ETHICS

The PSD strives to provide a positive, healthy atmosphere for all students, parents and staff. This Code of Ethics, though not exhaustive, offers practical guidance to classified employees as they fulfill their responsibilities to the district, students, colleagues, to the public and their profession.

Commitment to Quality

- Attitude starts with yourself; be positive, encouraging, and optimistic.
- Be productive; complete assigned tasks accurately and timely.
- Provide high quality service with efficiency, quality, and courtesy.
- Show interest in assigned tasks.
- Be an ambassador of the PSD.
- Adhere to directions, policies, and procedures.
- Display positive role model behavior to students, parents, patrons, and staff.
- Demonstrate commitment through regular attendance and punctuality.
- Present a favorable appearance; follow dress code policies as outlined in the employee handbook.

Maintaining Effective Working Relationships

- Treat one another as professionals deserving courtesy, honesty and respect.
- Welcome newcomers.
- Avoid last minute requests and offer to help fellow employees whenever possible.
- Cooperate with one another; do not undermine other people's work.
- Praise whenever possible; do not chastise or embarrass fellow employees.
- Avoid gossip.

Professional Growth

- Be a team player; get involved.
- Exceed expectations and anticipate needs.

- Independently seek to improve responsibilities and knowledge base.
- Recognize when assistance is needed and request it.

Safety Awareness

- Report all accidents or incidents promptly.
- Correct or report any safety hazard you see.
- Use protective clothing, gear, and procedures when appropriate.
- Handle repairs/disposal of equipment appropriately; label everything.
- Maintain a clean and safe working area.
- PSD is an alcohol, drug and smoke free workplace.