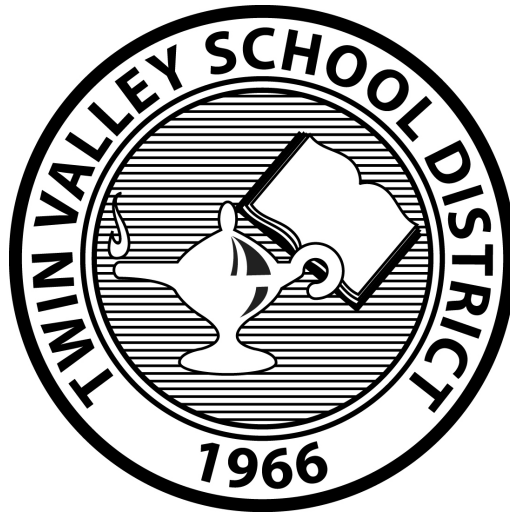


TWIN VALLEY SCHOOL DISTRICT



Every Student, Every Day

Employee Handbook

Welcome to the Twin Valley School District!

Congratulations! It is a pleasure to extend a warm and cordial welcome to you as a new employee of the Twin Valley School District. In our pursuit of excellence, you, as an employee of the District, are one of our greatest resources and an integral part of the success of our students.

The employee handbook is designed to acquaint employees with general information regarding the District's policies and procedures and to serve as a reference of information where appropriate.

The District reserves the right to amend, supplement, rescind, and interpret any provisions of this handbook as it deems appropriate, in its sole and absolute discretion. The handbook is not intended to establish or modify policies or employee agreements of the school District. Every effort is made to be thorough and accurate, however the handbook does not cover every rule, regulation or policy – only those frequently encountered by employees.

Please take the time to familiarize yourself with the contents of the handbook, bargaining agreement, and the policies of the District. Should you have any questions, please feel free to stop by or contact the personnel office at 610-286-8600 ext. 1611.

Thank you for joining the outstanding staff of the Twin Valley School District. We look forward to a mutually rewarding experience.

Sincerely,

*Rita L. Haddock
Assistant to the Superintendent
HR Director*

Application	Twin Valley School District Application specific for job classification
Child Abuse History Clearance	Can be completed online or mailed to the address on the form you were given. Must be less than one year old upon original employment, then must be updated every 5 years thereafter. The clearance is processed at the expense of the employee.
Criminal History Record Clearance	Can be completed online or mailed to the address on the form you were given. Must be less than one year old upon original employment, then must be updated every 5 years thereafter. The clearance is processed at the expense of the employee.
FBI Background Check	Register online with IDENTOGO (per form provided) to make an appointment to have your fingerprints taken. Provide the district with the UEID number that you will be given when you register. The clearance is processed at the expense of the employee.
PDE 6004 – Arrest/Conviction Report	This is a self-reporting form that will be provided with your employment paperwork. Please complete and return it to the district.
School Personnel Health Record and Tuberculin (TB) Test	The entire form must be completed and signed by a licensed physician within one month of the employee's effective date. A Tuberculin (TB) skin test is also required. If the employee has had TB test that in the physician's opinion is valid, the physician must confirm the expiration date and sign the form. The physical and TB test are completed at the employee's expense.
Act 29 Sheet	Act 29 of 1994 changes the way in which the Commonwealth reimburses school entities for payments and insures deductions are made properly.
Direct Deposit Authorization	Effective June 30, 2020, all employees are required to use direct deposit.
Credential Packet (Teachers)	Contains resume', original transcripts, 2 letters of reference, and Praxis results
Emergency Procedure Card	Provides contact information in the case of an emergency.
Form W-4 – Withholding	For used to calculate the correct Federal Income Tax from your pay. This may be changed during the year if your tax situation changes. Contact the payroll office for a new form.
Employment Eligibility Verification (I-9)	All new employees must provide proof of identity and employment verification (form I-9). The most common documents used for this purpose are: 1) U.S. Passport <u>or</u> 2) valid state drivers' license with photograph AND 3) original Social Security card or original birth certificate.
Experience Verification	If you are requesting consideration for previous teaching or coaching experience, written documentation from your previous employer must be furnished.
Induction Verification (Teachers)	If you have completed a State-Approved Induction Program in another Pennsylvania school district, please provide: 1) a copy of a letter from the Superintendent, Assistant Superintendent, Curriculum Director or Human Resources Director verifying completion; and 2) If applicable, Induction Certificate or Induction Log.
Medical/Dental Health Plan Enrollment	Eligible employees must apply for or decline coverage on an enrollment form. If an employee declines coverage, he/she must have a qualifying event to have insurance coverage in the future. Full benefit details are provided in a summary plan booklet that will be provided electronically to those who qualify for coverage.
Nomination of Beneficiaries	In the event of your death, the individual named on this form would receive any money owed to you by the district. PSERS: Employee should obtain a legal document used to nominate the person(s) entitled to receive applicable benefits payable from the Public School Employee's Retirement System (PSERS) upon your death. This form must be filed with PSERS. Any changes must also be filed with PSERS. The website can be found at: https://www.psers.pa.gov
Professional Employee Education & Experience Record	Professional certificate information may be different than salary placement or step for several reasons. For example: long-term substituting at another district would not count for salary credit at Twin Valley but would count for usage on your certificate.

Professional Certificate/License	Employees must furnish proof of appropriate valid PA certificate, and/or professional or state license such as nursing, if the license is required for the position.
Guardian Life Insurance Enrollment	Qualifying employees should complete the life insurance enrollment form being sure to list their beneficiaries as indicated on the form. Return the form to the human resources office.
Electronic Devices Form	Acknowledgement of the use of electronic devices in the district.
Acceptable Use of the Internet Form	Acknowledgement of the internet/electronic communications policy.
Work-Related Injuries	State law under the Workers' Compensation Act requires the district provide proof of notification of a posted panel, rights and duties for treatment and payment of bills. Employees should sign this form at the bottom and return the signed portion.
Drug Test (Quest Diagnostics)	Drug testing is required for all permanent full-time and part-time employees. A form will be provided which will give the employee the website information for Quest Diagnostics labs. An appointment can be made online. Results will be sent directly to the district.
Safe Schools Training (Act 126)	<p>Act 126 (section 1205.6 of the Public School Code) mandated training addresses child abuse recognition and reporting. All employees of a school entity, as defined by the Pennsylvania Department of Education, must be trained.</p> <p>All Twin Valley School District employees who are hired after November 1, 2013, will be required to complete this training before they begin working for the district. There will be no cost to the employee for this training.</p> <p>Twin Valley has contracted with "Safe Schools" to provide this training.</p>
Sexual Misconduct/Abuse Disclosure Release (Act 168)	<p>Effective December 22, 2014, legislation was passed which provides an additional level of scrutiny of those who are hired to work with children in schools, and continues to ensure that our schools are safe and secure.</p> <p>The law requires the attached form to be completed by the prospective employee on which they will disclose the name and contact information of former employers and whether he/she has been the subject of an investigation, disciplinary action, has resigned or has ever had a license or certification revoked due to an allegation or finding of abuse or sexual misconduct.</p>

Informational Documents

Collective Bargaining Agreement	Agreement will be specific to job classification.
Employee ID Number	A number will be assigned to each employee which will be used for various functions in the district, i.e. cafeteria, printing, etc.
Group Insurance Program Information	Qualifying employees will be provided with plan information for the health, dental, long-term disability, accidental death and dismemberment and life insurance programs.
Tax Sheltered Annuity	All employees are entitled to participate in a tax-sheltered annuity plan. Information will be provided with your employment paperwork.
Occupational Privilege Tax	A memorandum will be provided to explain this deduction. Any employee who has previously had this tax deducted by any municipality in the given year need only to provide a copy of a receipt to prevent duplicate payment.
Election Changes	Eligible employees must enroll for Medical and/or Dental insurance within the first 31 days they are eligible. Any changes due to marriage/divorce or birth/adoption of child must be made within a 31 day window of the event as well. Enrollment, other than during the "Open Enrollment" period (month of September) is due to loss of coverage – proof must be provided (voluntary termination does not count as loss of coverage).
Annual Notices	Annual notices will be electronically sent to all employees explaining Creditable Coverage, Women's Health and Cancer Rights Act, Newborn's & Mothers Health Protection Act of 1996, Twin Valley Notice of Privacy Practices, HIPAA Special Enrollment Notice, Premium Assistance, etc.

Acceptable Use of Internet and Electronic Communications

The Twin Valley School District recognizes the benefits of providing staff and students with access to the Internet. All use of the Internet must be in the support of educational goals, research and the sharing of information and resources consistent with the purposes of the Twin Valley School District. Any use of the internet for commercial or for profit purposes is prohibited. Any personal use of the network unrelated to the educational goals of the School District is also prohibited. District users have a limited privacy expectation in the contents of their personal files on the District systems. Use of District Internet capability to access objectionable sites or to use the Internet in other inappropriate ways may result in disciplinary action, and/or appropriate legal steps may be pursued. The District reserves the right to log and monitor all network use by District users. For more information, please review board policy number 819.

Accident

All employee accidents must be reported immediately even if the injury is minor and does not require hospital treatment. The "What to Do in Case of a Work-Related Injury" steps must be followed.

Bomb Threat

Employees must be sure to have a copy of the "Bomb Threat Procedures" and "Telephone Bomb Threat" forms accessible and located at their workstation telephone.

Breaks/Lunch

Break and lunch procedures will vary according to the specific job and location; please discuss these procedures with your immediate supervisor. Employees who must leave the building during their break are asked to notify the supervisor or the office in case of an emergency.

Building Security

The District is committed to providing a safe environment for students, employees and the general public.

An employee should report any suspicious stranger to his/her supervisor. Buildings are to be locked and unlocked at appointed hours. All windows are to be closed and locked as the employee leaves the area. It is the responsibility of the occupant of the area to keep doors locked. No doors should be blocked or restricted from closing in any situation.

It is important for building and room security that keys be held and used only by authorized people. Keys may not be given to students at any time.

The success of our safety depends on the continuing and sincere efforts of all members of the Twin Valley Staff.

Bulletin Boards

A bulletin board is available in every building to provide employees access to important information and announcements. The employee is responsible for reading information posted on the bulletin boards. Employees are asked not to remove posted items.

Certification

Pennsylvania Department of Education website: www.pde.state.pa.us.

The Public School Code of 1949 requires all school District professional employees to hold an appropriate Pennsylvania certificate. As of July 1, 2000, Act 48 of 1999 requires persons holding Pennsylvania professional educator certification to complete continuing education requirements every five years in order to maintain their certificates as active.

Pennsylvania certificates are defined as Level I or II. Each has a specific set of eligibility criteria and requirements. In general, Level I certificates are valid for a set number of Pennsylvania public school teaching years (not calendar years). Level II certificates are permanent, and are issued upon completion of experience requirements, an induction requirement and a set amount of educational study.

It is the sole responsibility of the professional employee to maintain a valid accurate Pennsylvania teaching certificate. If an employee allows her/his certificate to lapse, the employee may be terminated.

Child Abuse/Student Abuse

School employees have a duty not only to report suspected child abuse, sexual abuse or student abuse to the child protective services but any school employee who has reasonable cause to suspect another school employee is victimizing a student must also report to the proper authorities. All employees have an obligation to assist in identifying possible child abuse or victimization by other school employees under the CPSL.

The school employee making a report shall not reveal the existence or content of the report to any person other than those to whom reporting is required under this policy. For more information, please review board policy number 355, 455, 555, 855.

Compensated Professional Leave

Professional development leave shall be defined as a leave of absence granted for the purpose of improving professional competency or obtaining a professional certificate or commission. Such leave shall be directly related to an employee's professional responsibilities, as determined by the Board, and be restricted to activities required by State regulation or law or to improve professional competency. For more information, please review board policy number 438.1.

Confidentiality

School personnel must comply with all federal and state laws, Pennsylvania Department of Education regulations and board policy concerning confidential communications of students.

It is expected that all employees understand that information is confidential and should not be discussed outside the confines of the school building, and then only within the context of appropriate limits.

Information received in confidence from a student may be revealed to the proper authority when the health, welfare, or safety of anyone is clearly in jeopardy. In such instances, a confidential communication from a student may only be revealed to those school personnel who have a direct relationship to the student's well-being and/or school achievement; and that revealing the information will clearly assist school personnel in providing the best learning environment and program for the student.

Use of a student's confidential communications by school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceedings.

Controlled Substance

The district has a zero tolerance for and prohibits the use, possession, or distribution of any controlled substance on school property, and at any school sponsored event. For purposes of this policy, "controlled substances" shall mean:

- all dangerous controlled substances prohibited by law;
- all "look alike" drugs;
- all alcoholic beverages; anabolic steroids;
- all drug paraphernalia;

any volatile solvents or inhalants, such as but not limited to glue and aerosol products; and any prescription or patent drug, except those for which permission to use in school has been granted pursuant to District procedures.

Copying

Copy machines are to be used to provide materials for the instructional program or other school District related business or activities. Items for personal use or private (non-school related) business may not be duplicated on district copy machines. Copy machines are not to be used to duplicate any copyrighted materials. For more information, please review board policy number 814.

Credit Placement on Salary Schedule

Any credits used to attain an initial teaching degree (Instructional I), prior to employment, will not be considered for placement or columnar movement on the salary schedule.

Graduate credits in a Master's degree and/or Doctorate degree program that are reasonably related to current teaching assignments or areas of certification will be considered for columnar movement.

In-Service, video, correspondence and undergraduate credits will not be used for placement or columnar movement on the salary schedule.

Graduate credits that are reasonably related to current teaching assignment or certification and not part of a degree program will be considered for columnar movement.

In order to receive credit for columnar movement, the employee must provide documentation that the course was completed prior to July 31st and must be submitted to the personnel office in a timely manner. Status changes occurring after July 31st will take effect the following year.

Credit Union

Payroll deduction is available for members of the Keystone Federal Credit Union. Enrollment forms are available in the Payroll Department or by calling the Credit Union at 484-356-0400. The credit union is located at 1052 Andrew Dr., West Chester, PA 19380

Disciplinary Procedures

The rules we have established are designed not to restrict any one individual, but rather to be equally fair and consistent to all. Our rules enable all employees to know not only what is expected of them, but what they can expect from others. When an individual violates these rules sometimes serious problems develop. The sole intent of discipline is to correct unacceptable behavior in order to maintain a working environment that everyone can enjoy.

Consequences for inappropriate behavior are as follows:

1st offense	Verbal reprimand
2 nd offense	Written reprimand with copy in personnel file
3rd offense	Suspension
4th offense	Termination

The following is a partial list of improper conduct on school District property, which will constitute grounds for consequences:

- Engaging in horseplay.
- Smoking and/or use of tobacco products.
- Unsatisfactory work performance.
- Excessive tardiness or absenteeism.
- Posting, writing on or defacing bulletin boards, walls, equipment or other material,

- as well as altering or removing notices.
- Reckless driving or parking improperly on school premises.
- Failure to observe department working hour schedule, starting time, quitting time, rest and meal periods.
- Sleeping, loafing or other abuse of time during assigned working hours.
- Performing unauthorized personal work on school District time.
- Soliciting for personal benefit (i.e. MaryKay, investment opportunities)

Violation of disciplinary procedures listed below may result in immediate termination.

- Deliberate dishonesty, including any falsification or misrepresentation, misleading or incorrect information in connection with the preparation of any school records, including an application for employment.
- Stealing or sabotage of equipment, tools and/or other property belonging to any employee or the school District.
- Removal from premises any property or the property of others.
- Willful abuse or destruction of school property or the property of others.
- Absence from the school District for three consecutive days without authorization or acceptable excuse.
- Possession, sale or use of intoxicating beverage or drugs on school property or reporting for work under the influence of intoxicating beverages or drugs, or other violations of drug and alcohol policy.
- Unauthorized use, possession, conveyance or storage of any firearms, explosives or other dangerous weapons on school premises.
- Insubordination, including refusal to perform work required by a supervisor.
- The use of profane, abusive or threatening language toward anyone on school property.
- Fighting, coercing, interfering with or threatening bodily injury to other employees or supervisors.
- Immoral conduct or indecency.
- Any act which might endanger the safety or life of others.
- Failure to report to work upon expiration of a vacation, holiday or leave.
- Disclosure of confidential school District information to unauthorized persons.

Dress and Grooming

Employees set an example and serve as a role model for students; therefore, compliance with the standard of dress required of students is a minimal expectation. Dress in a manner consistent with the needs of the job to be performed. Utilize safety equipment provided by the District when necessary. Generally, sweat suits, denim jeans, sleeveless tops, flip-flops are not acceptable.

Drug Testing

Drug testing is required of all new permanent employees.

New employees must submit body fluids for testing as prescribed below. Prior to employment, these tests must show negative results for all controlled substances, which were tested. The expense for a negative test result will be paid by the school District.

In certain circumstances with a negative result, an additional drug test may be requested by the District, e.g. diluted specimen.

A positive report disqualifies an applicant from further consideration, unless a confirmation test is scheduled and taken with negative results within 24 hours of notification. This test is to be at the candidate's expense. If the result from the 2nd test appears positive, the District may authorize additional tests.

Emergency Procedures/Evacuations

Fire drills are conducted in accordance with Section 1517 of the Public School Code. All school District employees are to participate in the drill according to the direction of the building principal or his/her designee. All equipment currently in use should be turned off and secured prior to exiting the building. Wait outside for further instructions from your supervisor.

It is the responsibility of every staff member to know the location of emergency exits. Close all corridor fire doors, cafeteria doors and windows. Under no circumstances are doors to be propped open.

All staff present in the building at the time of the drill must take part and assist other staff and students if requested. Drills are conducted in order that students and staff know what to do in case of an emergency.

Preparation and practice of a well-developed plan of evacuation is in the best interest of the safety of the students and all individuals working in the respective areas.

Weather/Emergency Closing Information

The determination to close schools or have a late start due to the fact that safe travel cannot be guaranteed is, in most cases, made by 6:30 a.m. Employees and families of students will be notified by a District automated call.

Announcements are also made on the following:

Television Stations: WGAL-TV8 WFMZ-TV69

District Website: tvsd.org

Extension of Medical Coverage for Retirees

Upon retirement, Twin Valley School District shall provide qualified employees, the opportunity for a temporary extension of medical coverage for the employee and their enrolled dependents. For more information, please review board policy number 310,410,510.

Family & Medical Leave

Leave of absence will be provided for qualified employees whose absence from duties will be required for a foreseeable event of disability, such as childbearing/childrearing during the child's first year, adoption or foster placement of a child within the preceding year, the illness of an employee's spouse, parent, or child, and the employee's own illness. Such provisions shall be governed by the considerations for the health of the employee, the need for continuity in school operations, and the maintenance of a qualified District staff and shall be for up to a maximum of twelve {12} weeks. This policy shall be applicable to employees who have been employed by the District for at least 12 months and who had at least 1250 hours of service within the District during the previous 12-month period, and have not taken a leave during that period.

The District need not assume that an employee's statement or his/her physician's statement establishes fitness conclusively, but may require a review and examination by a physician selected by the District at the District's expense. The employee must supply the school District with a certification from the health care provider stating the employee may resume work.

As a general rule, employees have to be restored to the same or an equivalent position when they are ready to return to work. However, there may be exceptions.

In the event that an employee elects not to return to work upon completion of an approved unpaid leave of absence, the District may receive from the employee the cost of any school District

payments made to maintain the employee's coverage unless the failure to return to work was for reasons beyond the employee's control. For more information, please review board policy number 335, 435, 535.

Gifts

The Board considers the acceptance of personal gifts by individuals or groups of staff members from vendors, other persons, or companies doing business with the school district, as an undesirable practice. Donations and gifts intended for use by students must be approved by the building principal or supervisor.

HIPAA Regulations

Privacy laws are spelled out in federal legislation known as the Health Insurance Portability and Accountability Act (HIPAA), designed to limit gaps in insurance coverage and to improve the privacy of personal health information.

HIPAA regulations set tight boundaries on the use and release of health records and give patients more control over and access to their health information, enabling them to find out how their information may be used, and about certain disclosures of their information that have been made.

HIPAA rules provide clear standards for protecting personal health information recorded or transmitted on paper, e-mail, and the computer and/or telephone, including billing records and fund transfers. They also prohibit individuals from looking into patient records without a well-defined professional reason, and place limitations on who can access such records. All systems, security measures, and procedures must meet HIPAA requirements. HIPAA includes civil or criminal penalties for those who violate patients' privacy rights.

Additionally, if you are found to be in violation of this law, appropriate disciplinary action may be taken up to and including dismissal.

HIV Infections

The Board is committed to providing a safe, healthy environment for students and employees.

All employees shall be required to consistently follow infection control/universal precautions in all settings and at all times. Employees shall notify the Superintendent or a designee, building principal, and school nurse of all incidents of exposure to bodily fluids. For more information, please review board policy number 314.1, 414.1, 514.1.

Job Related Expenses

Payment of the actual and necessary expenses, of any employee of the district that are approved and incurred in the course of performing services for the District shall be reimbursed in accordance with board policy number 331, 431, **531**.

Employees who are approved to use their personal motor vehicles for school District duties will be reimbursed for tolls and parking fees when necessary, and will be reimbursed for the mileage at the rate determined by the IRS.

In all instances of reimbursement, full itemization and receipt for expenditures shall be required.

Jury Duty/Military Leave

A copy of the jury duty summons or military duty activation form and all other associated or required paperwork must be submitted to the personnel office prior to the leave being taken. In the event of Jury Duty, the District will pay the employee his/her normal day's pay and deduct the current Jury Duty daily

rate from the paycheck following the service; the employee should keep the reimbursement from the county or federal court.

Military leave is covered under existing state and federal law and each application will be handled as the law applies.

Mail Services

The interschool mail service has been established for school-related purposes, to provide a central mailing service to expedite the distribution of materials and professional communications among schools and staff members.

To avoid overburdening the service, employees are not allowed to use interschool mail for the delivery of personal letters, notes and materials to other employees. The recognized collective bargaining unit may use the mail service in accordance with the terms of the existing contracts. Employee groups authorized to use the mail service may place literature in employee mailboxes only after receiving written approval from the Superintendent.

Information to be distributed in any single school requires the approval of the building administrator before distribution.

Non-Discrimination

The District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, gender and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact the Title IX Compliance Officer, Section 504 Coordinator, **610-286-8600, ext. 1550**.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Twin Valley School District are based on merit, qualifications and abilities. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

Twin Valley School District will make reasonable accommodations for qualified individuals, upon request, unless doing so would result in an undue hardship. This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Paydays/Paychecks - Direct Deposit

The Business Office determines the payday schedule yearly. Employees are paid biweekly.

Effective June 30, 2020, all employees are required to use direct deposit. When the District offices are closed on a regularly scheduled payday, Employees who do not use direct deposit will not receive their salary check until the next school day.

Twin Valley Community Education Foundation

TVCEF - contributions. Contributions may be tax deductible.

UNITED WAY - In cooperation with the United Way, each fall Twin Valley School District has a fund-raising campaign. Employees who wish to support the United Way or a favorite charity within the United Way may do so through payroll deductions or by cash contributions. Contributions may be tax deductible.

Payroll Deductions

Federal and State laws require that employers withhold taxes from wages and salaries. Most staff are

subject to Federal, State and Local tax, and Social Security deductions. Deductions are made by the payroll office on the basis of information furnished by the staff member on the W-4 form. Staff, have the responsibility to keep the payroll office advised of changes in tax exemptions, marital status, and home address.

Social Security - FICA OASI

A federal plan that provides retirement, disability, survivors', and health insurance. As required by federal law, the District currently deducts a portion of an employee's salary and contributes an equal amount in the employee's name to the Social Security system. Benefits and contribution rates are changed frequently by the Congress; current information about benefits may be obtained from either the Payroll Office or your local Social Security Office.

Earned Income Tax (E.I.T. Form)

A 1% earned income tax is enacted in the Twin Valley School District. Tax withheld from an employee who is a non-resident of Twin Valley School District is credited to the municipality/school district of residence if tax is levied there.

Pennsylvania Public School Employees' Retirement System

Toll-free number: 1-888-773-7748

Website: www.psers.state.pa.us

E-mail: ra-ps-contact@state.pa.us

PSERS is one of the largest public pension funds in the United States both in terms of members and amount of assets. PSERS was created by an act of the Pennsylvania State Legislature in 1917 and began its operations more than 80 years ago in 1919. Since then PSERS has partnered with public school employees to provide them and their families with the financial security of retirement, disability and death benefits.

Regardless of one's job in a public school, membership in PSERS is mandatory and employers automatically deduct a retirement contribution from each paycheck and remit it to PSERS.

An hourly or per diem employee is enrolled as a member after 499 hours or 79 days of employment in one school year. If it is known that the employee will reach 500 hours or 80 days, the employee must be enrolled at the beginning of the school year. The 500 hours or 80 days may be a combination of service in multiple districts within the same year.

Part-time employees who have not previously established PSERS membership may waive participation in PSERS if they are contributing to an IRA.

If an employee has former service credited with the Pennsylvania State Employees' Retirement System (PSERS) for work performed for the Commonwealth of Pennsylvania (for example, Department of Public Welfare, Labor and Industry, Transportation, etc.), the individual may elect multiple service which combines state and school service. The individual has 365 days to make the election.

PSERS is a defined benefit plan. This means PSERS bases your retirement benefit on your years of service credit and your three highest years of salary.

If you receive a refund of your PSERS contributions and interest, you may be required to pay certain taxes upon withdrawal. By requesting a refund and not a retirement benefit, you will only receive your contributions and interest, forfeiting your lifetime monthly retirement payment.

If you elect to receive a refund and later return to qualifying school employment, you can repay the money plus any applicable interest in a lump sum payment, installment payments, or through an actuarial debt plan to regain credit for your service.

Performance Expectations

All employees must remember at all times that Twin Valley is a school system with the primary responsibility or mission to educate children both academically and socially. Employees must, in all situations, conduct themselves as if children are present.

District employees are expected to be gracious, courteous, understanding and business-like at all times when dealing with students, teachers, administrators, parents, guests and fellow support staff.

Performance Evaluation

The board believes it is in the best interest of the children, District, taxpayers and all personnel that the performance of all employees of the District be evaluated formally and in writing on at least an annual basis. Evaluations shall be based upon individual performance in pursuit of job objectives.

Copies of all employee evaluations are placed in the employee's personnel file.

Personal Property

The District recognizes that almost all staff bring personal property to school to assist in the more effective performance of their duties.

While the District appreciates and commends this dedication, it unfortunately cannot insure personal property nor reimburse staff when their property is lost, damaged, or destroyed.

Personal property includes, but is not limited to, items of clothing, eye glasses, contact lenses, wrist watches, jewelry, radios, recorders, display items, personal equipment/supplies being used on the job, or money.

Lockers may be provided for the purpose of coat storage. They are in no way intended to provide any means of security. The District reserves its right to have access to these lockers at any time, with or without notice.

Personnel File

It is necessary for the orderly operation of the school District to maintain a file on each employee of the District. Staff personnel files are the property of Twin Valley School District, but may contain confidential information, which is of interest to specific, individual staff members. A central file shall be maintained. Supplemental records may be maintained for ease in data gathering.

Personnel wishing to review their own records shall request access in writing. The record shall be reviewed in the presence of the administrator, or designee, who is designated to maintain personnel records. No alterations or additions may be made to records, nor any material removed from them. However, employees may attach a rebuttal to items in their file.

Authorization for access to personnel files must be approved by the superintendent or administrator to the superintendent.

Personnel who wish to appeal material in their record must make a request in writing to the administrator delegated to maintain the records. The written appeal must specify the requestor's name, the date, the material to be appealed, and the reason for appeal.

The administrator responsible for the files shall refer the appeal to the superintendent.

Public Relations

The Twin Valley School District enjoys an excellent reputation in the community. All staff members are reminded to defer to the appropriate administrative representative if contacted by the media; this is especially true in the event of a crisis situation or one with potential legal involvement.

Communication and interactions with parents and other community members should always be in a positive way and be conducted in a courteous manner.

The Board encourages staff to publish articles in professional journals: If an article is to mention the Twin Valley School District or one of its schools, the writer should submit a copy of the article to the appropriate supervisor prior to publication.

Newsletters - The District publishes a periodic newsletter which is e-mailed to staff and each household in the District. All staff members are encouraged to share positive, District- related information for inclusion in the newsletter. Please contact the District's Public Relations representative at AKrotee@tvsd.org (Amelia Krotee).

Record Keeping

The Payroll Department records and verifies all benefit days (sick, flex, personal, etc.) accrued and used. Each employee is responsible for verifying his/her pay stub to make sure the correct number of days/hours appears, for completing the absence/request in the AESOP/Vector Solutions System, and submitting the request in a timely manner.

Questions should be directed to the Payroll Department.

Reporting Changes

Please report any changes in your status such as name, address, telephone number to the personnel office and your immediate supervisor. If you would like to change beneficiary forms, W-4, etc. please contact the personnel office.

Right to Continue Group Health Insurance (COBRA)

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986, Twin Valley employees and/or their dependents may continue to be covered by group health insurance if coverage is lost because of reduction of work hours or termination of employment for any reason other than gross misconduct. For further information on the topic, please contact the Business Office.

Right to Know

You have the right to be informed of all listed toxic substances to which you are exposed in the workplace and to receive training in safe handling practices and emergency procedures. You may request this information from your supervisor.

Sabbatical Leaves Professional Employees

The Board shall grant sabbatical leaves to professional employees only for the purpose of restoration of health.

The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health may be taken, consistent with the law.

To be eligible for sabbatical leave, an employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least *five* (5) consecutive years of service shall be in this school District.

A sabbatical leave may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the option of the employee.

The total number of professional employees on sabbatical leave at any one time shall not exceed ten

percent (10%) of the number of eligible employees. For more information, please review board policy number 438.

Sick Leave

Sick leave is provided to protect you against loss of income when you are unable to perform work duties because of illness or injury.

You must report your absence as soon as possible to your supervisor. Your supervisor is not responsible for contacting you if you do not report to work at the scheduled time.

An employee may accrue sick day balances from year to year, with no limit.

Upon employment, requests for transfer (credit) of sick days accumulated at another school, must be made in writing, to the personnel office, and must have a statement from the previous District verifying your sick leave available at the time of your termination.

If you are receiving sick pay benefits when a holiday occurs, you will be paid holiday pay in lieu of sick pay on a day-to-day basis. If you are on an unpaid leave, you will not be paid for a holiday which occurs during your absence.

If the absence requires additional leave and meets the requirements of FMLA, please review Family and Medical Leave Act (FMLA) policy.

Solicitation

There shall be no solicitation by or of staff members within the District's schools, except where approved by the Board. This prohibition includes the collection of funds and/or membership by charitable and other outside organizations. Also prohibited is the posting and distribution of literature promoting such fund and membership drives.

Tax Sheltered Annuity

One of the benefits available to every employee who works 20 or more hours per week is the ability to participate in a 403(b) plan, more commonly known as a tax sheltered annuity. With a TSA program there are two main tax advantages. First, you can reduce your current income taxes by having contributions deducted before taxes from your salary. Second, the growth on the contributions is tax deferred. Withdrawals from the funds are restricted and you must contribute a \$200 minimum per year.

A list of companies who work with Twin Valley can be provided by the Business Office. Feel free to contact the payroll office to complete a salary reduction agreement for processing.

School telephones may be used for conducting school business. When employees need to use school telephones for personal emergencies.

Time Cards for Hourly Employees

Your time card is the record of the time you have worked each pay period. Your pay is based on your time card. Accurately recording time worked is the responsibility of every employee. Time worked is the time actually spent on a job(s) performing assigned duties. You should record your time worked each day.

Individual employees are responsible for the accuracy of their own time card. Altering, falsifying, tampering with time records, or recording time on another team member's time record will result in disciplinary action, including termination of employment.

Tobacco use by any persons in its school buildings, stadiums, bleachers and on any property that is owned, leased or controlled by the school District is prohibited. This prohibition extends to all buses, vans

and other vehicles owned by, leased by or under the control of the school District. Tobacco is defined as a lighted or unlighted cigarette, cigar, and pipe, other lighted smoking product, and smokeless tobacco in any form.

Tuition Credit Reimbursement Procedures

The following guidelines apply to administrators, professional staff, and support staff who qualify for tuition reimbursement as stated in their respective employee handbooks:

1. Tuition reimbursement year is defined as August 1 through July 31.
2. A *Tuition Credit Reimbursement Form* must be completed, and approved by the Superintendent PRIOR to a staff member taking a course for reimbursement. Submission of this form should occur at least two weeks prior to the start of class or registration. If the course is canceled, a written cancellation notice must be forwarded to the Assistant Superintendent's office. If the course is changed, a new *Tuition Credit Reimbursement Form* must be completed and submitted for approval.
3. The Superintendent's signature approves or denies the course for reimbursement and/or columnar movement based on the information provided by the employee. It is imperative that the information submitted on the form be completely accurate. If the information submitted by the employee is discovered to be inaccurate at any time, reimbursement and/or columnar movement may not be granted.
4. It is the obligation of the employee to submit documentation that he/she is enrolled in a Masters or Doctoral program every time an application is submitted.
5. The actual course fee will be paid in the event the amount is less than the average.
6. If approved for tuition reimbursement and/or columnar movement the following steps must be followed:
 - a. Staff member must complete course;
 - b. Staff member must submit, to the personnel office, a copy of the itemized receipt and official grade sheet for the appropriate course. (Itemized receipt must specifically have tuition fee separate)
 - c. Reimbursement will be processed for payment and submitted for board approval. If the itemized receipt and official passing grade documentation are received in the personnel office by the 1st of the month, payment will be submitted for payment during that month's regularly scheduled board meeting.
 - d. Check for tuition reimbursement (according to limitations in the employee's respective handbook) will be sent following the board meeting.
7. If approved for columnar reimbursement only:
 - a. Staff member must complete course;
 - b. Staff member must submit, to the personnel office, an official gradesheet for the appropriate course.
8. On-line courses are only permitted with approval of Superintendent.

Unemployment Compensation

The District pays all the costs of state unemployment compensation insurance. An employee may receive benefits according to state law if he/she is unemployed through no fault of his/her own and meets other tests of eligibility required by the state. Normally, employees who resign or are terminated for willful misconduct are not eligible for unemployment compensation.

Use of Facilities

Organizations and/or individuals, as well as those granted access to Twin Valley School District property or facilities, are required to abide by all policies, rules, and regulations of the District regarding the District's use of property or facilities.

Staff members wishing to utilize District facilities for any reason beyond the regular workday must receive permission from the building principal and abide by the regulations adopted by board policy number 707.

Unlawful Harassment

It is the policy of the Twin Valley School District to provide a working and learning environment free from all forms of illegal discrimination, including unlawful, ethnic, or sexual harassment.

Unlawful harassment including, but not limited to, ethnic and sexual harassment lowers morale and is damaging to the educational environment; it also is illegal pursuant to Titles VI, VII and IX of the Civil Rights Act of 1964 and the Pennsylvania Human Relations Act. Therefore, the District will treat unlawful harassment like any other form of employee or student misconduct, and it will not be tolerated.

Examples of unlawful harassment include, but are not limited to, repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, ancestry, religion, sex, national origin, age, or handicap/disability.

Ethnic harassment includes the repeated, unwelcome, and offensive use of any derogatory word, phrase, or action characterizing a given racial or ethnic group that creates an intimidating, hostile or offensive educational or employment environment.

Sexual harassment is illegal and it is against the policies of this District for any employee or student, male or female, to sexually harass another employee or student.

Sexual harassment, as defined by the board policy, may include, but is not limited to the following: pressure for sexual activity; repeated sexual remarks with demeaning implications to a person; unwelcome touching (e.g. pinching or patting); unwelcome flirtations, including those of sexual nature; graphic verbal commentaries or innuendoes about a person's body; displaying sexually suggestive objects or pictures; using obscene remarks or gestures; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job or position.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

For more information, please review board policy number 248, 348, 448, 548.

Vacation

The maximum amount of reimbursable vacation that an eligible employee may accrue is two times the annual rate. Once two times the annual rate has been accrued, the employee will forfeit any additional accrual of vacation time.

You may not borrow vacation time in advance; however, with the approval of your supervisor, you may take time off without pay.

Should you be on vacation during an official paid holiday, this time will not be charged as vacation.

Vehicle Mileage Reimbursement

Employees who receive prior approval for mileage expenses will be reimbursed at the IRS Rate (Internal Revenue Service). The IRS Rate is subject to change by the IRS, usually annually. If you are paid the IRS Rate, it is not taxable.

Weapons

Possession of a weapon on school grounds, in school buildings or on school transportation is a crime in the Commonwealth of Pennsylvania. "Weapon" is defined to include: "Any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of causing serious bodily injury." Possessing a weapon, or knowing and not properly reporting the possession of a weapon in the buildings of, on the grounds of, at school sponsored activities, or in any conveyance providing transportation to or from any elementary or secondary educational institution of the Twin Valley School District is a serious violation. When weapons are found in the schools, the District will, consistent with the Pennsylvania crimes code violations citing, intervene to remove the weapons, and prosecute and/or discipline those individuals responsible for handling the weapons. For more information, please review board policy number 816.

The District maintains a web site, which can be accessed through the internet at the following address:

www.tvsd.org

Worker's Compensation

The Twin Valley School District is a member of a self-insured workers' compensation Trust. The Trust, composed of many public school entities in Pennsylvania known as SDIC or the School Districts Insurance Consortium, administers workers' compensation claims for any employee who suffers a work-related injury. In the event of injury on the job that is job related, you may be eligible to receive workers' compensation benefits, according to state regulations. All job related injuries or illnesses must be promptly reported to your immediate supervisor.