

# PERSONNEL POLICIES LIST



## OAKES PUBLIC SCHOOL 2023-24

### PHILOSOPHY OF OAKES PUBLIC SCHOOL (AAA)

The purpose of the Oakes Public School District is to provide an education for its students and to foster and develop the moral and ethical judgment of each student, realizing this will be affected by society, culture, and the environment, in which the individual lives. To achieve this philosophy, the Oakes Public School District must act as an innovator and practitioner of its values in cooperation with the family, the home, and the community.

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*For Additional Policies - Please go to <http://ndsba.org/policies/oakes/index.asp>*

## **DISCLAIMERS & DEFINITIONS**

### **At-Will Status**

Unless under contract, employees and the Oakes Public School District (hereafter District) are engaged in an at-will employment relationship. This means either party is free to terminate the relationship at any time, with or without reason or notice. The District is not bound by any oral promises concerning a non-contracted employee’s length of employment.

### **Contracts Supersede Policy & Regulations (BDAA)**

Any contract entered into between the Board and another party supersedes district policy and regulations whenever a conflict exists between a policy or regulation and the contract language. Contracts include, but are not limited to, the negotiated agreement and individual teaching and administrative contracts.

### **Definitions (DAB)**

Except as otherwise specified, the policies in this handbook apply to all Oakes Public School District employees. When policy language is only applicable to certain classifications of employees, the following definitions shall apply:

- Administrators: Individuals who work in positions requiring an administrative credential from the North Dakota Department of Public Instruction (DPI) and the following positions unless otherwise specified by policy: Activities Director.
- Ancillary or classified staff: Employees working for the District on an at-will basis. Examples include, but are not limited to: paraprofessionals, administrative assistants, custodians, coaches, bus drivers, cooks, technology coordinator and business manager.
- Full-time employee is defined as a staff member working an average of 40 hours per week. All employees not meeting or exceeding this threshold are considered part-time. This definition shall apply except when superseded by the negotiated agreement or law (e.g., the Patient Protection and Affordable Care Act).
- Licensed teachers: Individuals who work in positions requiring licensure from the Educational Standards and Practices Board (ESPB), including, but not limited to: classroom teachers, librarians and counselors.

### **Handbook Language Disclaimer**

This handbook shall not be construed to form a contract of employment between the District and its employees. The Oakes Public School Board (hereafter Board) reserves the unilateral right to change the handbook at any time unless a previous agreement exists under a negotiated agreement between the Board and negotiating unit.

## **Savings Clause (BDAB)**

Should any policy of the District be found to conflict with requirements in law or be declared illegal by a court of competent jurisdiction, said policy shall be automatically rescinded to the extent that it violates the law. The remaining policies shall remain in full force and effect until rescinded or amended by Oakes Public School Board.

## **PERSONNEL POLICIES LIST**

### **ATTENDANCE REQUIREMENTS & BREAKS**

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Breaks – DGH  
Lactation/Breastfeeding – DGHA  
Staff Attendance – DEAB  
Storm Days & Other Natural Disasters – ACAA

### **BENEFITS & LEAVE**

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Certified Leave - DDAF  
Childcare Leave – DDAD  
Employee Assistance Program – DGB  
Emergency Leave – DDBC  
Family & Medical Leave – DDAA  
Family & Medical Leave Regulations – DDAA-BR  
Instructional Staff Extra Duty – DHBC  
Jury & Witness Duty – DDEA  
Military Leave – DDBD  
Political Leave – DDCA  
Sick Leave – DDA  
Sick Leave Bank for Classified Staff – DDAE  
Tuition Repayment – DHBAA  
Unpaid Leave – DDC  
Vacations – DDBA  
Holidays – DDBB

### **COMPLAINTS & GRIEVANCES**

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Nondiscrimination & Anti-Harassment Policy – AAC  
Discrimination & Harassment Grievance Procedure – AAC-BR  
Designation of Responsible Employees – AAC-AR  
*Contact Business Manager for current copy.*  
Patron Complaints About Personnel – KACB  
Teacher Grievance Procedure – DGAA  
Whistleblower Protections Policy: Prohibition Against Retaliation – ACF

## **PAYROLL & FINANCE**

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Definition of Workweek & Overtime & Compensatory Time – DCB  
Employee Relations with Vendors – DEBE  
Exit Interview - DKEA  
Fundraising – HBCC  
Substitute Teachers – DJA  
Unauthorized Purchases – DEBJ

## **WORKPLACE EXPECTATION & SAFETY**

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Copyrighted Material & Intellectual Property – ABCA  
Accident Reporting – ACAC  
Significant Contagious Diseases - ACBB  
Acceptable Use – ACDA  
Automated External Defibrillators – ACBA  
Bullying Policy – ACEA  
Concussion Manager Policy – FCAF  
Copyrights Material & Intellectual Property – ABCA  
Critical Race Theory - GAEE  
Distribution of Personnel Directory – DIA  
Drug & Alcohol-Free Workplace – DEAA  
Drug & Alcohol Testing for Employees – DBBA  
Employee Relations with Vendors – DEBE  
Nondiscrimination & Anti-Harassment Policy – AAC  
Occupational Safety – DEAE  
Personnel Records Review Procedure – DI-BR  
Political Activities – ABBDA  
Reporting Child Abuse & Neglect – LBB  
Restraint & Seclusion – FCC  
Sportsmanship – ABCB  
Staff Conduct – DE  
Staff Extra Duty – DHBC  
Student Conduct & Discipline – FF  
Student Conduct Standards & Disciplinary Procedures – FF-AR  
*Contact Business Manager for current copy.*  
Supervision & Evaluation – DFA  
Tobacco Use – ABBA  
Unauthorized Purchases – DEBJ  
Use of Animals in District Schools & In Curricular Programs – ACBC  
Violent & Threatening Behavior – ACE  
Weapons Prohibited on School Property-Employees - DEAG

## **ANCILLARY/CLASSIFIED STAFF POLICIES**

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Bus Driver – DJE  
Emergency Leave – DDBC  
Evaluation Guidelines – DFA-BR  
Evaluation Guidelines: Coaches – DFA-BR1  
Intent to Rehire – DBD  
Job Descriptions – DBCB  
Physical Examinations – DBBB  
Recruitment, Hiring, & Background Checks for New Classified Personnel – DBAA  
Separation of At-Will Employees – DKBA  
Sick Leave Bank for Classified Staff – DDAE  
Teachers' Paraprofessionals – DJC  
Vacations – DDBA  
Holidays – DDBB

## **TEACHERS**

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Recruitment, Hiring, & Background Checks for New Instructional Personnel – DBAC  
Contracted Staff Resignations & Request for Release From Contract – DKBB  
Licensure – DHA  
Professional Development – DGGA  
Reduction-In-Force Policy – DKA  
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## **SCHOOL BOARD RELATIONS WITH PERSONNEL**

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Administration in Policy Absence – CBAB  
Board Communication With the Public – BGA  
Board Meeting Agenda & Pre-Meeting Preparation – BCAA  
Public Participation at Board Meetings - BCBA

**Handbook Approved:**

# FORMS



## 2023-24 Personnel Handbook

### Handbook Acknowledgement Form

I, \_\_\_\_\_ (print name), have received a copy of the employee handbook, and I have read and understand the content, requirements, and consequences for violating it. I agree to abide by all the directives and other requirements contained in the employee handbook. I understand that if I have questions at any time regarding the handbook, I will contact the Oakes Public School's Superintendent.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**