



CLASSIFIED EMPLOYEE HANDBOOK

Board Approved: September 23, 2024

HANDBOOK INDEX

Handbook Index: The following policies are referenced throughout the *Classified Handbook* and may be located in their entirety by accessing the school district’s website for the actual policy reference at <http://www.valdezcityschools.org> and simply clicking on “Board Policy.”

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MANAGEMENT RIGHTS

The district reserves exclusive rights to operate and control its schools and maintain authority to establish policies and regulations. The district, through the superintendent or designee, may prescribe working rules pertaining to the conduct, discipline, and safety of classified employees.

Permanent classified employees are employed by the board but may be terminated by the school board or the superintendent.

All pertinent hire documents (application; W-4; background checks; I-9 and proof of identity; PERS paperwork; highly qualified information and verification, if applicable; and the board policy on a drug- and alcohol-free workplace) are required to be on file with the district office *before* any employee can be classified as permanent. Until such documents are on record in the district office, the employee will be classified as temporary or substitute.

All employees will be placed on probationary status for the initial ninety (90) days of employment (although insurance benefits will begin after the thirtieth day), at which time the immediate supervisor will complete an evaluation to determine whether the employee will be placed on permanent status.

The district reserves the right to (1) reduce the workforce because of lack of work, funding, or other cause consistent with efficient management and (2) discipline, suspend, demote, or dismiss employees for just cause.

All of the functions, rights, powers, and authority of the school district not specifically abridged, delegated, or modified by this policy are recognized as being retained by the school district.

CONFIDENTIALITY (BP 4119.23)

District employees shall maintain the confidentiality of all confidential records until laws, state regulations, d/or bylaws of this district permit disclosure. Information and records of executive sessions and student records are not subject to public disclosure.

Any employee who negligently releases confidential information about students, staff, or any topic properly confined to an executive session shall be subject to disciplinary action up to and including dismissal from district service. Any action by an employee that inadvertently or carelessly results in the release of confidential information shall be recorded, and the record shall be placed in the employee's personnel file.

Depending on the circumstances, the superintendent or designee may deny the employee further access to any privileged information and shall take any steps necessary to prevent any further unauthorized release of such information up to and including termination.

WORK WEEK (BP 4200)

The superintendent or designee shall establish the standard workweek for permanent full-time, year-round employees.

The standard working hours of business for full-time district office positions shall be 7:30 a.m. to 4:30 p.m., Monday through Friday, with summer hours to be decided by the immediate supervisor. The standard hours for school positions shall be according to each school's daily schedule and subject to the approval of the principal or the superintendent.

Each director/supervisor, with the prior approval of the superintendent, shall establish the scheduled hours of work for classified employees under his/her supervision. Because of varying work schedules and hours worked daily, break times will also vary and will be scheduled per the immediate director/supervisor's discretion. The superintendent or designee may approve deviations from the standard schedule for district office positions.

SALARY/WAGES

WAGE RATE (BP 4200.2, AR 4251)

The school board shall approve the classified personnel salary and benefits scheduled. See attached salary scale at the back of the handbook.

MONTHLY PAY PERIOD (BP 4200.2)

The monthly pay period is the period between the twenty-first (21st) day of one month and the twentieth (20th) day of the following month.

Total Remuneration – The salary paid to a classified employee shall represent the total remuneration for the employee, exclusive of reimbursement for official travel. Except as otherwise provided in this manual, or upon the prior approval of the superintendent, employees shall not receive pay from the district in addition to the salary authorized under the salary schedule. This rule applies to services rendered either in the discharge of their ordinary duties or any additional duties that may be assigned to them or that they may volunteer to perform. Salary is calculated hourly.

Step Increase – Employees are entitled to a step increase within their grade for each consecutive year of service as long as they receive a performance evaluation with a rating of satisfactory or above as of the first day of each work year (July 1).

PAYDAY (BP 4200.2)

Employees shall be paid for each monthly pay period on the last working day of the month.

The wage rate for temporary employees working on an hourly rate basis shall be approved by the superintendent of schools and will be determined by the type of work and the experience and training of the individual employee. The district shall make deductions from employees' paychecks for federal, state, and locally mandated or agreed upon deductions.

COMPENSATION (BP 4200.2)

Placement on the Salary Schedule – Initial placement shall be made by the superintendent based upon job description and position responsibilities. Experience within a classification or in related job descriptions will be considered.

Advancement on the Salary Schedule – Advancement on the salary schedule shall be an annual event and shall become effective for all eligible classified employees on July 1 of each year, pending a satisfactory evaluation by the supervisor. Note: It is a shared responsibility of the employee to ensure that an evaluation is completed on schedule by the supervisor.

To be eligible for annual advancement on the salary schedule a classified employee must have been employed at least seven (7) months in the immediately preceding fiscal year in the category for which the advancement is being considered. Any absence necessitated by an accidental job-related injury or by required military service will not be considered a break in service for purposes of establishing the seven (7) months' work criteria. Nonexempt, hourly employees shall advance one (1) horizontal step each year as determined by the classified salary schedule based upon a satisfactory evaluation.

OVERTIME (BP 4253)

Overtime work shall not be permitted without prior permission from immediate supervisors.

Overtime Compensation – Employees who are eligible for overtime per the overtime definition shall be compensated for such excess hours worked at one and one-half (1 1/2) times their customary hourly rate.

Overtime compensation shall be included in the regular monthly paycheck.

The procedure for the use of overtime shall be as follows:

- I. The superintendent must approve overtime or work beyond daily budgeted hours.
- II. Emergency call outs shall be paid portal to portal and shall equal a minimum of two (2) hours of overtime pay if the above restrictions are met.
 - A. If these occur on a paid holiday, the employee shall receive time and one-half in addition to full holiday pay.

The district may, upon request of the employee and at the discretion of the superintendent or designee, provide compensatory time off in place of compensatory pay; this is only considered with prior approval and is subject to the restrictions of the Fair Labor Standards Act. Unworked paid days shall not accumulate toward overtime.

LEAVE (4200.3)

CLASSIFIED LEAVE

Absences of classified employees from duty shall be for reasons approved by their supervisor and shall be covered with leave that has been duly authorized, reported, and recorded. The Business Office shall maintain a leave record for each classified employee, and such record shall be subject to annual audit.

SICK LEAVE

All educational support personnel shall be entitled to sick leave.

Sick leave and annual leave will not accrue during the term of any leave without pay.

Sick leave after three (3) consecutive days shall be accompanied by a doctor's certificate.

The supervisor shall approve sick leave.

Sick leave is allowable for an illness in the immediate family that requires the physical presence of the employee in the interest of family welfare. Immediate family is defined as a spouse, significant other, child, foster child, stepchild, parent, foster parent, stepparent, grandparent, grandchild, sibling, stepsibling, foster sibling, or in-law.

Up to ten (10) days sick leave with pay may be used per occurrence per contract year by an employee in the event of death, serious injury, or serious illness of the employee's immediate family, as defined above. Additional leave time will be charged to annual leave (if applicable) and then to leave without pay.

Sick leave beyond ten (10) consecutive workdays for a death in the immediate family may be granted, subject to the approval of the superintendent or designee.

Employees are eligible for sick leave with pay after they have been continuously employed for ninety (90) days. Sick leave is earned, however, from the first full pay period.

ACCRUAL

Employees shall accrue sick leave at the rate per month indicated below. Probationary employees will accrue—but are not eligible to use—sick leave.

- If normal work day is 7.5 to 8 hours – 1.25 days a month
- If normal work day is less than 7.5 hours – 1 day a month

All leave shall be accrued on the last working day of the month.

There shall be no accrual of sick leave during any monthly pay period during which an employee is absent without approved leave.

A false statement by an employee regarding sick leave shall be grounds for immediate dismissal. Upon three (3) consecutive days of sick leave, the supervisor may require a doctor's certification of the need for leave.

SICK LEAVE BONUS

Employees who use twenty percent (20%) or less of their annual accrual of sick leave during the fiscal year will be rewarded as follows:

- Employees accruing fifteen days annually – \$300.00 (use three days or less)
- Less than fifteen days, accrual will be prorated. An employee using no sick leave during the fiscal year will be rewarded an additional \$100.00. A day contributed to the Sick Leave Bank does not constitute a day used for this benefit.

An employee who terminates employment with Valdez City Schools before the end of the fiscal year will not be eligible for any sick leave bonus.

When a classified employee leaves the district, all accrued sick leave will be cashed out at a rate of \$10 per day of sick leave.

TEMPORARY DISABILITY

An eligible employee may use accrued sick leave for temporary disabilities. At the onset, a physician's statement will determine temporary disability and will be submitted to the immediate supervisor as soon as possible.

Before returning to work, the district may request a physician's statement indicating the employee can resume his/her duties.

BEREAVEMENT LEAVE

An eligible employee may use up to ten (10) days accrued sick leave for death of a spouse/significant other, father, mother, stepmother/father, son, daughter, stepchild, foster child, brother, sister, employee's grandparent(s), grandchildren, and spouse's parent(s).

ANNUAL LEAVE

Less than Year Round Employees:

All less-than-twelve-month employees will be allotted four (4) days of annual leave each school year with no carryover provision. If not used, annual leave can be cashed in at the end of the year at their daily rate.

Twelve Month employees accrual:

If hired on or before 6/12/01

0–2 years of service: 1.75 days a month
2–5 years of service: 2.25 days a month
5–10 years of service: 2.50 days a month
10+ years of service: 3.00 days a month

If hired after 6/12/01

0–2 years of service: 1.00 day a month
2–5 years of service: 1.25 days a month
5–10 years of service: 1.50 days a month
10+ years of service: 2.00 days a month

USE AND PAYMENT

Accrued annual leave may be used with approval of the supervisor. All requests for annual leave shall be made at least two weeks in advance, and the employee must have approval before the leave may be taken. Annual leave accrued but not used shall accumulate to a maximum of not more than thirty-six (36) days on June 30 of each calendar year. Unused accrued annual leave in excess of the maximum at the close of business on June 30 of each calendar year shall be canceled. Requests for leave shall not be unreasonably denied. Separating employees shall be eligible and encouraged to use accrued annual leave prior to separation.

All leave shall be accrued on the last working day of the month.

There shall be no accrual of annual leave during any monthly pay period in which an employee is absent without approved leave.

Changes in the rate of accrual provided above shall take effect during the employee's anniversary month. Accrued annual leave has no cash value at separation.

No employee shall have a loss of benefits resulting from a change in positions if hours are maintained.

LEAVE WITHOUT PAY (LWOP)

Leave without pay will only be permitted with superintendent approval. Approval will only be considered when all other pertinent leave has been exhausted. If leave without pay is considered because of illness, a doctor's note will be required. Abuse of LWOP can result in disciplinary action, including termination of employment.

PROFESSIONAL LEAVE

If an employee participates in seminars, classes, or meetings that have been determined by the supervisor to be of benefit to the district, the time required for such participation shall be designated as professional leave, and no loss of pay shall result from such participation. Out-of-town travel time is considered part of this required time, including possible delays because of weather. Prior approval must be obtained for professional leave unless participation is required by the district.

CIVIC LEAVE

I. All educational support staff members shall be free to perform civic duties, such as holding elective public office and/or service on committees, commissions, or other appointive bodies established by the superintendent, board, commissioner of education, state commissions, governor, or state legislature. Such service will be permitted providing that service in this capacity does not, in the opinion of the superintendent of schools, disrupt the position for which the staff member is hired or add unreasonable burden to the district.

II. Requests and leave will be submitted through Frontline.

III. The district will not be liable for any travel or per diem.

IV. In the case of jury duty or subpoenaed witness duty, the employee shall turn over to the district all monies received from the court as compensation (except travel and per diem) for services and, in turn, shall be paid his/her current salary while on court leave.

When an employee is summoned as a witness in a proceeding involving or arising from personal activities outside district employment or personal affairs, the employee shall not be entitled to civic leave for this purpose.

If an employee is a disaster responder, he/she shall be released from duty to respond to a disaster call. Full pay shall be received for time missed for such duty, but the employee shall remit any pay earned while performing such volunteer services, not to exceed the salary that would have been earned had the employee been on duty.

MILITARY LEAVE

An employee who is duty bound to answer a call for temporary military service with the National Guard or any other military organization of the United States shall be permitted to serve. Upon submission of orders verifying the service, the employee shall be granted ten (10) days administrative leave; accrued annual leave will be applied from that point. In the event the employee does not have sufficient annual leave to participate, the employee shall be granted leave without pay for the duration of the required military service.

ALASKA FAMILY LEAVE ACT OF 1992/FEDERAL FAMILY AND MEDICAL LEAVE ACT OF 1993

The AFLA provides a job-protected absence for up to eighteen weeks in a twenty-four-month period to eligible employees for a qualifying serious medical condition. It also provides a job-protected absence for up to eighteen weeks in a twelve-month period to eligible employees for pregnancy, childbirth, or adoption.

The FMLA provides a job-protected absence for up to twelve weeks in a twelve-month period to eligible employees for a qualifying condition.

Reasons for Taking Leave

Unpaid leave may be granted for any of the following reasons:

- To care for the employee's child after birth or in preparation for adoption or foster care.
- To care for the employee's spouse, son or daughter, or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the employee's job.

All annual and sick leave must be used before the unpaid leave.

Employee Requirements

Taking of leave may be denied if the following requirements are not met:

- The employee ordinarily must provide thirty (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.

Employer Requirements under the Alaska Family Leave Act:

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

CLASSIFIED EMPLOYEES' SICK LEAVE BANK (BP 4200.4)

Sick Leave Bank – The Sick Leave Bank has been established to provide participating classified employees, under unusual circumstances, with an additional allowance of sick leave. After exhausting his/her allotment of accumulated sick leave, application for reasonable withdrawals may be made if the employee is subject to serious, extended illness. Pregnancy-related absences will not be considered valid requests unless mother or offspring encounter unusual circumstances during or after delivery that result in serious or extended illness. Also, requests from the bank during a school year after sick leave used for maternity leave during the same school year will not be considered valid requests.

A member may request to withdraw days from the bank for serious, extended personal illness after having used all of the employee's own accrued sick leave and personal leave and upon certification by the attending physician. A member may request (withdraw) not more than twice the number of sick leave days the employee had accumulated before the first day of school in any school year, or twenty-four (24) days, whichever is greater. Membership in the Sick Leave is open to all classified employees on a voluntary basis. Classified employees

may become a member of the bank by contributing one (1) day of earned sick leave annually within the first thirty (30) calendar days of the beginning of the school year or, for new employees, within the first thirty calendar days of commencing employment with the district, and thereafter within the first thirty calendar days of the beginning of the school year. Once a member has chosen to join the bank, he/she may not withdraw. If at the end of each school year, the remaining number of days in the bank does not exceed or equal eighty percent (80%) of the number of members, all current members will be required to donate an additional day during the fall enrollment. All leave transferred to the bank by employees is final and not recoverable for re-credit to their personal sick leave account.

An administrative committee consisting of five (5) members will be formed to govern withdrawals from the Sick Leave Bank. This committee shall include two (2) members appointed by the board and three (3) members elected as representatives of bank members. The appointed committee members shall serve for one (1) year and shall be chosen annually in October for the coming school year. The three (3) elected members shall serve, respectively, one-, two-, and three-year terms based on the number of votes. Each subsequent year, one (1) member will be elected, thus allowing continuity to the committee. Bank representatives shall be elected from a district-wide ballot of consenting nominees. (BP updated and approved 1/25/2016)

With the help of the committee, the Superintendent's Office shall establish files to thoroughly document and supervise membership donations, applications for leave withdrawals, any action taken by the committee, the bank's balance, and any other pertinent business. Specifically, a membership list shall be provided to the Superintendent's Office by October 15 of each year. Minutes will be kept of each committee meeting, and appropriate reports shall be submitted to the board informing them of the bank's current status. A chairperson shall be selected to assume responsibility for the duties of the committee. Upon dissolution of the Sick Leave Bank, any sick leave balance shall be canceled.

CLASSIFIED EMPLOYEES' BEREAVEMENT LEAVE BANK (BP 4200.5)

The Bereavement Leave Bank, further referred to as the Bank, is established to provide participating classified employees an opportunity to use bereavement leave for other bereavement circumstances than the *Classified Handbook* may allow.

A member may submit a written request to the superintendent to withdraw days from the Bank for the death of family members or "loved ones" not specifically allowed under bereavement leave in the manual.

Membership in the Bank is open to all permanent classified employees on a voluntary basis.

To join, an employee must donate one (1) day of annual leave within thirty (30) days of becoming a permanent employee. If at the end of each school year, the remaining number of days in the Bank does not exceed or equal twenty-five percent (25%) of the number of members, all current members will be required to donate an additional day during the fall enrollment. All leave transferred to the Bank by an employee is final and not recoverable for re-credit to the annual/personal leave account. A member may cancel membership in the bank by submitting a written notification to the Superintendent's Office. Days remaining in the Bank at the end of the year will be carried over to the next year.

Application for leave from the Bank must be submitted within five (5) days from return to work to the Bank Committee chairperson.

A committee will be established by the Valdez classified employees to review all applications. A chairperson shall be selected to assume responsibility for the duties of the committee. Minutes will be kept of each committee meeting and submitted to the Superintendent's Office within fifteen (15) days following each application request.

With the help of the committee, the Superintendent's Office shall establish files to document and supervise membership donations, applications for leave withdrawals, action taken by the committee, the Bank's balance, and any other pertinent business. Specifically, a membership list shall be compiled by the Superintendent's Office by October 15 of each year.

HOLIDAYS (BP 4200.13)

Holiday pay is provided for all classified employees for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and December 25th. Should a holiday land on the weekend, the day preceding or following will be considered the day off.

A day is defined as the number of hours per day authorized for the employee to work at the time the holiday is taken.

Eligibility – To be eligible for holiday pay, an employee must be on employment status immediately preceding and following the holiday.

INSURANCE (The entire plan can be made available by contacting the district office.)

EMPLOYEE INSURANCE (BP 4254, BP 4200.15)

I. Valdez City Schools works with the city to set the level of health benefits. Collectively, the city and the district provide a group health-care plan for classified employees and dependents with benefits for all permanent and full-time employees working at least thirty hours per week. The complete plan can be made available by contacting the district office for current copies.

II. Pursuant to Section 125 of the United States Tax Code, the district shall offer employees the option of participation in Health Care and/or Dependent Care Reimbursement Accounts. Requirements for and benefits of participation in the Health Care and/or Dependent Care Reimbursement Accounts are outlined in the district's Section 125 plan, which may be amended from time to time to conform to the requirements of Section 125.

III. The employee portion of the premium shall be contributed in accordance with the district's Section 125 plan by those employees who choose to participate.

IV. The board shall provide a \$250 annual contribution as a matching dollar effort to each classified employee toward the financing of life insurance. Life insurance will be purchased through an independent provider (employee's choice). Reimbursement will be paid upon receipt of a premium invoice.

V. An eligible employee is defined as a permanent full-time employee working at least thirty (30) hours per week.

VI. Any classified staff earning more than the base salary on the certified salary schedule shall pay the

same amount as the certificated staff towards their health insurance premium.

RETIREMENT PLAN (BP 4217.1)

The District shall make information regarding retirement, readily accessible.. Permanent employees whose regularly assigned work week is fifteen (15) or more hours of work shall be enrolled in the State of Alaska Public Employees' Retirement System (PERS). Information on PERS is available in the district business office and also under "business office" on the district website.

TRAINING ASSISTANCE (BP 4331)

The district will work cooperatively with employees to improve employees' skills, knowledge, and abilities relating to present positions or to classified positions to which they might logically progress. This cooperation may involve approval for employees to attend conferences and seminars, for an approved course of study on file at the district office, and other related activities.

Classified staff may apply for reimbursement of tuition fees for job-related seminars, training, courses, or related fees. To be eligible for participation in the stipend program, a classified staff member must be a full-time employee in the Valdez City School system and must agree to continue working in the system for one full year immediately following the year in which a course or courses are taken. Classified staff on a District approved leave of absence are not eligible to participate in the stipend program during their leave of absence. In the event that the Classified Staff is unable to fulfill his/her obligation of working the following school year for reasons other than his/her death or disability, he/she shall be held liable for benefits prorated on the basis of the remainder of his/her service obligation still to be met.

Proof of successful completion of the training or course must be provided to the Superintendent and Stipend Committee Chairperson, along with the original tuition receipt. In the event tuition reimbursement requests exceed monies, the District reserves the right to deny a request for reimbursement.

EVALUATION (BP4200.16)

All employees shall be evaluated by their supervisor or building administrator annually before June 30. The performance evaluation shall include areas of strength as well as any areas needing improvement. Nothing in this section precludes a supervisor from evaluating an employee more often than annually if deemed necessary.

CLASSIFIED DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (BP 4218)

Temporary/Substitute Employees – This provision does not apply to temporary or substitute employees because they are "at will" and may be dismissed at any time with or without cause. This provision does not apply to probationary employees who are subject to the rules of the probationary period set out above.

PERMANENT EMPLOYEES

Permanent classified employees shall be subject to a "personnel action" (including, but not limited to, reprimand, suspension without pay, demotion, reduction of pay step in class, dismissal) for cause. This provision does not apply to non-performance based personnel decisions such as a reduction in force or similar. This policy also applies to classified management and supervisory employees unless otherwise provided by law.

In addition to any disqualifying or actionable causes otherwise provided for by statute or by policy or regulation of this district, each item from the following non-exhaustive list constitutes cause for personnel action against a

permanent classified employee:

- A. Falsifying any information supplied to the school district, including, but not limited to, information supplied on application forms, employment records, or any other school district records.
- B. Incompetence
- C. Inefficiency
- D. Neglect of duty
- E. Insubordination
- F. Dishonesty/fraud
- G. Possession, consumption and/or distribution of alcoholic beverages, controlled substances, including marijuana, or other illegal drugs or synthetic drugs while on duty or on District premises whether or not on duty; or being under the influence of these prohibited substances while on duty.
- H. Consumption and/or distribution of tobacco/tobacco products and vape devices while on District premises, on or off duty.
- I. Conviction/citation of any crime which reasonably calls into question the employee's trustworthiness, fitness for duty, or ability to work safely with co-workers and students. A plea or verdict of guilty or a conviction following a plea of nolo contendere is deemed to be a conviction within the meaning of this section. Applicants and employees must inform the Superintendent of any conviction/citation so that a determination can be made by the District regarding its applicability to employment. For existing employees, reporting must occur within 48 hours of conviction/citation.
- I. Immoral conduct that is defined as a crime involving moral turpitude.
- J. Discourteous treatment of the public, students, or other employees.
- K. Improper political activity
- L. Willful disobedience
- M. Misuse, unauthorized use, theft, or destruction of District property.
- N. Violation of this Personnel Manual, District, Board or departmental rule, policy, or procedure, or violation of federal, state, or local statute, regulation, or ordinance
- O. Failure to possess or keep in effect any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position.
- P. Unlawful or inappropriate discrimination, including, but not limited to harassment, on the basis of race, religion, sexual orientation, creed, color, national origin, ancestry, physical or mental disability, marital status, sex, pregnancy, or age against the public, students, or other employees.
- Q. Unlawful retaliation against any other District officer or employee, student, or member of the public who, in good faith, reports, assists, discloses, divulges, or otherwise brings to the attention of any appropriate authority, whether an outside person, agency, or school district official, any information relative to actual or suspected violation of any law or district policy or procedure occurring on the job or directly related thereto.
- R. Any other failure of good behavior that is of such nature that it causes discredit to the district or affects the ability to perform his/her duties.
- S. Confidentiality: Any employee who negligently releases confidential information about students, staff, or any topic properly confined to an executive session shall be subject to disciplinary action up to and including dismissal from district service. Any action by an employee that inadvertently or carelessly results in the release of confidential information shall be recorded, and the record shall be placed in the employee's personnel file.

A copy of the recommendation shall be served upon the employee, either personally or by registered or certified mail, and a return receipt requested at the employee's last known address. The recommendation shall include the following:

- A statement of the nature of the personnel action (the disciplinary action being

imposed).

- A statement of the cause or causes therefore as set forth above.
- A statement of the specific acts or omissions upon which the causes are based.

If a violation of rule, policy, or regulation of the district is alleged, the rule, policy, or regulation violated shall be set forth in the recommendation.

- A statement of the employee's right to appeal the recommendation and the manner and time within which his/her appeal must be filed.

In cases in which the superintendent or designee has determined that a personnel action should occur and that continuation of the employee in active duty status after written notice has been issued would result in an unreasonable risk of harm to students, staff, or property, the superintendent or designee may suspend the employee from his/her duties, with or without pay, pending an appeal as may be determined appropriate by the superintendent. In cases where the Superintendent or designee has determined that a permanent classified employee should be dismissed, termination of employment will be effective upon delivery to the employee of the statement of personnel action.

A permanent employee who decides to appeal a personnel action must do so in accordance with step three of the 152 grievance procedure.

If an employee fails to appeal within the time specified in these rules, the employee shall have waived his/her right to appeal.

At any time before an employee's appeal is submitted to the board for reconsideration, under step three of the grievance procedure, the superintendent or designee may issue an amended or supplemental notice of personnel action. The employee may continue with the appeal if dissatisfied with the amended or supplemental notice of personnel action.

GRIEVANCE PROCEDURE (BP 4200.17)

The purpose of the grievance procedure shall be to resolve differences between employees and the district at the lowest possible administrative level and as quickly and amicably as possible.

Definitions (as it pertains to the grievance procedure)

"Grievance" – A grievance is a statement by a grieving employee that a controversy, dispute, or disagreement exists with the district.

"Day" – Workday.

"Time Limits" – All time limits shall be strictly adhered to except by mutual written consent of the parties. Failure of the grievant to adhere to timeliness constitutes a waiver of the grievance. Failure of a supervisor required to hear a grievance to adhere to timeliness automatically entitles the grievant to appeal to the next step of the grievance process.

Procedure:

Step One – A grievance must be initiated in writing by an employee within fourteen (14) days of the date that the grievant knew or should have known, of the action being grieved. The grievance must set out the rule or policy that the grievant alleges has been violated and the specific facts that are alleged to support the grievance. The grievant and immediate supervisor shall meet within seven days to discuss the grievance. The immediate

supervisor shall provide a written response to the grievance within seven days of the meeting.

Step Two – If the grievant is not satisfied with the step-one decision, the grievant may appeal to the superintendent in writing within seven (7) days of receipt of the step-one decision. The superintendent shall meet with the grievance within seven (7) days of the receipt of the appeal and shall render a written decision to the parties within seven (7) days of the meeting.

Step Three – If the grievant is not satisfied with the step-two decision, the grievant may appeal to the school board in writing within seven (7) days of receipt of the step-two decision. The school board shall schedule the appeal at its next regular meeting or within thirty (30) days of receipt of the appeal, whichever is later. Such hearing shall be in executive session unless both the grievant and superintendent agree it should be in public session. At the appeal, each party (the grievant and superintendent) shall be given twenty minutes to present their respective position to the board. The board shall deliberate and decide the appeal. The decision of the school board shall be final.

Any of the grievance procedure guidelines not required by law may be modified by mutual consent of the employee and the district. The board may modify the step-three appeal procedure upon proper notice.

No reprisals shall be taken against an employee for good faith participation in the grievance procedure.

Dismissal and Demotion of Permanent Classified Employees

All notices of discharge to permanent classified employees will be in writing and with proper notice, and the reasons for discharge will be clearly stated.

A dismissed employee is entitled to a hearing as prescribed by step three of the grievance procedure.

Demotion – A demotion is a performance-based non voluntary reduction in wages or salary or a transfer to a position that has a lower wage or salary. The superintendent may demote an employee for cause. The employee shall, before the action is taken, be furnished with a statement in writing, setting forth the reasons for the demotion. The employee shall be entitled to a hearing before the board as prescribed in step three of the grievance procedure.

Layoff/Rehire (BP 4217.3)

All layoffs initiated by the district for reasons of budgetary limitations or reorganization shall be based on district-wide seniority within the specific job classification (as outlined in the classified salary schedule). The employees in that job classification with the least total uninterrupted service in the district will be laid off first unless the district determines that a critical person is affected.

INJURIES/ACCIDENTS (BP 5142)

The school board places a high priority on safety and on the prevention of staff/student injury. The district shall make reasonable effort to ensure the safety and proper conduct of staff/students from the time they come under school supervision until they leave school supervision, whether on school premises or not. The superintendent or designee shall establish procedures as necessary to protect staff/students from dangerous situations. All employee injuries occurring while on duty shall be reported to the employee's immediate director/supervisor and the business manager immediately. The employee/supervisor will complete the Workers' Compensation Report of Occupational Injury or Illness form. This form shall be submitted to the Business Manager.

SAFETY OF STUDENTS AND STAFF (BP 4157/4257/4357)

Employee's are expected to use safe work practice and to report and correct any unsafe condition that may occur.

No employee shall be required to work in unsafe or hazardous work conditions.

Required Training

Please visit <http://www.eed.state.ak.us/mandatedtraining> for information about state-mandated training.

The district is responsible for providing the required training as listed on the Education & Early Development (EED) website, including the following:

- Fetal Alcohol Syndrome – Within first forty-five days after the first day of work
- Domestic Violence and Sexual Assault – Ongoing as required by the district
- Assault Educator Training (ALICE) and Child Abuse Prevention Training – Within first six months of employment; then at least once every five years
- Gender and Race Equity – Every two years

Minimum six hours before or concurrent with providing director or related services (Required of aides who work with special children):

- *Early Childhood Outcomes
- *Eligibility Categories
- *Evaluation Summary and Eligibility Review (ESER)
- *Fetal Alcohol Syndrome
- *Individualized Education Program (IEP)
- *Introduction to Early Childhood Transition from Part C to Part B
- *Introduction to Special Education
- *Precautions against Blood-Borne Pathogens

APPOINTMENTS AND PROMOTIONS (BP 4200.6)

Equal Employment Opportunity – All appointments shall conform to Equal Employment Opportunity standards.

Advertisement of Positions – Except for temporary and substitute appointments, all position openings shall be advertised by the administrative assistant to the superintendent of schools/board of education publicly and in the district for not less than fourteen (14) calendar days. Under emergency conditions, temporary appointments to positions may be made pending expiration of the advertisement period. If such a temporary appointment is made, all applications received during the advertisement period shall be considered before making an appointment to the open position. In the event of equal qualifications, as determined by the district, current classified employees who have submitted applications shall be given preference in filling a vacant position. An employee who is hired to fill a vacancy from one grade to a higher grade shall be placed on the new grade at step one, except that no promoted employee may be placed at a step that results in a reduction in the rate of pay.

Appointment Step – Each employee new to a position shall be appointed at step one (1) in the appropriate grade. At the superintendent's discretion, a new employee may be started up to an additional five(5) steps higher based upon the employee's training and experience.

Approval – All hires for current positions shall be made by the superintendent upon the recommendation of the supervisor. The creation of new positions must be approved by the board.

Probationary Period – Each employee new to a part- or full-time permanent position (substitute and temporary positions are “at will” and therefore not subject to a defined probationary period) shall be subject to a probationary period during the first ninety (90) working days. During the probationary period, the employee may be dismissed from his/her position at any time, with or without cause. If dismissed, a probationary employee shall not be entitled to a hearing and cannot use the grievance procedures to protest the decision. The decision of the superintendent is final. The probationary period is not to be considered a contract of ninety (90) working days. If the employee completes the probationary period (or any extension thereof determined reasonable by the district), the employee shall be appointed as a twelve-month or less than a twelve-month employee. Insurance benefits will begin after the completion of thirty (30) working days. This provision does not apply to certified employees or term contracts.

Work Assignment/Shift/Location – All classified work assignments/work shifts, and/or work locations shall be identified in the job posting. Any temporary change to an employee’s work assignment, work shift, or work location shall be made by the employee’s supervisor. Any permanent change in an employee’s work assignment, work shift, or work is approved by the superintendent based on recommendations(s) from the director/supervisor. In the event of a permanent change, a minimum of two (2) weeks written notice will be given to the employee.

Discretionary Appointment – The superintendent may advance an employee one (1) additional step based on a superior evaluation and recommendation from the supervisor.

Reappointment – An employee who is reappointed to a position after a separation or after having served in a different position may, at the discretion of the superintendent, be reinstated at the same step on the salary schedule as previously held.

ASSIGNMENT/CLASSIFICATION (BP 4213)

Classified employees shall be assigned by their immediate supervisors with the approval of the superintendent or designee. They shall be required to perform those duties identified in their job description for the position the employee holds.

PROHIBITIONS (BP 4200.7)

Securing of Positions – Employees may not give, render, pay, offer, solicit, or accept any money, service, or other valuable things in connection with their position.

Rights of Others – Employees may not defeat, deceive, or obstruct any person’s right to examination, eligibility, certification, or appointment under these procedures.

Gifts and Favors – Employees may not be a party to the purchase of, or influence the purchase of, goods or services for the use of the district from any person, company, or business in which they have a direct or indirect financial interest unless approved in advance by the board.

Nepotism – No person who is the spouse of, or is related by blood or marriage, within and including the second degree of kindred (father, mother, son, daughter, brother, sister, spouse/significant other, grandfather, grandmother, grandson, granddaughter, uncle, and aunt, including those half or step relations), to the superintendent or his/her immediate supervisor may be employed in a classified position without the prior approval of the board.

Information from Applicant – No employee may request or suggest that an applicant provide information concerning his/her religious opinions, ancestry, membership in fraternal organizations, political convictions, race, religion, sexual orientation, creed, color, national origin, physical handicap, marital status, age, or ethnic origin (except as required to meet Equal Employment Opportunity requirements).

Conflicts of Interest – Employees shall not engage in any business or transaction or own a financial or other private interest, whether direct or indirect, that is in conflict with, or that reasonably appears to be in conflict with, the proper and unbiased discharge of their official duties.

Use of Information – Employees shall not use information obtained in the course of employment concerning the property, government, or affairs of the district to advance, directly or indirectly, the financial or other private interests of themselves or others.

RETIREMENT (BP 4200.14)

A classified employee covered by the Public Employees' Retirement System (PERS) is eligible for retirement as provided by the retirement system.

Retirement – A classified employee covered by the PERS is eligible for retirement as provided by the retirement system.

Resignation (BP 4217.2)

An employee may resign from the district by presenting a resignation in writing to the supervisor. An employee shall not be considered to have resigned in good standing if he or she fails to give the supervisor at least fourteen (14) calendar days' written notice. A copy of such resignation shall be supplied by the supervisor to the superintendent. The superintendent may make such investigation as deemed warranted to verify the facts as to the reasons for each resignation.

Suspension (BP 4200.8)

The superintendent may, by giving written notice of reasons to the employee, suspend any employee without pay for cause. The superintendent shall give the employee a reasonable opportunity to be heard before a suspension

without pay, or in cases of emergency, as soon as practicable after the suspension without pay.

- The employee is entitled to a hearing before the board as provided in step three of the grievance procedure.

EMPLOYMENT RECORDS (BP 4200.11)

Public Records – Except for examination materials, performance evaluations, personal histories, or other confidential materials so designated by the superintendent, employee records shall be public records. Such records shall be available for inspection in the presence of authorized personnel by the public during regular office hours under such procedures as the superintendent may establish.

Confidential Records – Examination materials, performance evaluations, personal histories, and other confidential materials so designated by the superintendent shall be kept in confidential personnel files. iBefore the inclusion of any material in an employee's personnel file that may be construed as derogatory, evidence that the employee received a copy of the material is required.

An employee has the right to have included in his/her personnel file a rebuttal of any derogatory material placed therein. An employee, or his/her authorized representative, shall be allowed to examine the contents of his/ file during regular office hours and procedures as the superintendent may establish. (See also BB.0810.10)

PHYSICAL EXAMINATIONS (BP 4112.4, BP 4200.12)

The superintendent or designee shall ensure that all regularly employed personnel undergo a health examination as required by law upon initial employment and file with the district an examination certificate within thirty (30)

days of initial appointment. A reexamination shall be required every three (3) years thereafter. The cost for the examination shall be reimbursed by the school district not to exceed two hundred dollars (\$200.00). The board may exempt from the physical examination requirement any employees whose work does not bring them into close contact with students or temporary employees. (4 ACC 06.050)

DEFINITIONS OF EMPLOYEE (BP 4200.1)

Classified Employee or Employee – A district employee who occupies a position for which the incumbent is not required to hold a valid Alaska teacher’s certificate.

Day – When a day is referenced, it is a workday.

Employment Status – The period beginning with the effective date of appointment and ending with the effective date of separation.

Fiscal Year – The period July 1 of the calendar year through June 30 of the following calendar year, inclusive.

Twelve-Month Employee – An employee appointed to a position that is designated as a regularly scheduled twelve-month period. A probationary employee is not a twelve-month employee until the probationary period is complete.

Full-Time Employment – Permanent full-time educational support employee: One who has completed his/her probationary period in a regularly budgeted position, is employed at least thirty (30) hours per week, and is a twelve-month employee.

Less than Twelve-Month Employee – An employee appointed to a position that is designated as a regularly scheduled less than a twelve-month period. A probationary employee is not a less than twelve-month employee until the probationary period is complete.

Part-Time Employment – Permanent part-time employee: One who is employed less than thirty (30) hours per week or less than twelve months per year.

Grade – Categories within the salary schedules; for example, Grade G is Maintenance II.

Immediate Family: Spouse/significant other, father, mother, son, daughter, brother, sister, step/foster relations, employee’s grandparent(s), grandchildren and spouse’s parent(s).

Pay Status – A day during which an employee works, is on paid leave or is on a paid holiday.

Performance Evaluation – The yearly appraisal in writing of an employee’s work performance on district approved forms.

Permanent Position – A position created with the expectation that the need is ongoing and will be budgeted from year to year.

Probationary Employment – Probationary employee: One who is appointed to a regularly budgeted position, but who has not yet completed the first ninety-day probationary period.

Seniority – Defined as district service within a specific job classification as outlined in the classified salary schedule. Leave without pay (LWOP) does not constitute a break in service.

Separation – The leaving of district employment by resignation, termination, dismissal, or

layoff.

BREAK IN SERVICE

A break in service is defined as any termination of employment with Valdez City Schools, including declining enrollment at the school or district level or changing needs or programs at the district level. Any employee who experiences a break in service due to declining enrollment at a specific school or district level or changing needs or programs at the school or district level will need to reapply when the position reopens. Prior service and experience will be given consideration. Valdez City Schools will make decisions based on what is best for students. Any person rehired after a break in service will be reinstated at the wage commensurate to his/her years with the district.

Step – Horizontal incremental movement on the salary schedule.

Substitute – An employee who fills in for an absent employee.

Supervisor – An employee authorized to direct the work of subordinate employees.

Temporary Employment

Temporary employee: One who works on an irregular basis, or who has been appointed for a period of less than six working months, and is not eligible for employee benefits unless he or she is assigned to a permanent position following his/her probationary period.

Temporary Position – A position created by the district for a designated number of days for a specific task or assignment. Temporary positions are non-benefited.

Year of Service – A fiscal year during which an employee is on pay status with the district for not less than one hundred sixty (160) working days.

Valdez City Schools Classified
FY 24

Salary Schedule FY24

2.50% Increase

	15.55	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
B	19.28	20.06	20.84	21.61	22.39	23.17	23.95	24.72	25.50	26.28	27.06	27.83	28.61	29.39	30.17	
	1.24	1.29	1.34	1.39	1.44	1.49	1.54	1.59	1.64	1.69	1.74	1.79	1.84	1.89	1.94	
C	20.21	20.99	21.77	22.55	23.32	24.10	24.88	25.66	26.43	27.21	27.99	28.77	29.54	30.32	31.10	
	1.30	1.35	1.40	1.45	1.50	1.55	1.60	1.65	1.70	1.75	1.80	1.85	1.90	1.95	2.00	
D	23.01	23.79	24.57	25.35	26.12	26.90	27.68	28.46	29.23	30.01	30.79	31.56	32.34	33.12	33.90	
	1.48	1.53	1.58	1.63	1.68	1.73	1.78	1.83	1.88	1.93	1.98	2.03	2.08	2.13	2.18	
E	23.95	24.72	25.50	26.28	27.06	27.83	28.61	29.39	30.17	30.94	31.72	32.50	33.28	34.05	34.83	
	1.54	1.59	1.64	1.69	1.74	1.79	1.84	1.89	1.94	1.99	2.04	2.09	2.14	2.19	2.24	
F	24.88	25.66	26.43	27.21	27.99	28.77	29.54	30.32	31.10	31.88	32.65	33.43	34.21	34.99	35.76	
	1.60	1.65	1.70	1.75	1.80	1.85	1.90	1.95	2.00	2.05	2.10	2.15	2.20	2.25	2.30	
G	29.54	30.32	31.10	31.88	32.65	33.43	34.21	34.99	35.76	36.54	37.32	38.10	38.87	39.65	40.43	
	1.90	1.95	2.00	2.05	2.10	2.15	2.20	2.25	2.30	2.35	2.40	2.45	2.50	2.55	2.60	
H	38.72	39.50	40.27	41.05	41.83	42.60	43.38	44.16	44.94	45.71	46.49	47.27	48.05	48.82	49.60	
	2.49	2.54	2.59	2.64	2.69	2.74	2.79	2.84	2.89	2.94	2.99	3.04	3.09	3.14	3.19	

All movement between Levels (B, C, D, E, F, G) will be to the step of equal hourly wage or the next higher step if there isn't an equal.

*The Superintendent has the discretion to add up to a \$2.00/hr differential per the guidelines outlined in the classified handbook

Valdez City Schools Classified
FY 25

Salary Schedule FY25

2.00% Increase

15.86	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
B	19.67	20.46	21.25	22.05	22.84	23.63	24.43	25.22	26.01	26.81	27.60	28.39	29.18	29.98	30.77
	1.24	1.29	1.34	1.39	1.44	1.49	1.54	1.59	1.64	1.69	1.74	1.79	1.84	1.89	1.94
Building Secretary															
Federally Qualified Aide															
Food Service															
C	20.62	21.41	22.21	23.00	23.79	24.58	25.38	26.17	26.96	27.76	28.55	29.34	30.14	30.93	31.72
	1.30	1.35	1.40	1.45	1.50	1.55	1.60	1.65	1.70	1.75	1.80	1.85	1.90	1.95	2.00
Accounting															
Admin Secretary															
Custodial															
Food Service Warehouse															
D	23.47	24.27	25.06	25.85	26.65	27.44	28.23	29.03	29.82	30.61	31.40	32.20	32.99	33.78	34.58
	1.48	1.53	1.58	1.63	1.68	1.73	1.78	1.83	1.88	1.93	1.98	2.03	2.08	2.13	2.18
Career Advisor/K-12															
Desktop Support Tech															
Maint/Custodial															
Prevention Specialist															
Sign Lang. Intepreter															
E	24.43	25.22	26.01	26.81	27.60	28.39	29.18	29.98	30.77	31.56	32.36	33.15	33.94	34.74	35.53
	1.54	1.59	1.64	1.69	1.74	1.79	1.84	1.89	1.94	1.99	2.04	2.09	2.14	2.19	2.24
Library Associate															
PreK Teaching asst															
F	25.38	26.17	26.96	27.76	28.55	29.34	30.14	30.93	31.72	32.52	33.31	34.10	34.89	35.69	36.48
	1.60	1.65	1.70	1.75	1.80	1.85	1.90	1.95	2.00	2.05	2.10	2.15	2.20	2.25	2.30
Food Service Manager/Head Cook															
Supt/Board Secretary															
G	30.14	30.93	31.72	32.52	33.31	34.10	34.89	35.69	36.48	37.27	38.07	38.86	39.65	40.45	41.24
	1.90	1.95	2.00	2.05	2.10	2.15	2.20	2.25	2.30	2.35	2.40	2.45	2.50	2.55	2.60
Network Engineer/Desktop Support															
H	39.49	40.29	41.08	41.87	42.67	43.46	44.25	45.05	45.84	46.63	47.42	48.22	49.01	49.80	50.60
	2.49	2.54	2.59	2.64	2.69	2.74	2.79	2.84	2.89	2.94	2.99	3.04	3.09	3.14	3.19
Network Manager															
School Nurse															

All movement between Levels (B, C, D, E, F, G) will be to the step of equal hourly wage or the next higher step if there isn't an equal.

*The Superintendent has the discretion to add up to a \$2.00/hr differential per the guidelines outlined in the classified handbook

Work Agreement between Valdez City Schools
And EMPLOYEE NAME
For the 20XX-20XX School Year

Date: MM/DD/YY

Position: JOB TITLE

Level ____ Step ____ \$ _____/hour _____ maximum hours per week

_____ Maximum Days (including ____ paid holidays)

First Day of Work: MM/DD/YY Last Day of Work: MM/DD/YY **Non-Student Inservice Days: Not**

scheduled/contracted unless specified by District Administrator

Paid Holidays: Thanksgiving & Day After; Christmas; New Year's Day; Memorial Day; and 4th of July; Labor Day
(per Classified Handbook)

***** The District is authorized to employ such educational support employees as are provided for in the budget unless there is a lack of work or loss of funds, or at the discretion of the Board. In the case of a paraprofessional assigned to a high needs child, and the child moves (either short-term or permanently) the paraprofessional will retain the rights to be reassigned to the position of the last paraprofessional hired (per the seniority list) or to apply for a position that is currently available. In the case of temporary absence (day to day) of a student assigned to the paraprofessional, the paraprofessional may be assigned other duties for that day. Due to the many variations of absences, specific job assignments will be dealt with on a one to one basis at the building level.

When educational support positions become available, the District shall first provide a rehire to laid-off personnel before the new personnel. In the event no laid-off educational support personnel is qualified for the available position, the District may select the most qualified applicant available.

If for any of the above reasons, an employee has loss of employment with the School District, the Superintendent will make every effort to place the employee in other available job vacancies for which he/she may be qualified. For paraprofessionals involved in a reduction in force due to student loss, advance notice of not less than 30 work-days (from the time of notice given the district) will be given before layoff.

Hours listed on the work agreement are to be referenced as minimum hours. These hours may be extended (with supervisor approval) for work beyond what is listed in the work agreement. Examples may include but are not limited to attendance at district meetings (staffing/IEP) or for necessary preparation time not initially scheduled.

You are entitled to use personal leave at your discretion with your supervisor's approval. Personal leave can be used at any time throughout the scheduled school year. You are encouraged to use your personal leave throughout the school year. Your leave balance can be found on your monthly pay stub.

If your normal work day is 7.5 to 8 hours, you will accrue 1.25 days of sick leave per month. If your normal workday is less than 7.5 hours a day, you will accrue one day of sick leave per month. Sick leave may accumulate without limit; however unused sick leave will be paid out at \$10 per day upon termination.

Overtime must have prior administrative approval by the Superintendent or his/her designee.

*Please return signed work agreement to District Office by MM/DD/YY.
A copy will be forwarded to you.*

APPENDIX A – CLASSIFIED SICK LEAVE BANK PARTICIPATION FORM

BP 4200.4 Classified Employees

Sick Leave Bank - The Sick Leave Bank is established to provide participating classified employees, under unusual circumstances, with an additional allowance of sick leave. After exhausting his/her allotment of accumulated sick leave, application for reasonable withdrawals may be made if the employee is subject to serious, extended illness.

Pregnancy-related absences will not be considered valid requests unless mother or offspring encounter unusual circumstances during or after delivery which result in serious or extended illness. Also, requests from the bank during a school year subsequent to sick leave used for maternity leave during the same school year will not be considered valid requests.

A member may request to withdraw days from the bank for serious, extended personal illness after having used all of the employee's own accrued sick leave and personal leave and upon certification by the attending physician. A member may request (withdraw) not more than twice the number of sick leave days the employee had accumulated before the first day of school in any school year, or twenty-four (24) days, whichever is greater. Membership in the Sick Leave Bank is open to all classified employees on a voluntary basis. Classified employees may become a member of the bank by contributing one (1) day of earned sick leave annually within the first thirty (30) calendar days of the beginning of the school year, or, for new employees, within the first thirty calendar days of commencing employment with the District, and thereafter within the first thirty calendar days of the beginning of the school year. Once a member has chosen to join the bank, they may not withdraw. If at the end of each school year, the remaining number of days in the bank does not exceed or equal eighty percent (80%) of the number of members, all current members will be required to donate an additional day during the fall enrollment. All leave transferred to the bank by an employee is final and not recoverable for recredit to their personal sick leave account.

An administrative committee, consisting of five (5) members will be formed to govern withdrawals from the Sick Leave Bank. This committee shall include two (2) members appointed by the Board and three (3) members elected as representatives of bank members. The appointed committee members shall serve for one (1) year and shall be chosen annually in October for the coming school year. The three (3) elected members shall serve respectively one (1), two (2), and three (3) year terms based on the number of votes. Each subsequent year, one (1) member will be elected, thus allowing continuity to the committee. Bank representatives shall be elected from a District-wide ballot of consenting nominees.

With the help of the committee, the Superintendent's Office shall establish files to thoroughly document and supervise membership donations, applications for leave withdrawals, action taken by the committee, the Bank's balance, and any other pertinent business. Specifically, a membership list shall be provided to the Superintendent's Office by October 15 of each year. Minutes will be kept of each committee meeting, and appropriate reports shall be submitted to the Board informing them of the Bank's current status. A chairperson shall be selected to assume responsibility for the duties of the committee. Upon dissolution of the Sick Leave Bank, any sick leave balance shall be canceled.

ADOPTED: JUNE 2005

Board Revised and Approved 1/25/2016, BP 4200.4

I was a member of Valdez City Schools' Classified Sick Leave Bank. Once a Classified Member has chosen to join the bank, they may not withdraw.

I understand that by signing this request, **I am contributing one day of my sick leave** to the bank and the transfer of that day is final.

 I chooseto participate I choose not to participate

Signature Date Social Security Number

**APPENDIX B – CLASSIFIED BEREAVEMENT LEAVE BANK
PARTICIPATION FORM**

The Bereavement Leave Bank further referred to as the Bank, is established to provide participating classified employees an opportunity to use bereavement leave for other bereavement circumstances than the personnel manual allows.

A member may request to withdraw days from the Bank for the death of family members or “loved ones” not specifically allowed under bereavement leave in the manual.

Membership in the Bank is open to all permanent classified employees on a voluntary basis.

To join, an eligible employee must donate one (1) day of annual leave within thirty (30) days of the first actual working day. If at the end of each school year, the remaining number of days in the Bank does not exceed or equal twenty-five percent (25%) of the number of members, all current members will be required to donate an additional day during the fall enrollment. All leave transferred to the Bank by an employee is final and not recoverable for re-credit to the annual/personal leave account. A member may cancel membership in the Bank by submitting a written notification to the Superintendent’s Office. Days remaining in the Bank at the end of the year will be carried over to the next year.

Application for leave from the Bank must be submitted within five (5) days from return to work to the Bank Committee chairperson.

A committee will be established by the Valdez Classified Employees Association to review all applications. A chairperson shall be selected to assume responsibility for the duties of the committee. Minutes will be kept of each committee meeting and submitted to the Superintendent’s Office with fifteen (15) days following each application request.

With the help of the committee, the Superintendent’s Office shall establish files to document and supervise membership donations, applications for leave withdrawals, action taken by the committee, the Bank’s balance, and any other pertinent business. Specifically, a membership list shall be compiled by the Superintendent’s Office by **October 15** of each year.

Upon dissolution of the Bereavement Leave Bank, any annual leave balance shall be canceled.

I want to become a member of Valdez City Schools’ Classified Bereavement Leave Bank. I understand that by signing this request, **I am contributing one day of annual leave** to the bank and the transfer of the day is final.

I choose to participate I choose not to participate Signature Date Social Security

Number